



FOR COMMERCIAL SYSTEMS AND RESIDENTIAL SYSTEMS GREATER THAN 10 KW

1

Submit Co-Energy Metering (CEM) Agreement

Customer/Contractor is required to submit **3 original signed copies of the CEM Interconnection Agreement** to the Azusa Light & Water Customer Service Department. The agreements can be found on the web at [Solar PV System Installation Procedures](#).

2

Turn in Release Forms

Customer/Contractor is required to sign and submit 2 Release Forms (provided by Azusa Light & Water) prior to meter spot or submission of plans to Building and Safety Department. Building and Safety will not issue permits without the Release Form.

3

Contact ALW Electrical Engineer for Meter Spot and Approval of Plans

Meter Spot:

- Commercial/Industrial Customers: not required
- Residential customers with system more than 10 Kw: Contact Customer Service at (626) 812-5225 to request a meter spot appointment.

Plans:

- Residential customers: Plans should follow the Electric Standard ED-25 found at <http://www.ci.azusa.ca.us/DocumentCenter/View/24453> guidelines.
- For Commercial or Industrial Customers: Contractor must **submit 3 copies of plans** to the Electrical Engineer located on the 2nd floor at 729 N. Azusa Avenue, Azusa CA 91702 for review and approval. ALW Engineer will notify Customer/Contractor the status of plans. If plans are approved, Customer/Contractor is responsible for pickup after being notified. If the plans require additional corrections, Contractor is required to revise and resubmit for approval.

4

Receive Meter Spot Paperwork (Meter Spot is required for residential service only)

Azusa Light & Water Electric Crew will determine location of panel upgrade with or without the presence of the Customer/Contractor. If the Customer/Contractor wants to meet field personnel at the site, he/she may request that when making request for meter spot. Field personnel will provide a copy of paperwork showing the approved location of panel.

5

Azusa Economic/Community Development

Customer/Contractor will need to proceed to the Planning Division counter at Economic/Community Development Department (213 E Foothill Blvd) for plan approval. Customer/Contractor will need to **submit 3 copies of the plans**. Once Planning Division approves the 3 plans, Staff will keep 1 copy and then send the customer to Building Division counter with 2 sets of plans to submit for plan check review. Please contact Building Department for associated fees.*

6

Obtain Building and Safety Permits

Once the plans are approved, the Customer/Contractor will need to obtain the necessary permits from the Building and Safety Division in order to proceed with the installation of the system.

7

Final Inspection

After the system is installed, Building and Safety Division will need to do a final inspection. If approved, staff will issue a release to Azusa Light & Water. This release allows the Azusa Light & Water Electric Crew to install the Solar Net Meter and begin production of electricity.

Note: ALW does not issue Permission to Operate Letters.

*Indicates that Plans can change based on the property/plans/paperwork inspection and would need to resubmit.

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
Contact: Tomas Rivera
Steps: 1,2,3, 4

AZUSA PLANNING DIVISION
Phone: (626) 812-5289
Address: 213 E Foothill Blvd
Azusa, CA 91702
Contact: Edson Ibañez
Steps: 5

AZUSA BUILDING AND SAFETY
Phone: (626) 812-5234
Address: 213 E Foothill Blvd
Azusa, CA 91702
Contact: Summer Huval
Steps: 6, 7



With Rebate Application

- 1 Request Meter Spot**
If Customer/Contractor determines that a panel upgrade is needed, they will need to call Azusa Light & Water to request a meter spot appointment. Refer to Electric Standard ED25 on Azusa Light & Water website for installation detail.
- 2 Receive Meter Spot Paperwork**
Customer/Contractor will meet with Azusa Light & Water Electric Crew to determine location of panel upgrade. Customer/Contractor will be left with paperwork showing location of panel.
- 3 Create Plans, Submit Net Metering/Rebate Agreement**
Customer/Contractor will create plans, and **it is required that 3 original signed copies of the Net Metering Agreement be submitted to the Azusa Light & Water Customer Service Department.** Additionally, customer will need to submit to the Azusa Light & Water Key Accounts Manager the Solar Partnership Program Rebate Agreement. Both agreements can be found on the web at <http://www.ci.azusa.ca.us>. The Key Accounts Manager will then determine the amount of the incentive based on the system design and issues the incentive reservation confirmation form directly to the customer of record.*
- 4 Submit 1 Copy of plans to ALW Utility for Record**
After Customer/Contractor has submitted the Net Metering and Rebate Agreement, they will then need to submit a copy of the plans to the Electrical Engineer located on the 2nd floor at 729 N. Azusa Ave. Plans should follow guidelines of Electric Standard ED-25 found at <http://www.ci.azusa.ca.us/DocumentCenter/View/24453>.
- 5 Azusa Economic/Community Development**
When customer arrives at Economic/Community Development Department (213 E Foothill Blvd) they will proceed to the Planning Division counter for Planning approval. Once Planning approves the three plans, Planning will keep 1 copy and then send the customer to Building Division counter with 2 sets of plans to submit for plan check review. Please contact Kim C. and Myrna B. for associated fees.*
- 6 Obtain Building and Safety Permits**
Once plans are approved, customer will then obtain the necessary permits from the Building and Safety Division, after which the customer proceeds with the installation of the system.
- 7 Final Inspection**
After the system is installed, Building and Safety will need to do a final inspection. If approved they will issue a release to Azusa Light & Water, this release allows the Azusa Light & Water Electric Crew to install the Solar Net Meter and begin production of electricity. **ALW does not issue Permission To Operate Letters.***
- 8 Submit Proof of Payment**
Customer will then submit proof of payment (paid invoice, receipt, cancelled check(s), or 20 year lease agreement) to Rebate Manager.
- 9 First Full Billing Cycle**
After one full billing cycle Azusa Light & Water verifies the paperwork and that the system installation meets the requirements set forth in the Net Metering Agreement.
- 10 Mail Rebate Check**
Azusa Light & Water will then process the rebate check and send it via US Mail to the customer of record approximately 4-6 weeks. **(No exceptions)**

Without Rebate Application

- 1 Request Meter Spot**
If Customer/Contractor determines that a panel upgrade is needed, they will need to call Azusa Light & Water to request a meter spot appointment. Refer to Electric Standard ED25 on Azusa Light & Water website for installation detail.
- 2 Receive Meter Spot Paperwork**
Customer/Contractor will meet with Azusa Light & Water Electric Crew to determine location of panel upgrade. Customer/Contractor will be left with paperwork showing location of panel.
- 3 Create Plans, Submit Net Metering Agreement**
Customer/Contractor will create plans, and **it is required that 3 original signed copies of the Net Metering Agreement be submitted to the Azusa Light & Water Customer Service Department.** The agreement can be found on the web at <http://www.ci.azusa.ca.us>.
- 4 Submit 1 Copy of plans to ALW Utility for Record**
After Customer/Contractor has submitted the Net Metering and Rebate Agreement, they will then need to submit a copy of the plans to the Electrical Engineer located on the 2nd floor at 729 N. Azusa Ave. Plans should follow guidelines of Electric Standard ED-25 found at <http://www.ci.azusa.ca.us/DocumentCenter/View/24453>.
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- 6 Obtain Building and Safety Permits**
Once plans are approved, customer will then obtain the necessary permits from the Building and Safety Division, after which the customer proceeds with the installation of the system.
- 7 Final Inspection**
After the system is installed, Building and Safety will need to do a final inspection. If approved they will issue a release to Azusa Light & Water, this release allows the Azusa Light & Water Electric Crew to install the Solar Net Meter and begin production of electricity. **ALW does not issue Permission To Operate Letters.***

*-Indicates that Plans can change based on the property/plans/paperwork inspection and would need to resubmit.

For inquiring on Status Updates

Please check with the following departments

AZUSA BUILDING AND SAFETY

Phone: (626) 812-5234
Address: 213 E Foothill Blvd
Azusa, CA 91702
Contact: Myrna Bohorquez
Steps: 5,6,7

AZUSA PLANNING DIVISION

Phone: (626) 812-5289
Address: 213 E Foothill Blvd
Azusa, CA 91702
Contact: Edson Ibanez
Steps: 5,6,7

AZUSA LIGHT & WATER/ELECTRIC CREW

Phone: (626) 812-5225
Address: 729 N Azusa Ave
Azusa, CA 91702
Contact: Paul Reid Solar Rebate Manager
Tomas Rivera Customer Service
Steps: 1,2,3,4,8,9,10