

APPENDIX B: Solar PV Consultant Checklist

Use this checklist when interviewing prospective solar PV consultants. After interviewing a few prospects, review the notes to help select the solar PV consultant who will provide the type and quality of services that you require, and who will best-fit with your design and construction teams.

Business Information

Company and representative: _____

Business address: _____

Telephone: _____ Cell: _____ Fax: _____

Web site: _____

Years in business: _____ B/N or GST/HST number: _____

Municipal Business License Number (if required): _____

Memberships in industry or trade associations: _____

Number of Solar PV Specialists available: Company employees: _____ Sub-contractors: _____

Solar PV services provided *(check all that apply; add notes on type of support available)*

Needed for both Net Zero Ready / Net Zero homes

Solar access / shading analysis / photography _____

Solar PV production modelling _____

Solar PV system design _____

Builder support on PV integration requirements _____

Performance / Economic Analysis _____

Needed for Net Zero homes with planned PV installations

Solar PV installation _____

Permitting / utility connection permissions / inspections _____

Other services (specify) _____

Solar PV training completed *(check all that apply; add details on training completed)*

Needed for both Net Zero-Ready / Net Zero homes

Solar PV access / production modelling _____

Solar PV Design (e.g., PV modules, inverters, racking) _____

Solar PV System Installation _____

Other training (specify) _____

Natural Resources Canada

Licensing and Certifications

- Electrical Contactor License (e.g., Red Seal or equivalent – specify) _____
- PV Installation Certification (e.g., NABCEP, CSA or other – specify) _____
- Safety Certification (e.g., working at heights certificate, etc. – specify) _____
- Other Certifications (specify) _____

Installation Experience

- Projects completed: No. ____; Installation years: ____ to ____; Size range: ____ to ____ kW_{array}
- Letters of Reference from Builders, Architects, Equipment Vendors and/or Homeowners (list details)
 1. _____
 2. _____
 3. _____

Insurance

- General Liability Insurance (Certificate; \$-amount) _____
- Worker Compensation or equivalent insurance _____

Warranty

- Solar Equipment (warranty terms) _____
- Workmanship (warranty terms) _____

Integration of PV with Design / Build Processes

Did the PV consultant offer suggestions for how to improve your PV project or obtain better value for money? If so, note what they were:

Overall PV Consultant's Fit with the Design / Build Team

The PV consultant has a specific role to play to ensure the success of the solar PV integration in the build, and contributes during both the planning and construction phases to ensure project success. This requires clear two-way communication with other specialists and trades involved in the project.

Do you feel your team could work well with this PV contractor? Yes No

Other comments: _____
