



Solar Interconnection Steps

NBU regularly receives reports that solar vendors assert a partnership or other affiliations with NBU to bring solar to the community. Be sure your sales teams know that they shall not claim any partnership or other affiliation with NBU or NBU programs.

Please review and follow the interconnection process below.

Step 1. Ensure that the following information has been provided:

Owner Name

Project Address

Owner email address

Owner phone number

Owner NBU account number

NOTE: Customer-Owned Generation shall not be owned by any party other than the NBU account holder.

Specification sheets for any and all String/Micro Inverter(s), PV modules, battery storage, MID, generator, and/or ATS being proposed for the site.

One-Line Diagram of interconnection.

Top Down Site Plan showing the following:

Panel locations on rooftop.

Location of equipment including fences. Utility service equipment and PV disconnect shall not be behind a fence without specific prior authorization.

Number of panels, tilt, and azimuth for all arrays.

If installing a PV only system, include the dimensions of the tap/gutter box.

Front View Site Plan showing the following:

All existing and proposed enclosures, all conduit runs, all grounding systems and any racks if applicable.

Racks must meet NBU specifications.

Proof of approved permit from (AHJ) Authority Having Jurisdiction (i.e. Guadalupe County Fire Marshal's Office, City of New Braunfels, or City of Schertz).

Step 2. Authorization to Proceed:

NBU will issue written Authorization to Proceed (ATP) when the utility is satisfied with the proposed installation per review of system submittal. Authorization to proceed is valid for 90 days from the date of written notice. Reasonable extensions can be applied on a case by case basis.

Step 3. Schedule Disconnect and Reconnect:

Contact solaroperations@nbutexas.com to schedule disconnection of existing service. Provide the contractor's miscellaneous billing account number, authorization to bill the charges, and a phone number for scheduling. There will be a \$75 charge. Additional charges may apply for afterhours reconnections.

Important: Schedule D&R inspection with the AHJ (i.e. City of New Braunfels, or City of Schertz) for the date of disconnection.

Step 4. On the date of Disconnect and Reconnect:

The contractor must present the NBU-approved plan set with a signed and dated approval stamp before service will be disconnected.

Contractor must confirm an inspection has already been scheduled with the AHJ (i.e. City of New Braunfels, or City of Schertz).

Important: To request a reconnection, submit proof of approved AHJ inspection and photos of the installed electrical equipment to COGEN@NBUTEXAS.com.

Please include an overall view photo of the installed electrical equipment with all enclosures open, showing the conduit runs, a photo of each open enclosure with wiring and support screws visible and a photo of the overcurrent protection in the AC disconnect.

NBU Electric Operations will install a relevant meter when construction is complete according to the NBU approved plan set. Once the Generation meter is set the customer will be billed the monthly Delivery Point charge detailed in the ATP notice.

Step 5. Schedule Final Inspection with the AHJ:

Contact the AHJ (i.e. Guadalupe County Fire Marshal's Office, City of New Braunfels, or City of Schertz) to schedule the final inspection. **Installer must provide NBU the final inspection report from the AHJ before system verification will be scheduled.**

Step 6. Schedule System Verification with NBU:

Contact COGen@nbutexas.com to schedule the system verification. There will be a \$100 charge. A technician who can operate the system, take voltage measurements, and show production shall attend the verification. Re-inspection fees of \$100 will be assessed by Solar Engineering as applicable. NBU Electric Engineering will issue written PTO once all above requirements are satisfied.

Step 7. Submit Rebate Application to der@nbutexas.com.

Notices:

Do not cut NBU meter seals.

Customer Owned Generation 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.

New Contractors must establish a Miscellaneous Billing Account:

Contact NBU New Construction Services at newconstruction@nbutexas.com for instructions.