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 Francis Case at 598-8311 ext. 131, 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.