

City of Sunset Valley

Solar Panel Installation Procedure

1. Submit a [Site Survey Request](#) to Austin Energy.
2. Have a site pre-inspection by an Austin Energy representative. At this inspection the Austin Energy representative will determine if site qualifies for the rebate, and the amount of wattage that your site will support. A service upgrade may be required which will be an additional cost.
3. Submit a [building permit application](#) to the City of Sunset Valley briefly describing proposed construction, cost of project. There will be no fee. Attach panel specifications. No engineering is necessary for residential panel installations. (Do not proceed without City of Sunset Valley approved permit.) Please allow 15 working days for processing.
4. Contact a Photovoltaic (PV) installer on the [approved installer list](#) at Austin Energy website for a bid.
5. Give a signed [Austin Energy rebate form](#) and a [Renewable Energy Assignment Agreement](#) to the installer, who will then send them to Austin Energy with a PV Watt Calculator Form.
6. Austin Energy will then send a Letter of Intent (LOI) to the homeowner, which will state system size and rebate amount. LOI must be in hand before starting PV installation.
7. When LOI arrives contact PV installer to schedule an installation.
8. Upon completion of the installation Austin Energy will perform a post inspection of system to ensure it meets program guideline requirements. The homeowner needs to be at this inspection.
9. Provide proof to the City of Sunset Valley of approved final inspection from Austin Energy.
10. Apply for [solar rebate](#) from the City of Sunset Valley.

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