

# NON RESIDENTIAL DG INSTALLATION CHECKLIST

PRE APPLICATION PROCESS (PRE CONSTRUCTION)	
	Read and understand <a href="#">Roseville Electric Utility's Commercial Constructions Specifications</a> and <a href="#">Rule 21</a> .
	Review Roseville Electric Utility's electric meter upgrade charge
APPLICATION PROCESS: ROSEVILLE ELECTRIC UTILITY DESIGN APPROVAL IS REQUIRED PRIOR TO OBTAINING BUILDING PERMIT APPROVAL	
	<ul style="list-style-type: none"> <li>Contractor submits the signed DG Interconnection Application</li> </ul> <p><b>Contractor assembles and submits the following required documents:</b></p> <ol style="list-style-type: none"> <li>CSI-EPBB Report for each elevation</li> <li><a href="#">City of Roseville Business License</a></li> <li><a href="#">Consent for Release of Utility Account Information Form</a></li> </ol> <p>*Customers with less than 12 months of historical energy use may use 3kWh/sf max; include <a href="#">Property Report</a>. E-mail to <a href="mailto:commercialsolar@roseville.ca.us">commercialsolar@roseville.ca.us</a> and label as "<b>NEW INTERCONNECTION – Last name, Address</b>"</p>
	<p><b>After receipt of the Roseville Electric Interconnection approval and issuance of the City of Roseville building permit, the contractor may proceed with system installation.</b></p> <p>Contractor obtains a building permit from the City of Roseville (916-774-5332).</p> <ul style="list-style-type: none"> <li><a href="#">City of Roseville building permit requirements</a></li> <li>When the permit is issued, the location will be assessed if a multi-register meter upgrade is necessary; if required, an additional charge for the meter upgrade will be applied to the permit.</li> </ul>
CONTRACTOR POST CONSTRUCTION PROCESS	
	<p><b>If changes have occurred:</b> Resubmit the corrected interconnection application and CSI-EPBB report(s) as applicable, as well as a written description of the change. E-mail to <a href="mailto:commercialsolar@roseville.ca.us">commercialsolar@roseville.ca.us</a> and label as "<b>CHANGED SYSTEM – Last name, Address</b>"</p>
	Contractor schedules inspection with Roseville Electric Utility at 916-79-Power
	Contractor schedules final permit inspection with the City of Roseville Building Permit department - (916-774-5333)
	Customer-Generator signs Non-Residential Permit to Operate Request and submits to Roseville Electric Utility.
	Contractor notifies Roseville Electric Utility of building permit being signed off: E-mail to <a href="mailto:commercialsolar@roseville.ca.us">commercialsolar@roseville.ca.us</a> and label as " <b>FINAL– Last name, Address</b> "
ROSEVILLE ELECTRIC UTILITY POST CONSTRUCTION PROCESS	
	<p>Review of final paperwork for compliance to program and accuracy to the submitted project occurs. Once project submittals are complete and approved:</p> <ul style="list-style-type: none"> <li>Roseville Electric Utility will order the new multi-register and production meter to be set – There will be a power outage during meter set. The customer-generator may now turn on the solar energy system.</li> <li>Roseville Electric Utility submits the "net metering" rate code with the City Finance Department</li> <li>Roseville Electric Utility sends email with permit to operate approval.</li> </ul> <p><b>Roseville Electric Utility site visit</b> for system performance is ordered.</p> <ul style="list-style-type: none"> <li>This may occur several days to a couple of weeks after the customer-generator turns on the system.</li> <li>It is weather dependent on when the inspection can occur.</li> <li>Will be performed by Roseville Electric Utility or an approved Contractor; a date and window of time will be e-mailed to the customer-generator to schedule the site visit.</li> <li>The system must be on, gates unlocked and animals secured so inspector can view all orientations of the system. If inverter or system monitor is in garage, access to that area will be required.</li> </ul>