

# HIRING A SOLAR CONTRACTOR?

## Follow these steps to ensure best practices

### 1. DO YOUR RESEARCH

- Explore the many online resources for information on how solar PV technology works such as the [Solar-Friendly Municipalities Toolkit](#) or [Solar FAQs](#).
- Find a solar provider on either the [Alberta Solar Providers Directory](#) or the [CanSIA Member Directory](#).

### 2. SOLICIT MULTIPLE QUOTES

- We recommend quotes from at least two companies, with the following expectations:
  - A phone conversation to answer all of your questions.
  - A solar resource and economic analysis based on the information you provide, satellite photos of your site, and your electricity bills.
  - A visit to your site – usually free or with a small deposit fee if there is a large distance to travel. We do not recommend hiring any company that does not visit your site before providing you with a quote.

### 3. ENQUIRE ABOUT

- The number of solar PV systems the company has installed.
- Solar PV installation certification for their company.
- The length of time they have been in business.
- What warranties they offer for their products and installation labour.

### 4. REQUEST REFERENCE DOCUMENTATION

- Ask for 3 to 6 references, from similar sized projects they have completed.
- Ask for proof of Comprehensive General Liability (CGL) insurance.
- Ask for proof of Workers Compensation Board (WCB) insurance, both at the beginning and end of their work on your solar PV system.

### 5. REQUEST A COMPLETE CONTRACT, INCLUDING

- The project and installation timeline.
- Which company is doing the solar PV work.
- Data sheets that give specifications of the equipment that will be installed in the system (at minimum: racking, modules and inverter(s); Optimizers and/or transformers, as applicable).
- The DC and AC capacity of the solar PV system to be installed.
- The amount of electrical energy (kWh) your system is expected to produce per year.
- Details of warranties offered for the system products and company's installation labour.
- A schedule for payments on the system.
- Details of the company's change order process.
- The company's dispute resolution process.