



PROCESS CHECKLIST

In order to assist you through the process, SRP has developed this checklist so that you can monitor the status of your application. Please review the following carefully and if you have any questions, please contact the SRP Commercial Distributed Energy Program at **(602) 236-4663** or srpsolarbiz@srpnet.com.

PROCESS STEP		COMPLETE
Step 1	Contact SRP Account Manager or Commercial DEP staff to discuss proposed Distributed Energy Resource Facility (the "DER Facility"). Projects will be subject to rules in place on the date the application packet in Step 2 is submitted to SRP.	☐
Step 2	An application package is completed and submitted to SRP. A complete application package includes: • Signed SRP PowerClerk Commercial Distribution Interconnection Application. • Copy of the executed purchase contract; solar service agreement or lease agreement. • Site plan diagram, a one-line diagram, a three-line electrical diagram and label sheet. In those areas where the AHJ does not provide a city clearance, design drawings must be stamped by a Professional Engineer registered in the state of Arizona. • Projects 1 MW - AC and larger require a relay schematic. • A signed Interconnection Agreement (for projects under 1 MW).	☐
Step 2a (projects 1 MW AC and larger)	The Grid Impact Study is confirmed in PowerClerk along with a refundable study fee deposit. The study will not begin until SRP has received the signed application, deposit and complete design drawings. Systems over 1 MW will require telemetry; the details will be determined during this study phase. Customer is responsible for actual study costs, as well as any construction costs and/or facility charges (O&M) associated with telemetry or other required system upgrades.	☐
Step 3	Receive approval to proceed from SRP and obtain applicable building permits from the authority having jurisdiction (AHJ), then proceed with installing the DER Facility. If the AHJ is not required to inspect the system, please follow instructions in Step 4.	☐
Step 4	Upon completing construction, the appropriate AHJ must inspect the system. The AHJ must submit a clearance to SRP indicating the DER Facility has passed inspection, unless a Certificate In-Lieu of Electrical Clearance for DER Facilities is submitted for exempt AHJs.	☐
Step 5	Once clearance has posted, the customer or their contractor must contact SRP at (602) 236-4663 to schedule a final inspection. This appointment is typically scheduled for within three to five business days, and an SRP inspector will visit the site and perform a final inspection. Please note that an SRP fee will be charged to the installer for every additional re-inspection beyond the second inspection.	☐
Step 6	A copy of the Interconnection Agreement (IA) (for projects 1 MW and larger, provided by SRP) is signed by an authorized signer of the customer and submitted into PowerClerk.	☐
Step 7	SRP will schedule an interconnection test and complete the meter installation, also called a "commissioning." This appointment is scheduled by SRP within two to 10 business days of receiving notification that the system passed a final inspection. System Protection may be required to attend this appointment. Upon successful completion of the commissioning, the distributed energy system will be energized.	☐
Step 8	Permission to Operate system and executed IA are sent to the customer. Study, if performed, is closed. Any unused funds will be refunded and any overages will be billed after the system is successfully commissioned. An invoice will be provided.	☐

If changes to any portion of the application package are made after the application is accepted, the customer and/or their contractor must submit a Customer Change Request for Submitted Applications form available within the PowerClerk application, along with copies of all applicable documents that must be revised as a result of the changes. Please note that the application may move back in the process depending on the changes, resulting in a lengthier application processing time.