



THE DEPARTMENT OF PLANNING AND NATURAL RESOURCES  
DIVISION OF BUILDING PERMITS

**SOLAR PHOTOVOLTAIC WIND GENERATION  
INSTALLATION CHECKLIST  
NET METERING PROGRAM**

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**PROJECT INFORMATION**

|                            |   |   |
|----------------------------|---|---|
| Owner                      | Date  | <input type="checkbox"/> Residential<br><input type="checkbox"/> Commercial<br><input type="checkbox"/> Other |
| Property Address           | Contact Numbers<br>Home _____<br>Work _____<br>Cell _____ |   |
| Dealer - Name & Address    | Contact Numbers<br>Home _____<br>Work _____<br>Cell _____ |   |
| VI License No.:            |   |   |
| Electrician                | Electrical Permit Number                                  |   |
| Builder - " If Applicable" | Building Permit Number                                    |   |
| Inspector - Department Use | Date of Final Inspection                                  | <input type="checkbox"/> Electrical<br><input type="checkbox"/> Building                                      |

**SYSTEM CHECKLIST**

◆ Please complete **Part A** for our records.

| Yes | No | A. GENERAL REQUIREMENTS  |
|-----|----|--|
|     |    | 1. Copy of Equipment Data submitted with Application.  |
|     |    | 2. One Line Hand Drawing for Residential; One Line Drawing for Commercial submitted with Application.  |
|     |    | 3. Net Metering Packet picked up at V.I. Water and Power Authority or V.I Energy Office.   |
|     |    | 4. Application for Net Metering submitted to VI Water & Power Authority.   |
|     |    | 5. For installation of panel on roof, roof has more than 15 years useful life; Owner must certify load capacity (for residential only).  |
|     |    | 6. Footings for (Wind Power) inspected by building inspector.  |
|     |    | 7. Has a manual disconnect switch been installed.  |
|     |    | 8. Is the manual disconnecting switch installed between the customer's renewable/alternative energy system and the alternating current (AC) electrical system System meets Local and latest NEC. |
|     |    | 9. Is manual disconnecting switch accessible to VIWAPA personnel (must be accessible as the kilowatt-hours meter).   |
|     |    | 10. Does all the alternative/renewable energy equipment satisfy the design standards and specifications?   |
|     |    | 11. Signage as per Article 690 and 705.  |
|     |    | 12. Identifying marking (green paint) on mast head or weatherhead cap above 15ft.  |
|     |    | <b>Owner Education</b>   |
|     |    | 13. Owner understands basic system operation   |
|     |    | 14. Owner knows whom to call in the case of an emergency   |
|     |    | 15. Owner understands proper shut-down and start-up procedure  |

|   |  |
|---|--|
| <b>Inverter:</b><br><b>Manufacture:</b> _____<br><b>UL Number:</b> _____<br><b>Model Number:</b> _____<br><b>Serial Number:</b> _____<br><b>KW - Output::</b> _____ | I hereby certify that the general requirements listed above have been met.<br><br>_____<br><b>Installer Signature</b> <span style="float: right;"><b>Date</b></span><br><br>_____<br><b>Owner Signature</b> <span style="float: right;"><b>Date</b></span> |
|---|--|