

# 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

- ✓ If interested in receiving a solar rebate ensure system qualifies prior to construction.  
Only installations by NBU participating contractors are eligible for a rebate.
- ✓ Solar Contractors Contact New Construction Department  
**newconstruction@nbutexas.com**  
and establish miscellaneous account.
- ✓ Submit application for approval at **nbutexas.com/solar-contractors**.  
Have the following information available:
  1. Owner information.
  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 (if required).  
Submit to **cogen@nbutexas.com**.
- ✓ NBU will issue Authorization to Proceed (ATP) when all requirements have been satisfied / met.
  - Beginning installation prior to ATP being issued is discouraged and the installer assumes all risk in doing so.
  - 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.
  - There will be a disconnect and reconnect fee.
- ✓ 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 and the grounding system.
- ✓ 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 relevant AHJ (if applicable).
  - Overall photo of the service equipment and roof.
  - Schedule System Verification (A qualified PV Technician must be present).
  - There will be a System Verification Fee.
- ✓ NBU Electric Engineering will issue Permission to Operate (PTO) once all requirements are met.
- ✓ Submit Rebate Application to **solar@nbutexas.com** when installation is complete.

## 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/rebate/**

For more information, e-mail **cogen@nbutexas.com** or call 830.312.7934.



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