



RenewableGenerations

PROCESSING TIMELINE AND FINAL DOCUMENTS

Schools & Public Buildings

Notify NV Energy and submit the following documents below when you are finished with your project. These documents are required to officially complete your project. The meter will not be set nor will the incentive check(s) be issued until NV Energy has been notified and the required documents have been received and approved. Documents and samples are available online at NVEnergy.com/renewablegenerations, resources and links page.



One-Line Diagram

Contractors are required to submit a one line electrical diagram to the Program Administrator for review and approval prior to the start of construction. This document is required to be on file in order to complete the project close out.



Copy of Itemized Invoices

Include all invoices for materials, equipment, and labor. Invoices must show the services rendered by the C-2 electrical contractor.



Incentive Claim Form *(only necessary for changes to original application)*

Any changes to the original application must be indicated. This form must be signed by applicant and contractor.



Building Permit and Final Inspection

Building permit from local jurisdiction showing permission to build project and final inspection sign off.



Voltage Verification Form

Voltage verification must be performed and form signed by C-2 electrician. Voltage verification form can be found online at NVEnergy.com/RenewableGenerations, resources and links page.



Public Display Statement

Document reporting compliance with state legislation for public viewing of project.

When all documents are received:

1. NV Energy will send you a unique Net Metering Agreement to be signed by the NV Energy billing customer of record. You may fax or email the signed copy back to expedite processing, but two signed original copies must be returned to NV Energy.
2. NV Energy will conduct a final verification and set meters within 10 business days of the receipt of the signed Net Metering Agreement.
3. NV Energy will send the incentive check upon successful final verification and meter set. Check processing usually takes 1-2 weeks.

Submit documents to NV Energy RenewableGenerations by email, fax or mail:

EMAIL: renewablegenerations@nveenergy.com

FAX: (775) 852-1405

MAIL: NV Energy, RenewableGenerations, 6100 Neil Road M/S S2A35, Reno, NV 8951