

# 12 STEPS TO YOUR SOLAR INSTALLATION

- 1** >>>> **Preliminary Contract**- Once you have settled on a preliminary system design and signed a preliminary contract or MOU (Memorandum Of Understanding) we will schedule a site visit.
- 2** >>>> **Site Visit**- We will assess your roof's condition, confirm measurements, and collect any building/electrical information needed for permitting and installation.
- 3** >>>> **Final Design & Contract**- We will review our site visit findings then make revisions to your project plan and send a revised proposal and contract if needed.
- 4** >>>> **Deposit**- We do any contract revisions based on the site evaluation and request a \$1500 deposit. This puts you in the queue.
- 5** >>>> **Engineer's Approval** - We will submit the project plan to an engineer who will assess the roof structure and electrical tie-in. An engineer rarely requires any structural or electrical modifications before giving stamped approval, but this is the point at which we would find that out and be able to pass that information on to you. Any required structural work, electrical upgrades, roofing, and tree work are the responsibility of the homeowner.
- 6** >>>> **Permitting**- Once the engineering firm issues stamps of approval for your project, we will submit building and electrical permit applications to your town. If you are located in a historic district and need approval from a historic committee, we will submit those applications and attend those meetings on your behalf.
- 7** >>>> **Interconnection Service Agreement (ISA)**- We will submit an application to the utility company for approval to connect your system to their infrastructure and to switch your existing meter to a NET meter that will track your system's exchange of electricity with the grid. The net meter can run forwards and backwards
- 8** >>>> **Installation**- With your permits and ISA in hand, we will schedule your installation. We will also send you an invoice for 70% of the gross project cost, due prior to installation day. If you have a loan the payment will be per your lender's disbursement schedule.
- 9** >>>> **Town Inspections**- Once your system is fully installed we will request that your town perform its final building and electrical inspections. We will then file paperwork with the utility to request PTO (Permission to operate)
- 10** >>>> **Meter Swap & Permission To Operate (PTO)**- The utility company will make a trip to your site and install the NET meter mentioned in step 6, after which you will receive Permission To Operate (PTO).
- 11** >>>> **Turning Your System On**- The utility company typically leaves the system on after they swap your old meter for the new NET meter. If they do not leave the system on, then we will contact you with instructions for how to do so. Your system is now producing electricity and crediting your electric account!
- 12** >>>> **Monitoring Your System**- Once your system is on, we will send an email to set up your online monitoring portal. This will enable you to track your system production in real-time from your computer, tablet, or phone. If there are any issues with your system, this portal will also send alerts to your email inbox. Just call or email Cotuit Solar if you get these alerts, and we will investigate them for you.

