

PROGRESS

Our goal at New Braunfels Utilities (NBU) is to inform you of what you can expect throughout the entire process and requirements for connecting new generation.

SOLAR INTERCONNECTION PROCESS

- ✓ **Solar Contractors Contact**
New Construction Department
newconstruction@nbutexas.com
and establish miscellaneous account.
- ✓ **Submit plans for approval cogen@nbutexas.com**
Include the Following:
 1. Owner information
 - Customer Name
 - Address
 - Email address
 - Phone number
 - NBU account number (Customer-Owned Generation shall be owned by the NBU account holder.)
 2. Specification sheets for String/Micro Inverter(s), MID, and Batteries if applicable.
 3. Specification sheets for PV Modules\ Number of panels, Tilt, and Azimuth for all unique string orientations.
 4. One-Line Diagram of PV interconnection.
 5. Proposed wall equipment drawing showing:
 - Enclosures, conduit runs, grounding, and labeled.
 - Location of enclosure relative to the meters and the ground
 - Proposed point of delivery connectors
 6. Overall Site Plan showing location of equipment including location of fences (Utility Service Equipment and PV Disconnect shall not be behind a fence without specific prior authorization).
- ✓ **Obtain Authority Having Jurisdiction (AHJ) Permit**
 - The city of New Braunfels requires Building and Electrical permits.
 - Not required for installations outside of city limits.**Submit to cogen@nbutexas.com**
- ✓ **NBU will issue Authorization to Proceed (ATP) when satisfied with proposed installation**
 - Beginning installation prior to ATP being issued is discouraged and the installer assumes all risk in doing so.
 - Never cut an NBU meter seal for any reason. This will result in tampering fees.
 - PV systems found in operation prior to Permission To Operate (PTO) being issued will result in a \$500 fee. The unauthorized generator or the electric service itself may be disconnected entirely.
- ✓ **Schedule disconnection of existing service solaroperations@nbutexas.com**
 - Must show NBU approved stamped plans on site and have AHJ inspection scheduled before disconnection can occur.
- ✓ **Schedule City Building Department Inspection (i.e. New Braunfels or Schertz) required for service reconnection.**
- ✓ **Reconnection Requirements after disconnection**
Submit the following to cogen@nbutexas.com
 - Proof of D&R inspection approval from AHJ (if applicable).
 - Images of the installed wall equipment with all enclosures open and visible to verify correct installation.
- ✓ **Set Generation Meter**
NBU Electric Operations will install an appropriate meter when construction is complete
- ✓ **Scheduling System Verification for Permission to Operate.**
Submit the following to cogen@nbutexas.com
 - Proof of final inspection by the applicable AHJ.
 - Overall photo of the service equipment.
 - Schedule System Verification (A qualified PV Technician must be present).
- ✓ **NBU Electric Engineering will issue Permission to Operate (PTO) once all requirements are met**
- ✓ **NBU Electric Engineering will notify NBU Conservation and Customer Solutions that installation is complete**
 - Ensure system qualifies for solar rebates and rebates are available before construction.
 - Contact **conservation@nbutexas.com**

ADDITIONAL RESOURCES

- ✓ **Solar Energy Information**
nbutexas.com/solar-energy/
- ✓ **Electrical Connection Policy**
nbutexas.com/electric-connection-policy/
- ✓ **Service Conditions Policy**
nbutexas.com/service-conditions-policy/
- ✓ **Solar Rebates**
nbutexas.com/rebates/

For more information, e-mail **cogen@nbutexas.com** or call 830.608.8951.



*All items may not apply and sequence of tasks is subject to change.

NAME

					Requested Start Date							
Name of Business												
Service Address				Apt/Unit		City			State		Zip	
County					Type of Business (Be Specific)							
Subdivision						Sq. Ft.			Lot		Block	
Mailing Address					City			State		Zip		
Business Phone #			Tax Identification/Social Security #			Tax Exempt <input type="checkbox"/> Yes (Include Tax Exempt Certificate) <input type="checkbox"/> No						
Type of Entity		<input type="checkbox"/> Sole Proprietorship			<input type="checkbox"/> DBA _____			<input type="checkbox"/> Partnership				
		<input type="checkbox"/> Corporation			<input type="checkbox"/> Government Entity			<input type="checkbox"/> Non-Profit			<input type="checkbox"/> Other	
<input type="checkbox"/> Tenant <input type="checkbox"/> Owner		Security Light			<input type="checkbox"/> Yes <input type="checkbox"/> No							

Officer/CEO/Owner Information

President/CEO/Owner				Controller (If Applicable)			
Authorized Agent's Name				Title			
Authorized Agent's Email Address:							
Agent's Contact Phone #				Drivers License #			Issuing State
Local Contact Name and Title				Local Contact Phone #			
Local Contact Email Address							

SIGNATURE AND IDENTIFICATION INFORMATION OF AUTHORIZED AGENT REQUIRED. Must be signed by the authorized agent of the business entity. Applicant/Representative shall provide Driver's License, title in the business organization, and copy of Tax Identification number if applicable. Verification of each may be required. The undersigned, being hereby informed that willful false statements and the like so made are punishable by fine, imprisonment, or both, and that such willful false statements may jeopardize the validity of the service agreement.

Authorized Agent's Signature				Date			
NBU Representative				Date			

In-Office Use Only

Account #		Occupant #		Customer #		Start Date		<input type="checkbox"/> Inside <input type="checkbox"/> Outside		Service Order #	
Cycle		Route		<input type="checkbox"/> Cut In <input type="checkbox"/> Cut Out		Set		Perm		Temp	
Drawing #		E		W		I		S		G	
R		FH		ST.LT.		<input type="checkbox"/> Satisfactory Credit History		<input type="checkbox"/> Auto COT		<input type="checkbox"/> Irrevocable LOC	
<input type="checkbox"/> Waived											

Total Deposit Required: \$				Administrative Fee: \$			
Deposit Payments _____ at \$ _____				Tampering Fee: \$ _____			
DEPOSIT RECEIPT # _____				Deposit Amount Received Today: \$ _____			
Other: \$ _____				TOTAL AMOUNT PAID \$ _____			

START DATE

Terms and Conditions

Customer, acting through its authorized agent, applies to New Braunfels Utilities (NBU) for utility service at the specified service address and agrees that such service shall be supplied and used in accordance with NBU's service terms and conditions. Utility service will be initiated from the date of the initial connection and will continue pursuant to the New Braunfels Utilities Service Conditions Policy until the customer gives proper notice, of at least one NBU business day of discontinuance.

Payments

Customer, acting through its authorized agent, agrees to pay for the class of service supplied according to the applicable NBU Rate Schedule and as required by NBU service terms and conditions. Service is subject to disconnection and additional fees, if not paid by the due date specified on the bill. New Braunfels Utilities may transfer final balances to an active account, if in its judgment it is prudent to do so.

Post-dated checks are not accepted. Payments made after the due date specified on the bill will result in a late penalty. Late penalty may adversely affect the Customer's NBU Satisfactory Credit History and deposit conditions.

All payment options are listed on the NBU website, nbutexas.com.

Use of Contact Information in Communications

New Braunfels Utilities may communicate with its Customers by all means of provided contact information, including but not limited to phone, text, email, etc. If a Customer has provided a mobile phone number for calls or texts, the Customer's standard text and data rates shall apply. NBU may utilize an automated dialing system to provide informational, educational, and/or emergent messages. By providing the contact information, the Customer consents to NBU's uses as described here. An NBU Customer may opt out of Customer notifications at their discretion by contacting NBU Customer Service.

SIGNATURE AND IDENTIFICATION INFORMATION OF AUTHORIZED AGENT REQUIRED.

Must be signed by the authorized agent of the business entity. Applicant/Representative shall provide Driver's License, title in the business organization, and copy of Tax Identification number if applicable. Verification of each may be required.

Attached is the **Commercial Service Agreement** New Braunfels Utilities (NBU) requires to provide utility services for commercial accounts. The customer will be responsible for providing the requested documentation listed. If changes occur within your company, please provide us with updated documentation.

Sole Proprietorship or DBA (Doing Business As):

1. Individual owner shall sign as the Authorized Agent
2. Valid U.S. Driver's License of the owner
3. W-9, Social Security Number (of the owner), or Tax ID Number
4. Tax Exemption certificate provided by the IRS (501-C), if applicable

Partnership (Includes Limited Partnership and Limited Liability Partnership):

1. Valid U.S. Driver's License of the individual completing and signing the NBU Service Agreement.
2. W-9
3. Tax Exemption certificate provided by the IRS (501-C), if applicable

Corporation (Includes Inc. (Incorporated) or P.C. (Professional Corporation), Joint Venture, and L.L.C. (Limited Liability Corporation):

1. Valid U.S. Driver's License of the individual completing and signing the NBU Service Agreement.
2. W-9
3. Tax Exemption certificate provided by the IRS (501-C), if applicable

Municipalities or Political Subdivision (State or Federal agency, City):

1. Valid U.S. Driver's License of the individual completing and signing the NBU Service Agreement.
2. W-9
3. Tax Exemption certificate provided by the IRS (501-C), if applicable

Non-Profit:

1. Valid U.S. Driver's License of the individual c completing and signing g the NBU Service Agreement.
2. W-9
3. Tax Exemption certificate provided by the IRS (501-C), if applicable