



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 ≥ 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 ≥ 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.

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