



# Solar Process Flow Chart

FOR RESIDENTIAL SOLAR SYSTEMS 10 KW OR LESS

- 1 Submit Net Energy Metering (NEM) Agreement and Solar Consumer Protection Guide**  
Customer/Contractor is required to **submit three (3) original signed copies of the NEM Interconnection Agreement and the Solar Consumer Protection Guide** to the Azusa Light & Water (ALW) Customer Service Department. The Agreement and Guide can be found on the web at <http://www.ci.azusa.ca.us/DocumentCenter/View/27228>. Upon submission, ALW provides a Release Form to the Customer/Contractor.
  - 2 Turn in Release Forms**  
Customer/Contractor provides the signed Release Form when submitting plans to Building and Safety Department. Building and Safety will not issue permits without the Release Form.
  - 3 Request Meter Spot**  
If a panel upgrade is needed, Customer/Contractor will need to call ALW Customer Service at (626) 812-5225 to request a meter spot appointment.
  - 4 Receive Meter Spot Paperwork**  
ALW Electric Crew determines the location of panel upgrade and provides a copy of the paperwork showing the approved location to the Customer/Contractor.
  - 5 Obtain Building and Safety Permits**  
**Submit two (2) sets of plans** to Building Division for review and approval. Customer/Contractor is required to adhere to all requirements made by Building Division separately. Upon approval, permits will be issued.
  - 6 Final Inspections**  
After the PV system is installed, final inspections by Building & Safety Divisions and ALW are required as follows:
    - A. Building and Safety Division conducts a final Building inspection and if approved, will release to ALW.
    - B. ALW will conduct a final Utility inspection prior to installing Solar NEM meter and energizing it. If the PV installation does not meet all specified requirements listed in the Interconnection Agreement, ALW will notify Building & Safety Division of deficiencies. ALW will not install /activate the new Solar NEM Meter until all corrections are made. After final inspections by Building and Safety Division and ALW are passed, ALW will install and energize the Solar NEM meter.
- !** *Contractor is not permitted to install his/her own meter in the Production Meter Socket, even for testing purposes. ALW reserves the right to remove any meter not owned by ALW from the Production meter socket for this violation.*
- Note: ALW does not issue Permission to Operate Letters and Power Purchase Agreements (PPA).*

**For inquiring on status updates, please check with the following departments:**

**AZUSA LIGHT & WATER**

Phone: (626) 812-5225  
Address: 729 N Azusa Ave  
Azusa, CA 91702  
Steps: 1, 2, 3, 4, 6B

**AZUSA BUILDING AND SAFETY**

Phone: (626) 812-5234  
Address: 213 E Foothill Blvd  
Azusa, CA 91702  
Contact: Summer Huval  
Steps: 5, 6A

The Solar Provider signed above confirms reading and following this flow chart