



**2019 RESIDENTIAL/NON RESIDENTIAL
INSTALLER'S PACKET**

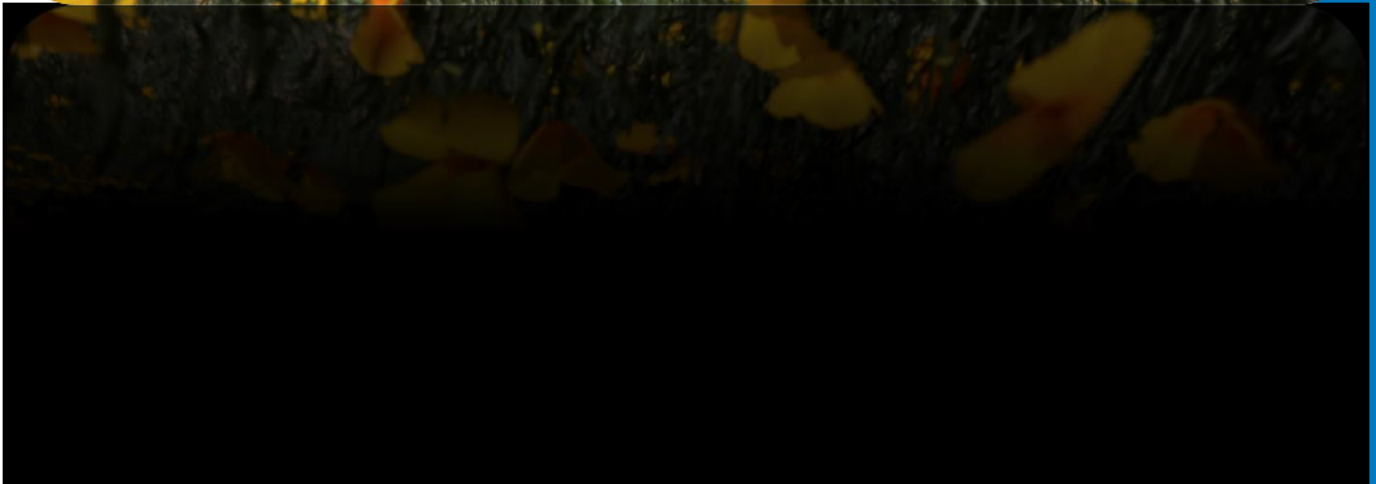


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PowerClerk®



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: _____

TEP will allow companies multiple logins to the system. It will be the administrative responsibility of the installer to grant access to all projects to each person with a login. Each person with a login will need to complete an Installer Packet for access.



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

For questions, please email sunshare@tep.com

AZROC LICENSE INFORMATION ON PERSON PERFORMING INTERCONNECTION TO UTILITY SYSTEM

WHO SHOULD COMPLETE THIS FORM?

- Any Installer or General Contractor seeking to interconnect a Residential and/or Non-Residential Solar PV System in TEP's service territory.
- Companies who hold a General Contractor license. TEP requires an Installer's Packet be submitted for all licensed subcontractors employed by the General.
 - It is the responsibility of the General Contractor to not employ contractors outside of their scope of work and to notify TEP of all subcontractors they are utilizing on the job site or working on the solar project, in any capacity.
- If your company holds an Electrical License which is a specialty license, please note that Electrical Contractors can only subcontract work to other Electrical Contractors. An Installer's Packet must be submitted for all licensed Electrical Subcontractors employed by the installing Electrical Contractor.
 - It is the responsibility of the installing Electrical Contractor to not employ subcontractors outside of their scope of work and to notify TEP of all Electrical Subcontractors they are utilizing on the job site; working on the solar project, in any capacity

WHY IS THIS INFORMATION REQUIRED?

- To confirm the installation company holds the appropriate AND up-to-date 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).
- Create and/or maintain an account within TEP's data management system, PowerClerk. All submitted projects must name an installer at the time of submittal.
- Maintain accurate stakeholders list.

AZROC LICENSE INFORMATION

AZROC License Number: _____

License Expiration Date: _____

License Class: _____

AZROC License Number: _____

License Expiration Date: _____

License Class: _____

AZROC License Number: _____

License Expiration Date: _____

License Class: _____

Always refer to the Arizona Registrar of Contractors website <http://www.roc.az.gov> for the most up-to-date information, appropriate licensing guidelines and clarification on restrictions. In addition, AZROC Licensing questions can be electronically addressed to licensing.department@roc.az.gov.

MARK ALL THAT APPLY AND PROVIDE LICENSE INFORMATION 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 TEP of any changes to their license status and/or the license status of their subcontractors**, regardless of whether the change was voluntary or involuntary. TEP will then immediately block access to submit applications until license status returns to the designation of "current".

I certify that the information provided is accurate. I have read and agree to abide by the guidelines outlined in TEP's Service Requirements. A full listing of our service requirements can be found at <https://www.tep.com/electric-service-requirements>.

Printed Name: _____

Signature: _____

Date: _____

STAKEHOLDERS

Please provide any and all e-mail addresses for those within your company who wish to be part of our stakeholder list. Communications sent to this list will contain TEP process change notifications, important program information and other pertinent utility notices. It is the responsibility of the installer to communicate any discontinued e-mail addresses by reporting that information to sunshare@tep.com.

E-Mail Address: _____

E-Mail Address: _____

E-Mail Address: _____

E-Mail Address: _____