

Home Renovation Savings Program – Solar and Battery Storage Stream

Post-Installation Application Checklist

This document outlines the information and attachments needed to complete the Post-Installation Application for the Solar and Battery Storage program stream.

Contractor Application Portal

Post-installation applications are submitted using the contractor application portal (known as **DropZone**), which can be accessed using the following link: <https://dropzonecdm.com/>

The list of your organization's projects will be the default report when you log into the contractor application portal. Simply click on the specific project that you are submitting your Post-Installation Application for. For any questions on how to use the contractor application portal, please contact our Home Renovation Savings Solar and Battery Storage program team at solar@homerenovationsavings.ca.

Attachments

The following items must be uploaded as attachments in the contractor application portal for the respective application:

1. Final Invoice

Your invoice must contain all information as shown in the Solar and Battery Storage sample invoice which can be accessed at the following link: [HRS Solar and Battery Storage Sample Invoice](#).

- ☐ The final invoice must include proof of payment such as a paid stamp for all installments, if applicable

Note: You will not be eligible to receive a rebate for any measures not included in your application. If the final invoice is different than the draft invoice submitted at the pre-installation approval stage, please provide an explanation for the change. The final invoice amount may not exceed the rebate amount in the pre-installation application by more than 10%.

2. Installation Photos

Photos must be clear or else they will not be accepted.

- ☐ Installed solar panels on the roof of the home – photo of all panels
- ☐ Installed solar panels – front facing photo of nameplate (only one photo required)
 - Must include name and logo of the manufacturer, model number, serial number, equipment and performance specifications
- ☐ Installed battery storage – photo of whole unit
- ☐ Installed battery storage – front facing photo of nameplate (only one photo required)

- Must include name and logo of the manufacturer, model number, serial number, equipment and performance specifications
- ☐ Installed inverter(s) – photo of whole unit
- ☐ Installed inverter(s) – front facing photo of nameplate (only one photo required)
 - Must include name and logo of the manufacturer, model number, serial number, equipment and performance specifications
- ☐ Utility meter (old and new, if replaced) – front facing photo (only one photo required)
- ☐ Service panel (following installation completion) – front facing photo (only one photo required)

3. Electrical Safety Authority (ESA) Documents

Contractor must provide:

- ☐ Copy of ESA 'Certificate of Acceptance' or equivalent ESA inspection report (with participant name and installation address)
- ☐ Copy of ESA 'Connection Authorization Verification Contractor Copy' or equivalent ESA inspection report (with participant name and installation address)

4. Local Distribution Company (LDC) DER Connection Approval

Contractor must provide:

- ☐ Copy of signed applicable LDC Generation Connection Application referencing 'load displacement' only. Net metering agreements are not eligible.
- ☐ Authorization and approval from the LDC confirming DER connection. This may include an LDC Generation Connection Agreement signed or approved by the LDC, an 'Offer to Connect' notice issued by the LDC, or equivalent LDC approval (i.e. proof of LDC DER connection approval via email confirmation or LDC portal status etc.)

5. Additional Information

Any other information required or requested by the Home Renovation Savings Solar and Battery Storage program team

Note: If installed project is different than the approved application, please provide additional rationale.

Project Details

The following information fields must be provided in the project details section.

- ☐ Equipment Installation Date



Once you are done with your Post-Installation Application, you must change the status of the application to “Post-Installation Application – To be Reviewed”. This signals to the program that the post installation application is ready to be reviewed. No review of your application will take place until the application is in this status.

Need help? If you have any questions about the information or documentation required in the Post-Installation Application, please contact our Home Renovation Savings Solar and Battery Storage program team at solar@homerenovationsavings.ca.