Overview of Electric Application Forms

Introduction
This application is used to interconnect a permanent Renewable Electrical Generation Facility as described in the Customer-Generator Interconnection Policy. All forms (A, B, & C) should be completed and submitted to the City’s Development Services desk, along with all applicable forms required by the City’s building department, IRS W-9, and payment for all applicable fees.

The application will be processed under the Net Energy Metering Program A-2, as described in the Net Energy Metering Program Tariff.

The City requires original signatures (a.k.a., wet signatures) in blue or black ink. No digital signatures, e-signatures, or photocopies will be accepted. Hard copy materials can be delivered in-person, US postal service, FedEx, UPS, or another courier service.

Overview of Application Forms

Form A: Customer-Generator
Form A should be completed by the “Customer-Generator,” which is typically the owner(s) of the property where the solar PV system will be installed. The form must be signed by the Customer-Generator.

The “System Retailer” is typically a licensed contractor who installs solar PV systems.

“Equipment Owner” identifies the individual or company that will own and operate the equipment after it is installed.

Provide a copy of the contract between the system retailer and the Customer-Generator. Mark which “Contract Type” is being used.

- “Customer Owned / Equipment Purchase” includes arrangements where the C-G is purchasing the equipment & installation of equipment with cash or financing the purchase of equipment through a loan. The monetary payment of the loan is based on the cost of the equipment, not a value of the energy output.
- “Leased” includes arrangements where the system retailer or third party owns and operates the equipment after installation in return for a lease payment, or form of “rent payment” from C-G.
- “Purchase Power Agreement” includes an arrangements where C-G issues payment to the system owner based on the electricity production of the system, rather than the cost of the equipment with or without installation.

Form B: Contractor
Form B should be completed by the Contractor. Form B contains specific instructions in each section. Please refer to these instructions for more detail.
Form B will be reviewed by the Electric Department and may be returned for clarification or corrections. Each iteration of Form B will be marked and dated.

**Form C: Request for Interconnection Approval**

Form C should be completed by the Customer-Generator or Contractor by providing the address where the Equipment will be installed (no signatures required).

The Electric Department will sign Form C, giving permission to operate the Equipment, after all inspections are satisfied. The Equipment must not be energized until a signed Form C is provided by the City.

**Interconnection Checklist and Process**

1. Applicant to submit all forms to the City of Shasta Lake Development Services desk.
   - Building permit application.
   - Electric Application Forms A, B, & C. Original signatures are required on all forms.
   - IRS W-9.
     - The W-9 may be enclosed in a sealed envelope with the following clearly marked on the outside of the envelope, where “[Installation Address]” is the street address where the equipment will be installed.
       - NEM A-2 Application Material
       - C/O: Financial Services Manager
       - [Installation Address]
   - Payment for all applicable fees.
   - Other supporting documents.
     - PV system design and electrical one-line drawing showing: existing meter, AC disconnect, inverters and PV panel locations (see sample on City of Shasta Lake website on the Electric/Solar page) Max 8.5”x11”
     - Site Plan showing the location of existing meter, second meter (if applicable), and AC disconnect. Max 8.5”x11”
     - CSI EPBB Calculator Results pages generated from the online calculator. For systems with multiple arrays, prepare a CSI report for each array and submit all copies.
     - Shading Analysis - Solar Pathfinder or Solmetric reports. If no shading analysis is performed, do not use “minimal shading” when estimating system output.
     - If system is not roof-mounted, include a plot plan with proposed system location and trenching in relation to existing utilities/easements, and disclose easements.
   - Retain copies for your files and provide a copy to:
     
     City of Shasta Lake
     
     Attn: Development Services Department
     
     PO Box 777
     
     Shasta Lake, CA  96019

2. City representatives will contact the Contractor identified on Form B with any questions or issues.
   a. Correction process, if needed. Applicant is responsible for implementing any corrections identified by City personnel, at Applicant’s sole cost and expense. Please note, if more than 2 review iterations are required, the City may assess additional review fees on Applicant.
b. The PV system owner will be responsible for adjusting system settings or design size if necessary to avoid impacting neighboring city electricity users with unacceptable voltage or poor power quality.

3. Electric Department will contact Contractor once the system design is approved.
   a. Communications will be sent to the Contractor’s designated contact on Form B.
   b. A copy of the final / approved system design will be provided in that communication.

4. Building permit available.
   a. Building permit is available after:
      i. All Building Dept. requirements are satisfied.
      ii. Electric Dept. approval of the system design.
      iii. Payment for any outstanding fees due, if applicable.
   b. City personnel will contact the Contractor when the building permit is available for pick up.
   c. The system that is constructed must match the final / approved system design. Any deviation will cause delay in final approval and/or denial of interconnection.

5. Construction.
   a. Under no circumstances shall Customer-Generator, Contractor or any affiliates tamper with or remove the electric service meter or gain access to any electric panels on the utility side of the meter.
   b. The system installer shall not install any equipment (e.g., donut CTs) in the electric utility side of the metering cabinet nor shall the system utilize supply-side taps (a.k.a., line-side taps).

6. Inspection.
   a. Contact the City’s Development Services desk to schedule inspections.

7. Interconnection approval, permission to operate.
   a. A Form C, signed by an authorized representative of the City’s Electric Department, is required prior to operating (energizing) the system.