



PHOTOVOLTAIC SYSTEM INSTALLATION PROCESS

Installing a PV system is a multi-step process involving several City departments and, in some cases, the County. The following steps will help you meet the requirements and navigate the process in the correct order.

- 1) Review all of the material on the Electric Department's solar webpage at: <http://cityofhealdsburg.org/235/Solar-PV>.
- 2) Review the current electric rates at the Electric Department's rate-page: <http://cityofhealdsburg.org/233/Rates>.
- 3) Select a contractor. A contractor will help size your system, select the right equipment, and can help with the various forms required throughout the process. We recommend that you receive quotes from at least three contractors to ensure the best project.
- 4) Verify (possibly with the aid of an electrician) that your main service-panel meets all code requirements and is of sufficient rating to accept your desired amount of generation. Note: service-panel upgrades may require undergrounding of the electric service.
- 5) Review the Fire Department's requirements in the document titled "Photovoltaic Power System Standard" under the Fire Department's "Fire Prevention" webpage: <http://cityofhealdsburg.org/273/Fire-Prevention>.
- 6) Select your solar equipment and design your system. Equipment should be on the California Energy Commission's "Go Solar" website list of approved equipment: <http://www.gosolarcalifornia.org/>.
- 7) Review Sonoma County's SCEIP program: <http://sonomacountyenergy.org/>.
- 8) Perform an energy audit (call us at 707.431.3122 to receive a free audit) and submit your energy audit report to the Utility.
- 9) Review the Permit Submittal Process for Photovoltaic systems under the Planning and Building Department webpage and apply for a building permit. If a permit application is complete and abides by all requirements, it can often be issued within five working days of the submittal date.
- 10) Submit the following information to the Utility: contract; shade analysis; warranty, if not included in the contract; final invoice; and a completed Interconnection Agreement (available on our solar page).
- 11) Complete the installation and have your permit signed-off by the Building Dept.
- 12) Upon completion of all steps, we will replace your existing meter with a net-meter, capable of reading energy flow in both directions.

If you have any questions, please contact Meg Patterson at mpatterson@ci.healdsburg.ca.us or 707.331.3122.