



## Procedure for Solar Add-On to an Existing Solar System

When adding to an existing solar system, a new Part 1 and Part 2 application must be submitted along with a new site plan and one-line diagram that reflects both the current solar system and the add-on solar system. The subject line of the email must indicate that this is an add-on solar application and what kW AC you are adding to your existing system, i.e. Subject: Add-On Solar Application 2 kW AC to existing 4kW AC.

### Which Application to Use

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- **Level 1** - If the total combined solar system inverter size is 10kW or less, then fill out a Level 1 Application.
- **Level 2** - If the total combined kW AC size puts the solar system over 10kW AC, then you must submit a Level 2 Application along with the application fee for the entire size of the solar system. The fee is based on kW AC not kW DC.

### Total kW AC

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The size of the solar system on the application should reflect the total kW AC for both the "add-on" size and existing size of the solar system.

### Site Plan

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The site plan must show both the current solar system and the new add-on solar system.

### One-Line Diagram

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The one-line diagram must capture both the new and old solar systems.

### Important Note Regarding Customer's Bill

Once a customer installs a solar system, the usage history bar graph/consumption shown on their electric bill no longer reflects the net usage for which the customer is being billed, and therefore, cannot be used to determine the add-on size for an existing solar system.

To obtain the customer's energy consumption after a bi-directional meter has been installed, the customer needs to contact our **Customer Service toll free number 800-662-3115** and request a copy of their Usage Statement History.