

# UniSource Energy SERVICES

2018 INSTALLER'S PACKET



UNS Energy Corporation

A Fortis Company

## **WHO SHOULD COMPLETE THIS FORM?**

- Any Installer or General Contractor installing or causing to be installed, a Residential and or Non-Residential Solar PV system(s), including leased systems, in the UNSE service territory.
- If your company only holds a General Contractor's license, an Installer's Packet must be submitted for all licensed subcontractors employed by the General.

## **WHY IS THIS INFORMATION REQUIRED?**

The information acquired from the "Installer's Packet" is needed for several reasons:

- To confirm the installation company holds the appropriate Business and Arizona Registrar of Contractors (AZROC) licenses (Trade Name Certifications should be provided if the company's name is different from what is reported on either the business license and or AZROC license).
- The information obtained is also used to set up your account within UNSE's Distributed Generation (DG) PowerClerk tracking system. This allows UNSE to associate the online application with the correct installer.

## **INSTALLER CHECKLIST**

The following items are required:

- PowerClerk Access Request Form
- Completed Company Approval Form (one per company)
- Copy of Business License
- Copy of Trade Name Certification (if applicable)
- Arizona Transaction Privilege Tax (TPT) License
- Copy of AZROC License(s)

Once the Installers Packet is complete:

Residential and Non Residential Solar PV installers may scan and e-mail to [renewables@uesaz.com](mailto:renewables@uesaz.com)



# PowerClerk®

## REQUEST FORM

Main User's First Name: \_\_\_\_\_

Main User's Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

*This will be used as your company's login credential.*

*\*Personal emails, unless under pre-approved circumstances, will result in request form rejection.*

Phone Number: \_\_\_\_\_



Upon successful establishment of your user account, a link will be provided for you to confirm the setup completion.

For questions, please email [renewables@uesaz.com](mailto:renewables@uesaz.com)

## AZROC LICENSE INFORMATION

INSTALLERS ARE REQUIRED TO PASS A **SOLAR TRADE EXAM** WITH THE ARIZONA REGISTRAR OF CONTRACTORS.

**Always refer to the Arizona Registrar of Contractors website <http://www.azroc.gov> for the most up-to-date information, appropriate licensing guidelines and clarification on restrictions.**

**AZROC License Number:** \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

License Class: \_\_\_\_\_

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License Class: \_\_\_\_\_

**MARK ALL THAT APPLY AND PROVIDE LICENSE INFORMATION ABOVE FOR EACH APPLICABLE TECHNOLOGY:**

Residential PV

Non Residential/Commercial PV

Check here if subcontractor

Subcontracting for (Company Name): \_\_\_\_\_

A contractor's license status may change at any given time. **It is the responsibility of the contractor to immediately notify UNSE of any changes to their license status and/or the license status of their subcontractors**, regardless of whether the change was voluntary or involuntary.

I certify that the information provided is accurate. I have read and agree to abide by the guidelines outlined in UNSE's Service Requirements SR-1.20-1.21, SR-1.22, SR-1.23, and SR-405.

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

Signature: \_\_\_\_\_

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

## **HELPFUL INFORMATION/IMPORTANT CONTACTS**

### **Need a power kill?**

Lake Havasu City- (928) 505-7017

Kingman- (928) 681-8969

Santa Cruz- (928) 761-8951

### **Service Requirements specific to renewable projects:**

<https://www.uesaz.com/doc/renewable/SR-122.pdf>

### **Latest project required documents:**

The Short Form Interconnection Agreement and UNSE Consumer Acknowledgement.

### **UNSE-Supplied Equipment Pick-up for approved projects only:**

Lake Havasu City- Visit IES, 1811 Industrial Blvd, Lake Havasu City, AZ 86403

Kingman- Visit IES, 2366 Kingman Ave, Kingman, AZ 86401

Santa Cruz- email [renewables@uesaz.com](mailto:renewables@uesaz.com) to schedule pick up.

### **Is it possible to receive a variance from UNSE's Service Requirements?**

Variances from SR-1.22 are extremely rare and not guaranteed by virtue of a request alone. UNSE reserves the right to deny variance requests when solutions exist to meet the Service Requirements. Granted variances are project and time specific.

### **Which projects require UniSource's Engineering Review?**

There are a number of reasons a project may be placed in Engineering Review. For example: Projects with a line-side tap, projects that request an exception from SR-1.22, projects larger than 10 kWac, and battery storage projects.