

# 2024 Solar Installer Completion Checklist

## Project Queue number, Name & Address

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All items below are to be checked off and signed by the authorized installer representative.

The completed checklist shall be submitted to NHEC with Step 2 (COC) by the solar contractor to initiate the inspection and meter swap scheduling by an NHEC technician.

### To be checked off and completed by the installing electrician:

- Production meter equipment installed at the approved height 5 – 5.5 feet to the meter center measured from grade.
- Production meter equipment terminations are wired line to solar and load to utility.
- Production meter equipment is spaced a minimum 10 feet from LP gas regulators or LP gas tanks.
- Utility accessible disconnect is combined with or directly adjacent to the production meter equipment.
- Net and production meter equipment labels have been affixed with language as specified on step 2 (COC). Labels shall be red with white lettering.
- Power to the production meter equipment at the utility accessible disconnect is ready to be turned on and energized without premise entry.
- Photos are recorded and submitted to the installer’s administrative personnel.
  - 1) Central inverter and/or micro-inverter nameplate
  - 2) Utility accessible disconnect combined with production meter or directly adjacent to/within reach.
  - 3) Battery system components and nameplates (if applicable)
  - 4) Net meter and production meter labeling red with white lettering and language as directed on step 2.
  - 5) Production meter equipment height from grade measured with a tape to the center of the meter.
  - 6) Production meter equipment location showing no LP gas tanks or LP gas regulators within 10 feet.

**The installing electrician herewith attests that all the above items have been completed.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### To be checked off and completed by the contractor administrator:

- Step 2 pages 1 and 2 have been submitted to NHEC.
- The mutual indemnity form has been submitted to NHEC.
- The REC agreement forms have been submitted to NHEC.
- The completion photos have been submitted to NHEC.

**The solar contractor herewith attests that all the above items have been completed.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

NHEC shall notify a member within 10 business days of the meter installation that the interconnection facility is approved for operation and may be energized.

**NHEC members shall be responsible for a return trip fee if the solar inspection fails due to negligently installed production meter equipment.**