

# Solar Installation Process

## 1. Installation Site Visit (usually 30 minutes to 2 hours)

Solar Works' s Installation Coordinator will schedule a meeting with you at your property to make decisions regarding inverter location, conduit runs, and details of your installation. With your approval, we will install a Solar Works lawn sign, which will remain in place until your system orientation.

## 2. Schedule Installation

Our Project Manager, Kara Taddei, will contact you to schedule your installation date. Please note: Unforeseen circumstances, such as weather conditions, may cause us to reschedule. Please contact Kara as soon as possible if you need to make a scheduling change.

## 3. Solar System Installation

A typical roof installation can take from one to three days. Ground mounts may take up to five days. Our installers usually arrive between 8:00 am and 9:00 am. Kara will call to confirm the arrival time. For safety reasons, we ask that any pets or children be kept out of the work area. Please notify our installers about restroom access.

## 4. Final Building Inspection/Permit Sign-off

Upon project completion, Solar Works will schedule the final inspection. On the morning of the inspection we will contact the building department to find out their arrival window; then Solar Works will let you know the time frame. A member of the Solar Works installation team will meet the inspector at your property. You do not need to be present, but we will need access to all the equipment. When the building inspector signs off your permit your installation will be complete. When the system passes inspection we will present you with an invoice and collect a check, per our contract.

## 5. PG&E Receives Permit

Solar Works Project Manager, Kara Taddei, will send a copy of the signed off permit to PG&E's interconnection department. This indicates your installation is complete and you are ready to have your meter switched out or re-programmed. PG&E may have questions about your meter access based on their previous records (Please refer to the PG&E Interconnection and Meter Access Requirement document).

## 6. PG&E Switches Out Your Meter

**PG&E has 30 business days from the date we fax your building permit to re-program or switch out your meter.** PG&E will not schedule a time to do the meter switch out unless they will be installing a lock box at your site. They will leave a door hanger on your front door advising you that they arrived and switched out your meter. Shortly after, you will receive a Permission To Operate notice from PG&E.

