



Residential 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 [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 and submit 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 (IA) (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 10.

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

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

- Interconnection approval is typically completed within 30 days from receipt of the IA & Fee.

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

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

Step 9: Complete and submit the [CEL Service & Meter Location Form](#).

Step 10: Begin installation of project after Interconnection Application has been reviewed and written interconnection approval has been issued.

Step 11: After installation is completed, schedule City Wiring Department Inspection and obtain project code compliance approval.

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

Step 12: Submit COC to CEL and schedule meter installation & witness test.

Step 13: CEL will issue written permission to operate (PTO) via e-mail after a successful witness test.