

Solar Electric System Installation Checklist

- 1. Choose a solar electric system that meets your needs.
- 2. Obtain an *Interconnection Information Packet* from Seattle City Light (SCL) by calling 206 684-3800. Information and forms are also available on SCL's Customer Generation website at: www.seattle.gov/light/Conserve/cgen
- 3. Submit your completed *Interconnection Application* and *Interconnection Agreement* to SCL. In addition, an *Application for Electric Service* requesting SCL to install a production meter is required for renewable energy production incentives. Include the \$100 non-refundable application fee and \$47 production meter fee with these forms.
Mail to: **Seattle City Light**
1300 N 97th Street
Seattle, WA 98103-3320
ATTN: Intake Desk
SCL will review your application materials and let you know if there is any missing information or questions regarding your plans.
- 4. Obtain an electrical permit (and any other required permits) from the Seattle Department of Planning and Development (DPD), or from your local building department (for properties not in Seattle).
- 5. Install your solar electric system and production meter socket (if you plan to apply for production incentives). SCL *Requirements for Electrical Service Connection* (website: www.seattle.gov/light/contractors/resc) describe where meter sockets must be located. Contact SCL to verify production meter location.
When work is complete call DPD or your local building department to have the work inspected and approved. Then call SCL (your *certificate of completion*) and request a final inspection. After final inspection, SCL will schedule the installation of a production meter, and send you a signed copy of your *Interconnection Agreement*.
- 6. Complete the Washington State Department of Revenue's (DOR) *Renewable Energy Cost Recovery Certification* form and submit to DOR as directed on the form.
- 7. By July 10 of each year, SCL will mail to you an *Annual Incentive Payment Application* form. This form will include the kilowatt-hours (kWh) produced by your solar electric system during the previous 12 months based on the most recent production meter reading (May-June billing period). The form will also document the incentive payment rate for the equipment you have installed. Customers must verify, sign and return this form to SCL by August 1 of each year. First time incentive payment applications must include copies of your DOR certification form and letter approving your renewable energy system.
- 8. SCL will inform you whether your incentive application has been approved within 60 days and mail you a check no later than December 15.