



# Solar Process Flow Chart

FOR COMMERCIAL SYSTEMS AND RESIDENTIAL SYSTEMS GREATER THAN 10 KW DC

## 1 Submit Co-Energy Metering (CEM) Agreement, Solar Consumer Protection Guide, and CEM Financial Acknowledgment

Customer/Contractor is required to submit **three (3) original signed copies of the CEM Interconnection Agreement, (1) Solar Consumer Protection Guide and (1) CEM Financial Acknowledgment** to the Azusa Light & Water (ALW) Customer Service Department. All of the above documents can be found on the web at (<http://www.ci.azusa.ca.us/DocumentCenter/View/27227>). After review, ALW provides a Release Form to the Customer/Contractor.

## 2 Turn in Release Forms

Customer/Contractor provides the signed Release Form when submitting plans to Building and Safety Department. Building and Safety will not issue permits without the Release Form.

## 3 Contact ALW Electrical Engineer for Meter Spot and Approval of Plans

### Meter Spot

- Commercial/Industrial/Customers Not Required
- Residential customers with system more than 10 kW DC: Contact Customer Service at (626) 812-5225 to request a meter spot appointment.

### Plans:

- Residential customers: Plans should follow the Electric Standard ED-25 guidelines found at <http://www.ci.azusa.ca.us/DocumentCenter/View/24453>.
- Commercial or Industrial Customers: Contractor must **submit three (3) sets of plans** to the Electrical Engineer located on the 2nd floor at 729 N. Azusa Avenue, Azusa CA 91702 for review and approval. ALW Engineer will notify Customer/Contractor the status of plans. If plans are approved, Customer/Contractor is responsible for pickup after being notified. If the plans require additional corrections, Contractor is required to revise and resubmit for approval.

## 4 Receive Meter Spot Paperwork *(Meter Spot is required for residential service only)*

ALW Electric Crew determines the location of panel upgrade and provides Customer/Contractor paperwork showing the approved location.

## 5 Azusa Economic/Community Development

**Submit three (3) sets of the plans** to Planning Division for approval. Staff keeps one (1) set and sends the Customer/Contractor to Building Division with two (2) sets of plans for plan check review. Please contact Building Department for associated fees. Plans can change based on the property/plans/paperwork inspection and would need to resubmit.

## 6 Obtain Building and Safety Permits

Upon plan approval, the Customer/Contractor obtains necessary permits from the Building and Safety Division in order to proceed with the PV installation.

## 7 Final Inspection

After the PV system is installed, final inspections by Building & Safety Divisions and ALW are required as follows:

- A. Building and Safety Division conducts a final Building inspection and if approved, will release to ALW.
- B. ALW will conduct a final Utility inspection prior to installing Solar TOU meter and energizing it. If the PV installation does not meet all specified requirements listed in the Interconnection Agreement, ALW will notify Building & Safety Division of deficiencies. ALW will not install /activate the new Solar TOU Meter until all corrections are made. After final inspections by Building and Safety Division and ALW are passed, ALW will install and energize the Solar TOU meter.

**! Contractor is not permitted to install his/her own meter in the Production Meter Socket, even for testing purposes. ALW reserves the right to remove any meter not owned by ALW from the Production meter socket for this violation.**

**Note: ALW does not issue Permission to Operate Letters and Power Purchase Agreements (PPA).**

For inquiring on status updates, please check with the following departments:

### AZUSA LIGHT & WATER

Phone: (626) 812-5225  
Address: 729 N Azusa Ave  
Azusa, CA 91702  
Steps: 1, 2, 3, 4, 7B

### AZUSA PLANNING DIVISION

Phone: (626) 812-5289  
Address: 213 E Foothill Blvd  
Azusa, CA 91702  
Steps: 5

### AZUSA BUILDING AND SAFETY

Phone: (626) 812-5234  
Address: 213 E Foothill Blvd  
Azusa, CA 91702  
Steps: 6, 7A

The Solar Provider signed above confirms reading and following this flow chart