

Duke Energy
Residential Application Process
 SunSense® Solar PV Program



To apply for participation in the SunSense solar PV program follow the steps below:

Action		Time Frame	Forms Required
1	Register online prior to participating in the SunSense Solar PV Program.	Recommend that account registration be confirmed prior to October 1, 2013.	Register Your Account
2	Get quotes from solar contractors, select a final contractor and secure final quote and solar site survey*	Varies	Installer quote and solar site survey* (from installer)
3	Submit your application online, you will be required to upload the following documents: <ul style="list-style-type: none"> • solar quote (4MB Max.) • site survey (4MB Max.) Applications must be submitted by the DEC account holder.	Varies	Application form
4	DEC reviews your application, and if accepted, schedules an on-site Home Energy Check (HEC)**.	Within 15 business days	
5	HEC must be completed within 20 business days of being scheduled.	Within 20 business days	
6	Upon completion of HEC, DEC notifies you of application approval and sends a Certificate of Completion (with approval notification).	Within 10 business days of completing HEC	
7	Have your PV System installed and get a FSEC PV System Approval Certificate from contractor.		
8	Upload the signed Certificate of Completion, and the FSEC PV system approval certificate.	The Certificate of Completion must be received by the deadline on the certificate (90 days from the date of approval)	<ul style="list-style-type: none"> • Certificate of Completion and • Copy of original application • FSEC PV System Approval Certificate
	At the same time, submit your application for interconnection to the DEC system.		Interconnection procedures
9	DEC receives Certificate of Completion with supporting documentation and schedules on-site system verification.	Within 15 business days of receipt	
10	Upon successful system verification, DEC issues your SunSense rebate.	Allow 8-10 weeks from final verification for receipt	

		of rebate check	
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*Solar site survey must provide a site-specific solar plot using the Solar Pathfinder, Solmetric Sun Eye, or equivalent tool.

** Upon receiving the completed application, Duke Energy will contact you to arrange for the HEC which must be completed before the system is installed.