



## Checklist for the Installation of a Solar Electrical System

This document is for WG+E customers who are planning to add solar electrical service at their home or business.

The outlined steps and interconnection standards are the rules and procedures for creating a smooth connection between your solar electrical system and WG+E.

The solar system must be solely owned by the WG+E customer. The solar system cannot be leased or have a Solar Power Purchase Agreement with a developer. Proof of purchase/ownership of the solar system is required by the WG+E customer.

### APPLICATION

- \_\_\_1. Prior to installation, with assistance from your contractor, you must submit the appropriate application:
  - a. Typical Residential/Small Commercial Customers will need to submit the Simplified Application found at [https://www.wgeld.org/forestryio/images/RES\\_SM\\_COMMApplication.pdf](https://www.wgeld.org/forestryio/images/RES_SM_COMMApplication.pdf)
  - b. Commercial or other larger facilities will need to submit the Standard Application found at [https://www.wgeld.org/forestryio/images/COMM\\_EXApplication.pdf](https://www.wgeld.org/forestryio/images/COMM_EXApplication.pdf)
- \_\_\_2. Please submit a completed application well in advance of your anticipated installation date. Incomplete, incorrect, and unsigned applications may cause delay.
- \_\_\_3. The application must be signed by the person who is listed on the WG+E electric account.

### INTERCONNECTION SERVICE AGREEMENT AND APPROVAL TO CONSTRUCT

- \_\_\_4. Upon receipt, WG+E will evaluate the application and let you know if the project is ready to move ahead. Before construction begins you must receive an Approval to Construct Notification and a signed Interconnection Service Agreement.
- \_\_\_5. If upgrades are required to accommodate the connection of your solar electric system, you will be notified of any potential charges at this time.

### INSTALLATION

- \_\_\_6. During the course of your project, any changes (type of inverter, number or size of panels, etc.) will require the approval of a new application.
- \_\_\_7. The installation must comply with all applicable national, state and local construction codes, permits, and requirements.
- \_\_\_8. For emergency service, the installation must include a clearly labeled external disconnect switch which is accessible 24-hours a day, 7 days a week by the city, fire department, and WG+E.

### INSPECTION

- \_\_\_9. Once complete, the solar electrical system must be inspected by the appropriate city of Westfield inspectors.

### CERTIFICATE OF COMPLETION

- \_\_\_10. An electrical permit and signed copy of the Certificate of Completion from your contractor are required before the unit is connected to WG+E.

### WITNESS TEST

- \_\_\_11. You must schedule a Witness Test with WG+E to approve the activation of your solar electrical system. If you have not already been in contact with someone from the Engineering Department, then please contact the Engineering Manager via the Customer Service telephone number at 413-572-0100. Please allow two weeks for scheduling.
- \_\_\_12. During the Witness Test, if installed equipment is not consistent with the application, you will not receive permission to operate until a revised application is submitted and approved.

### LETTER OF APPROVAL

- \_\_\_13. After a successful Witness Test, you will receive a signed Letter of Approval from WG+E that means that the system can be activated. At this point, you will be reimbursed for any excess power generated with your system in accordance with the terms of WG+E's Interconnection Standards and Procedures for Distributed Generation.

If you are interested in learning more about the installation of a solar electrical system, please visit the solar services section of our website, <https://www.wgeld.org/pages/resources/solar/> or contact Customer Service at 413-572-0100.