COMMERCIAL

STEP-BY-STEP SOLAR INTERCONNECTION PROCESS



See The Steps Below for Your Business's Solar Interconnection Process

STEP 1 - Ensure your business is within CPS Energy Service Area.
- Proof of your CPS Energy Contract Account Number

STEP 2 - Research whether solar is a good fit for your business.
- Read the Solar FAQs on the CPS Energy Rooftop solar website.
- Visit Bring Solar Home at **bringsolarhome.com** to answer important questions such as:
  - Is your business a good candidate for solar panels?
  - Do solar panels make financial sense for you?
  - What system size might work for you?
- Visit PVWatts at **pvwatts.nrel.gov** to utilize the rooftop size estimator.
- Visit Project Sunroof at **sunroof.withgoogle.com** to discover your solar savings potential.

STEP 3 - Contact multiple Registered Solar Contractors for quotes.
- Have your latest utility bill available to provide to solar contractors. This will be used to estimate the size of the system that best fits your needs.
- Get quotes from at least 3 solar contractors on the CPS Energy list of Registered Solar Contractors at **CPSEnergy.com/solarcontractors**
- Once you've decided to move forward, contact your chosen solar contractor to purchase and execute a written agreement. *(Right to cancel within 72 hours)*
- Your main point of contact is your solar contractor. They will do most of the steps below, all the way until the system is fully operational.

STEP 4 - Solar Contractor will submit the Solar Application packet to CPS Energy.

Your solar contractor will submit the following documents to CPS Energy on your behalf:
- Registration Form
- Interconnection Application
- Electrical Drawings
- Annual Savings Report
- Disclosure Form (signed by customer)
- Purchase Contract (signed by customer)

STEP 5 - CPS Energy will review the Solar Application packet.

Once CPS Energy has received all required documents, the CPS Energy team will begin the review process. If any deficiencies are found, your solar contractor will be contacted to correct. This process can take about 10-20 business days.

PLEASE NOTE: Systems sized above 25kW will require engineered drawings and may take up to 30 business days, as additional internal teams will need to review.

STEP 6 – CPS Energy Approves the Solar Application for Installation

CPS Energy will stamp their approval on the electrical drawings and interconnection application. The solar contractor and customer will be updated of the status via email.

PLEASE NOTE: Installation should not begin until an approval has been granted and applicable permits obtained.



STEP 7 - Solar Contractor will pull necessary permit(s) required in your city or municipality.

Your solar contractor will need to obtain all electrical permits and, where required, final electrical inspection from your local city or municipality, such as the City of San Antonio. For more information about City of San Antonio permitting and inspections, go to **sa.gov**. If you are outside San Antonio jurisdiction, contact your local municipality.

PLEASE NOTE: Installation should not begin until an approval has been granted and applicable permits obtained.

STEP 8 - Solar Contractor can now install the Solar PV System.

The solar contractor is given approval to install the system. Please consult with your contractor on the details and their schedule for your installation.

STEP 9 - Solar Contractor will request your final commissioning to activate your solar PV system.

Once all permits are passed, your solar contractor will request your final commissioning to let CPS Energy know your system has been installed and is ready for the final inspection. Please provide CPS Energy 10-20 business days to schedule a date/time. The solar contractor and customer will be provided the scheduled date via email.

STEP 10 - CPS Energy will perform the final commissioning to activate your system.

CPS Energy will perform the required inspection and anti-islanding test. Once the final commissioning has passed, on the same day, CPS Energy will set your PV meter and activate your solar PV system. To avoid delays, please ensure your contractor is on site and CPS Energy can access your equipment to perform inspection.

PLEASE NOTE: Customer will receive Permission to Operate (PTO) email within 24-48 hours of passed commissioning.

If your site fails CPS Energy's commissioning, your solar contractor will be notified with reason of failure. Once corrections are made, your solar contractor may re-request the commissioning.

STEP 11 – Solar Contractor will submit rebate application. (if applicable)

The solar contractor will submit the following documentation to begin the rebate check processing. Rebates are released within 2-4 weeks from receiving complete documentation. All documents must be signed by customer.

- Rebate Application
- Renewable Energy Credit (REC) Agreement
- Final Invoice
- Customer W9 Form or Rebate Assignment Form (if rebate is assigned)

Contact the CPS Energy Solar Team at 210-353-2SAV (2728) or email any time at CPSESolar@CPSEnergy.com if you have any questions.