

# Commercial / Industrial Solar Project Process

All solar projects are subject to our [Distributed Generation Policy](#).

Step 1: The CEL customer will need to complete, sign, and submit our [Electric Utility Account Release Authorization Form](#).

Step 2: CEL will collect the required information regarding your project. Contact Joseph Lynch at 598-8311 ext. 173, or use our [Solar Project Preliminary Review Form](#).

Step 3: After all the required information has been provided, the CEL Engineering Department will conduct a Preliminary Review of your project.

Step 4: According to the findings of the Preliminary Review, CEL will send an Interconnection Application (proceed to Step 5), or written notification of project denial (end of process).

- Preliminary Review is typically completed within 30 days from receipt of the required information.
- Preliminary Review approval is ***not*** authorization to begin installation of project.
- Begin installation at Step 11.

Step 5: Complete the Interconnection Application and submit with the Application Fee.

- **If project is  $\geq 100$  kW:** follow steps 6-14.
- **If project is  $< 100$  kW:** follow steps 6-8, & 10-14.

Step 6: CEL will communicate interconnection approval and report approximate costs associated with Facility Upgrades, Operations & Maintenance (O&M), and Witness Test.

- **If project is  $\geq 100$  kW:** final interconnection approval is typically completed within 180 days from receipt of the Interconnection Application.
- **If project is  $< 100$  kW:** final interconnection approval is typically completed within 60 days from receipt of the Interconnection Application.

Step 7: File a [permit](#) with the Wiring Inspector.

Step 8: Satisfy [Building](#) & [Fire Department](#) Requirements.

Step 9: CEL will conduct a Supplemental or Additional Review if applicable, and/or an Impact & Detailed Study if required.

Step 10: Complete and submit the [CEL Service & Meter Location Form](#).

Step 11: Begin installation of project after Interconnection Application has been reviewed and written interconnection approval has been issued.

Step 12: After installation is completed, schedule City Wiring Department Inspection.

- Have inspector sign Certificate of Completion (COC) form that was included with the Interconnection Application in step 4.

Step 13: Submit COC and Schedule CEL meter installation & witness test.

Step 14: CEL will issue written permission to operate, typically via e-mail after a successful witness test.