



2010 REIP and SRP As Built Checklist

In order for an installation to be deemed complete and ready for a NJCEP Program/State Inspection, the following requirements must be completed and submitted to the Market Manager team. **Illegible documents will be returned to the applicant.**

- The system has been installed, is capable of operation, and is ready for a program inspection.
- Customers requesting a rebate must submit a signed copy of the Final Application Form located on the third page of the approval letter. Customers not requesting a rebate will not find this form in their approval letter.

Solar Installations Only:

- Completed and signed As Built Technical Worksheet. The applicant and installer shall sign in the appropriate boxes. If the system owner is different than the applicant, then it should be signed by a representative.
- If the system size has changed since the initial application submittal, provide a **revised** Technical Worksheet.
- Representative digital photographs of the system must be taken and affixed to the template in the As Built Technical Worksheet. The photos shall be a minimum of 5" x 7" at 300 DPI and must include the modules and inverter(s)
- Shading analysis for solar installations must be provided using either "Solar Pathfinder" or "Solmetric SunEye" as the shade analysis tool. If there is no shading on the system, customers can submit a satellite view that confirms there is no shading at the location of the solar electric system and sign Section E on the Technical Worksheet stating that no shading exists on the system at the time of installation.
- Documentation that supports the system production estimates of the **actual system installed** from the **original or revised Technical Worksheet** must be submitted by attaching a printouts of PVWATTS (Ver.1- preferred) showing:
 - For systems without shading or changes to the derate factors:**
 - Analysis and a derate calculation that shows the change in the production derate using all the default ratings must be submitted. Calculate production using the inputs from the Technical Worksheet:
 - For systems with shading or changes to the derate factors:**
 - All the PVWATTS documentation listed above for systems using the new derate factors and actual data from the Technical Worksheet must be submitted.
 - Complete documentation on why there are changes to the derate factors must be submitted. The only acceptable changes are for PV module spec sheets and/or inverter spec sheet.
 - A printed copy of the calculator for overall DC to AC derate factor page with all the changes must be submitted. This is the derate factor help page.
- Include PVWATTS **ideal system output**, by calculating estimated production using the system size inputs from your Technical Worksheet but for **orientation (azimuth) use True South (180 degrees) and for tilt use the Latitude for the location and zero shading** selected from PV WATTS and enter this in section D on the As Built Technical Worksheet.
- ANSI C12 certified meter worksheet is required for any residential system that is larger than 10kW and **all** non-residential systems.

Once paperwork is deemed complete, NJCEP determines if the installation will receive a waiver of inspection for Quality Assurance (QA) eligible installers or Quality Control (QC) (on-site inspection) process. If installer is in the QA program and the inspection is waived, the installer and applicant receive a letter postmarked **within two weeks of receipt of a complete package**.

If the installer is not in the QA program or the inspection is not waived, residential customers will be called **within one week** to schedule inspection. Installer will be e-mailed the inspection date. Installers will be contacted to schedule the inspection for non-residential projects.

Mail or hand deliver completed package to:
(Faxes and e-mails are not accepted.)

*Renewable Energy Incentive Program
New Jersey Clean Energy Program
c/o Conservation Services Group
75 Lincoln Highway, Suite 100
Iselin, NJ 08830*