



# CITY OF NAPERVILLE

## Residential Solar Energy System Incentive Program Reimbursement Application Form

**This application will not be considered for reimbursement until:**

- 1) **The project is complete, system is operational, and inspection passed ON OR AFTER JANUARY 1, 2021. COMPLETED APPLICATIONS MUST BE SUBMITTED WITHIN 6 MONTHS OF FINAL INSPECTION.**
- 2) **The owner has scheduled and passed inspections by the City of Naperville.**

**Documents that MUST be submitted after the project is completed.** After the post-inspection is completed, you must submit the following information to Bernie Saban at [sabanb@naperville.il.us](mailto:sabanb@naperville.il.us). Please attach supporting documents as pdf files and send in one email:

- a) A signed certification that your new solar system was purchased and installed on or after JANUARY 1, 2021. Include customer name, electric account number (can be found on your utility bill), project address, project description, date completed, installation contractor name and address, and final project cost.
- b) Manufacturer's spec sheets, showing system rated output in kW (at AC inverter) and expected annual kWh production.
- c) A copy of paid invoices itemizing equipment components and work at the project location.
- d) A copy of the Naperville Electric Utility Solar Compliance form.
- e) A copy of the current utility bill showing owner is a contributor to the Renewable Energy Program.
- f) City of Naperville inspection permit number.
- g) Homeowner must contribute to the Naperville Renewable Energy Program at the \$5/month or above

Homeowner's Information	
Indicate solar energy system type: <input type="checkbox"/> Roof-mounted photovoltaic solar system or <input type="checkbox"/> Solar water heating system	
Indicate if system is installed at a residential single-family home. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate if applicant owns residential single-family home where system is installed. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Owner's name and address (to which reimbursement check is to be mailed):	
Street address of owner:	
City:	State:
County:	Zip Code:
Naperville Electric Utility account # serving the site location:	
Email address:	Contact phone:
<b>Site address of solar system (if different from above):</b>	
Street:	
City:	Zip Code:
Naperville Electric Utility account # serving the site location:	
Email address:	Contact phone:
<b>Rebate Requested: \$ _____ Contract Purchase Date: _____ Install Date: _____</b>	
The City of Naperville Electric Utility is offering rebates from \$1,000 to \$3,000* based on the size of the system and a 3-year peak kW to homeowners who purchase and install either a roof-mounted solar energy system or a solar water heating system. Total project cost excludes batteries and system monitoring equipment. *Valid for permits applied for after August 2, 2020.	
<i>Applicant Certification: I hereby certify that the information contained herein is true and correct and that the solar or solar water heating system described here was installed on my property by the referenced contractor on the date shown.</i>	
<b>Homeowner Signature:</b> _____	<b>Date:</b> _____

## System Specifications (To Be Completed by System Installer)

*Enter the technical data that is applicable to the type of system installed*

Provide the photovoltaic system A) module manufacturer, B) model number, and C) system rated output in kW (at AC inverter):

Provide the photovoltaic system's expected annual production in kWh:

For the photovoltaic system - provide the A) # of roof panels (modules) installed, and B) module manufacturer's power rating in Watts for total system:

### System Installer Information

Name and address of state-licensed distributed generation certified contractor:  
(indicate primary and DBA name)

Is Illinois Commerce Commission (ICC) certification current?

City of Naperville Electrical Contractor's License #:

Is Naperville License # current?

Company name if different from ICC-certified name above:

Phone:

Street:

City:

State:

Zip:

Date of system installation:

Total system installed price:

**Contractor certification:** *I hereby certify that the information here is true and correct and that the solar or solar water heating system described here was installed at the indicated address on the date listed, and that the system is in compliance with all applicable local building codes.*

**Installer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For City of Naperville Use Only

Date received:

Inspection Permit #:

Date of installation:

License verified

Reimbursement amount: \$

Attachments included     Renewable Energy contributor

Date forwarded to Finance for payment:

Signed certification     Detailed paid invoices

Date application reviewed and approved:

*Notes:*

Reviewer signature:

Date:

## **Residential Solar Rebate Program General Terms & Conditions**

The following terms and conditions apply to the Naperville Electric Utility residential solar energy system rebate program:

### **Customer Responsibilities**

1. The customer hereby agrees to indemnify and hold harmless the Naperville Electric Utility and its employees, from all liability associated with the solar program.
2. The customer must sign the application, and upon doing so, agrees to all program requirements, including all terms and conditions.
3. The customer shall ensure that all appropriate permits have been obtained and that deed restrictions or homeowner's association restrictions do not prohibit the installation of the proposed PV system.
4. The customer must sign, complete and submit the PV incentive rebate application. The rebate application must be accompanied by the manufacturer's capacity rating (kW) — (DC and maximum continuous output in kW to 1 decimal place (at AC inverter); and expected annual kWh production.
5. It is the customer's responsibility to ensure that the PV system/equipment is installed and maintained in accordance with the current Naperville Electric Utility terms & conditions, standards, guidelines and policies.
6. The customer agrees to provide access to Naperville Electric Utility personnel or its agents to the solar equipment and meters for as long as the solar system is installed.
7. It is the customer's responsibility to schedule project inspections with the City of Naperville Building Department Inspection Dispatch at (630) 420-6100, Opt 1. Prior to beginning work, applicant must obtain all required permits. Failure to schedule and pass inspections will disqualify customer from receiving a rebate.

### **Installation/Equipment Requirements**

1. All solar system installations must be completed in accordance with all laws, codes and other requirements applicable under federal, state and local authority (permits, inspections) and all appropriate Naperville building permits must be obtained.
2. The installer is responsible for all warranties. The Naperville Electric Utility is not responsible for any contractual and/or construction disputes between the installer and the customer.
3. All PV systems must be interconnected, at customer's expense, to the Naperville Electric Utility's electrical grid. All PV systems must comply with current Naperville Electric Utility guidelines, technical requirements, and standards governing interconnection with Naperville's electric system, and any subsequent revisions to these guidelines. These and other requirements are subject to change.
4. All equipment needed for a renewable energy system is installed, owned and maintained by the customer. The Naperville Electric Utility owns the electric meter.
5. Customers must provide the Naperville Electric Utility access to all applicable meters for billing and inspection purposes.

6. The output of a grid-connected renewable energy system is limited to 10 kW for solar residential systems.
7. The system must be installed by an electrician registered as an Electrical Contractor with the City of Naperville.
8. Once energized (placed in service), the Naperville Electric Utility rebated systems must adhere to the Naperville Electric Utility's terms and conditions, guidelines and policies and cannot be disconnected or moved without prior approval.
9. The solar system must be placed in service within the Naperville Electric Utility's service area.
10. Rebates are based on system size. Rebates are capped at 50% of the installer's invoice cost less other rebates, SREC incentives, and tax credits.

### **Eligibility for Solar Program Rebate**

1. The rebate recipient must be a residential Naperville Electric Utility customer and a single-family homeowner. The customer must have a Naperville Electric Utility service account number and the equipment must be installed at the specified address.
2. The applicant must be a contributor to the Renewable Energy Program at the time the rebate application is submitted, and for at least 24 consecutive months thereafter. The applicant must be a contributor at the time of application at \$5 per month.
3. The customer must own the PV system.
4. The Naperville Electric Utility program guidelines and rebate levels are subject to change without notice, and the Naperville Electric Utility reserves the right to refuse any rebate application that does not meet the Naperville Electric Utility or City of Naperville requirements.
5. Prior to, or after paying any rebate, the Naperville Electric Utility and the City of Naperville reserve the right to conduct a site visit or audit to verify that the installed equipment is eligible for a rebate. A rebate will not be paid if the Naperville Electric Utility is unable to conduct any required site visit/audit or verification.
6. All rebate applications must include proper documentation (paid invoices, system capacity, proof of passing inspection, etc.) to receive rebate.

### **Rebate Violations**

1. The customer's failure to adhere to all the Naperville Electric Utility solar program terms and conditions, requirements, standards, policies and guidelines shall constitute a violation and result in the customer forfeiting his/her right to the rebate and require the customer to refund the rebate to the Naperville Electric Utility.
2. The customer shall refund a prorated portion of the rebate to the Naperville Electric Utility, if it is determined that the system/equipment has not been installed or maintained pursuant to the Naperville Electric Utility's Terms and Conditions, standards, guidelines or policies. The prorated portion shall be calculated by reducing the rebate paid by 20% per year for each of the five years following final inspection and approval (first 20% reduction to occur on the first anniversary date of rebate payment).

3. When a violation has been determined, the Naperville Electric Utility will notify the customer of the violation and allow the customer thirty (30) days to cure the violation. If the customer fails to cure the violation, the Naperville Electric Utility shall notify the customer the amount of the refunded rebate that shall be due thirty (30) days after receipt of notice. Failure to comply with these terms and conditions may result in cancellation of the customer's electric service.

**Equipment / Relocation Requirements**

1. All equipment including inverters and panels must be new.
2. All installed PV systems must carry a 5-year warranty from the installer. Solar modules must carry a 20-year warranty from the manufacturer. Inverters must carry at least a 5-year manufacturer warranty without battery back-up.
3. Batteries and system monitoring equipment costs, including software, will not be covered under the rebate.
4. The rebated solar PV system can't be removed from the Naperville Electric Utility service territory.
5. A rebated solar PV system that has received a rebate may be relocated only within the Naperville Electric Utility service territory and the following conditions apply:
  - a. The relocated system will not be eligible for another rebate.
  - b. The customer of record must inform the solar program administration by sending an email to [sabanb@naperville.il.us](mailto:sabanb@naperville.il.us) providing a description of their relocation intent and contact information.
  - c. The new transferee, if applicable, shall be required to obtain the Naperville Electric Utility's approval of the relocated system by submitting a new application and following the solar PV system program application process.
  - d. The relocated system must meet all requirements under the solar PV system program.
  - e. The relocation effort and installation must be accomplished in accordance with current Naperville Electric Utility rules and regulations, service standards and technical and operational requirements.
  - f. The Naperville Electric Utility is not responsible for any relocation costs.

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Customer Signature

Date

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Customer Printed Name