



Tucson Electric Power

Non-Incentive Residential Solar PV Application Submittal Process

- 1) Select a licensed contractor to install.
 - a. Please research contractor/installer and ensure they hold the appropriate license for the technology they are installing. <http://www.azroc.gov>
- 2) Meet with your installer to review and complete all TEP required program documents; this includes completing an online application, and application Attachments A & B.
 - a. The installer is responsible for submitting the appropriate application.
 - b. Following the online submission, your installer will send the properly completed supporting documents to TEP for review.
 - c. Attachments A & B will only be accepted if the following guidelines are met:
 - i. Signature is by Main TEP Account Holder
 - ii. Attachments have been submitted in PDF format
 - iii. Signature is not in electronic format (EX: DocuSign)
- 3) TEP will review the online application and supporting documents to ensure they conform to program rules.
 - a. TEP will approve the installation request and send a confirmation letter via email directly to the customer, if an email address was provided. A copy will also be emailed to the project point of contact. Under normal circumstances, you should expect to receive this confirmation within 30 days.
 - b. If approved, the installer will obtain the appropriate permits to begin the installation. ***Construction on the project should not begin until TEP has confirmed project acceptance. Any costs to upgrade facilities after TEP review may be borne by the customer, even after installation is complete.
 - c. Installations must occur within 180 days after project approval. Failure to do so will result in the project application being canceled. If the project is to go forward, a new application will be necessary. The new application will be subject to all rules and requirements in effect at that time.
- 4) Installer shall notify TEP of project completion and jurisdictional approval by providing the Certificate of Completion.
- 5) TEP, at their sole discretion, will perform an on-site review of the system to verify system installation information.
- 6) The customer's billing meter will be exchanged for a net billing meter and a solar PV production meter will be set, ONLY if TEP has received the following:
 - a. Completed Application
 - b. Residential Attachments A & B
 - c. Notification of completed facility upgrades (if applicable)
 - d. Final jurisdictional clearances