



Level 2 (26kW - 1,999kW) Developer Requirements & Checklist - FOR CUSTOMER USE ONLY

G - Number		Developer	
Developer Authorized Signature			
Date		Account #	

1. APPLICATION PHASE	Date Completed
<i>*Applicant must submit all application material, application fee and separate Ombudsman fee to be considered complete*</i> Notice of application complete or missing items from Intake Specialist. If notification of incomplete information is received, provide updated application material within 10 Business Days	
Confirmation given that all required project information and payments have been received by Utility. Notice of screening start date. PLEASE WAIT 15BD BEFORE REQUESTING AN UPDATE ON PROJECT SCREENING	
2. STUDY PHASE	Date Completed
Screens 7A-7J Approval or Failure Notice	
SCREEN FAIL: <i>If applicable, an additional review will be offered</i> Provide intent to proceed to additional review, update project documents (if needed) and submit associated fee.	
ADDITIONAL REVIEW PASS: Provide updated documents to DG Interconnections per screening results (if applicable) SCREEN PASS: Provide updated documents to DG Interconnections per screening results (if applicable)	
DG Interconnections notifies project of document approval and schedules a site visit. <i>An electrical service account must be established for this to occur.</i> NOTE: IF specific project members (electricians/installer/developer) wish to be present during the site visit, please notify DG Interconnections.	
DG Interconnections sends Upgrades Estimate to project with IX Agreements within 10 Business Days	
Customer returns signed IX Agreements within 30 Business Days Upon receipt, DG Interconnections sends cost sharing invoice (kW projects only), due within 90 Business Days	
IX Agreements to be Utility executed and returned to customer, along with an invoice for Upgrades Estimate (if applicable), within 10 Business Days	
Upgrades Payment is submitted to DG Interconnections within 90 Business Days	
NOTE: To proceed into the construction phase, the customer/developer MUST sign and return IX Agreements and make all applicable payments.	

3. CONSTRUCTION PHASE	Date Completed
Customer works with Right of Way Agent for easements (<i>if applicable</i>)	
Customer requirements are sent to the customer once the easement is processed (if applicable).	
Complete customer requirements and submit to <u>Customer Coordinator – DG Specialty</u>	
Once the solar generator is constructed, submit a Certificate of Completion that has been filled out and signed by a Master Electrician (residential sites) OR Maine State Electrical Inspector (if required by town and/or for a non-single-family residence).	
Construction Manager makes site visit to verify if project is ready for line construction (<i>if applicable</i>)	
DG Interconnections notifies customer of line construction completion.	
IF UNDER 100KW: Once line construction is completed, a meter will be installed and back feed test completed Wait for notice from DG Interconnections that all requirements have been met, provide the customer with a signed Certificate of Completion, and provide formal notice of Permission to Operate. DO NOT ENERGIZE THE SYSTEM UNTIL FORMAL APPROVAL HAS BEEN GIVEN BY DG INTERCONNECTIONS. THIS IS A MATTER OF SAFETY FOR BOTH CUSTOMERS AND UTILITY CREW.	
IF OVER 100KW: Once line construction is complete, paperwork for witness testing will be sent for customer completion.	
Customer to return witness test form, inverter settings and “as-built” diagrams for engineering review	
A <i>pre- energization</i> meeting is scheduled within 7 Business Days	
Following the witness test, customer to submit the “as-left” inverter settings and data logs for final approval	
Wait for notice from DG Interconnections that all requirements have been met, engineering review complete and formal notice of Permission to Operate within 15 Business Days DO NOT ENERGIZE THE SYSTEM UNTIL FORMAL APPROVAL HAS BEEN GIVEN BY DG INTERCONNECTIONS. THIS IS A MATTER OF SAFETY FOR BOTH CUSTOMERS AND UTILITY CREW.	

