

State of New Mexico - Energy, Minerals and Natural Resources Department
 1220 S. St. Francis Dr., Santa Fe, NM 87505 www.cleanenergynm.org (505) 476-3310

Project No. _____

Solar System Installation Form

Solar Market Development Tax Credit - 3.3.28 New Mexico Administrative Code (NMAC)

For department use only
 Form version date: June 30, 2006

* indicates required information

Taxpayer and System

System type is (select one): solar thermal photovoltaic.

* Taxpayer Name		System Description	
System Location (Address or Description)		County	

Contractor

System was installed by homeowner who is the above-named taxpayer.

* Contractor		* Telephone	
* Name of Authorized Representative		* Title	

The contractor named above agrees that the solar energy system was installed in full compliance with all applicable federal, state, and local government laws, regulations, codes and standards that are in effect at the time of installation. The contractor has read the certification requirements of 3.3.28 NMAC. The installed solar energy system will work properly with regular maintenance. The contractor provided written operations and maintenance instructions to the above named taxpayer and posted a one-page summary of these instructions in a sheltered accessible location acceptable to the taxpayer and which is near or at the solar energy system's array or balance of system components.

* Date on which the solar energy system was placed into operation.	
* Contractor Signature by Authorized Representative	* Date

Building Code Authority

* Agency		* Telephone	
* Name of Authorized Representative		* Title	

The solar energy system was installed in full compliance with all applicable codes.

* Building Code Authority Signature by Authorized Representative	* Date
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The following Alternative System Approval is only to be used when written final inspection approval cannot be obtained from the Building Code Authority:

Alternative System Installation Approval

The Building Code Authority was requested by the contractor or homeowner to conduct a final inspection of the solar energy system; however, written final approval from the Building Code Authority was not obtained, was not rejected, and 30 days or more have elapsed since the Building Code Authority was requested to conduct a final inspection. The installed system is operating as designed and presented in the application package.

* Signature by Authorized Representative of Contractor (if contractor-installed) by Homeowner (if homeowner-installed)	* Date
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Help - Application Package Submittal

General Information

- Submit the application package to EMNRD after the system is completely installed and operating.
- Copies are adequate for any documents submitted to EMNRD in the application package.
- Use the “Solar System Certification Application” form as the first page of the application package.
- Taxpayers are encouraged to submit application packages in a timely manner.
- Mail applications to the attention of “ECMD Solar Tax Credit Administrator” or email to EMNRD as directed at www.cleanenergynm.org (see “Solar Tax Credit” link). ECMD is EMNRD Energy Conservation and Management Division.

Taxpayer Information

- Provide contact information so that EMNRD may communicate with you about your application. The email address is not required but, if available, would expedite communication.
- The Social Security Number is required and is important in EMNRD’s reporting to the New Mexico Taxation and Revenue Department on taxpayer eligibility for the tax credit. It will be filed as confidential information.

Contractor Information

- Provide contact information so that EMNRD may communicate with the contractor, if needed. The Email address is not required but, if available, would expedite communication.
- The contractor license number and classification is required so that EMNRD may verify licensing of the contractor.
- If solar system is homeowner installed, select the box and leave the contractor information blank.

Solar System Information

- Indicate the basic solar system type by selecting the box next to “solar thermal” or “photovoltaic.”
- Provide the location of the solar system by either the address, which could be the same as the taxpayer mailing address, or a brief description of the physical location if an address is not available, to enable EMNRD to locate the system for inspection purposes. Also provide the county where the solar system is located.
- Provide a brief description of the solar system that indicates the general purpose of the system, such as “solar domestic hot water” or “grid-connected photovoltaics.”
- Provide the solar system’s complete installation cost, including equipment and labor, which should agree with the total amount shown on an attached invoice that itemizes components and labor charges of the installed system.
- Indicate incentive programs other than the state solar tax credit that are being utilized by the taxpayer by selecting the box next to “Solar photovoltaic program,” “Federal solar tax credit,” or “Other.”
- Indicate interest in optional solar system monitoring, should these options become available.

Applicant Agreement

- Sign and date the application form, which includes taxpayer agreement regarding truthfulness of the information provided, knowledge of the 3.3.28 NMAC rule governing solar system certification, annual aggregate tax credit limits, solar system maintenance, and EMNRD inspection of the solar system.

Attachments

- Property Tax Bill: provide a current property tax bill to prove that the taxpayer owning the solar system also owns the home, facility, or land where the solar system is located.
- Invoice: provide a contractor’s invoice (or homeowner-generated invoice for homeowner-installed systems) to document the complete cost of the installed solar system. See 3.3.28.16 NMAC, Calculating the Solar Energy System Cost, for costs that are not allowed.
- Design: provide a schematic of the solar system installation, including specifications, component model numbers, and other information specific to its “solar thermal” or “photovoltaic” type, as required. Additional attachments may be included if information cannot be shown entirely on the schematic. Include signature and specification pages of interconnection agreement for photovoltaic systems, if applicable.
- Photographs: provide up to four photographs that show the solar system’s: 1) general site location, 2) array (solar thermal collectors or photovoltaic modules), 3) array mounting structure, and 4) balance-of-system components (e.g., conduit, inverter, disconnects, piping, storage tank, pump, heat exchanger, controller).
- Solar System Installation Form: provide a copy of this form completed with signatures from the contractor (if contractor installed) and the building code authority. Use Alternative System Installation Approval only if building code authority approval cannot be obtained. Taxpayer may provide signatures on two separate identical forms.
- Final Inspection Approval: provide copy of building code authority’s written approval document for code compliance.