

INTERCONNECTION AND NET METERING

Customer Checklist

[City/Utility Name]

Step	Action	Completed
Prepare		
1.	Review Information: Net metering information is available on the utility’s Web site or upon request from the utility. In particular, carefully review the agreements necessary to participate in net metering.	
2.	Research Generation: Conduct research on renewable generation, if it has not already been installed, that best suits your household and choose a contractor to install it. Solar photovoltaic generation should be installed by a licensed Certified Solar Contractor.	
Apply		
3.	Complete Application: Complete the “Application for Interconnection” and submit it to [CONTACT] at [UTILITY NAME].	
4.	Submit Application Fee: Customers applying for an installation greater than 100 kW, must also submit a \$[ADD AMOUNT] application fee. [Note to Utility: Application fees are set by each utility, and a utility may choose not to have one. The Florida Public Service Commission does not permit investor owned utilities to charge an application fee.]	
5.	Approval to Proceed: Please wait for the utility to approve your application before proceeding with installation.	
Install		
6.	Install System: Once utility approval has been received, a licensed contractor may commence with installation.	
7.	Submit Documentation: Prior to interconnecting your generator with the utility’s system, you must submit documentation to certify that the equipment, installation, operation and maintenance is in compliance with several standards, including: <ul style="list-style-type: none"> • IEEE 1547 (2003): Standard for Interconnecting Distributed Resources with Electric Power Systems • IEEE 1547.1 (2005): Standard Conformance Test Procedures for Equipment Interconnecting Distributed Resources with Electric Power Systems • UL 1741 (2005): Inverters, Converters, Controllers and Interconnection 	

Step	Action	Completed
	<p>System Equipment for Use with Distributed Energy Resources</p> <ul style="list-style-type: none"> The National Electric Code, state and/or local building codes, mechanical codes and/or electrical codes The manufacturer’s installation, operation and maintenance instructions <p>You must also submit a copy of the manufacturer’s installation, operation and maintenance instructions to the utility, and for systems greater than 10kW, provide proof of general liability insurance.</p> <p>[Note to Utility: Insurance requirements are decided by each utility. Some municipal utilities may choose to require insurance for systems smaller than 10kW, but the Public Service Commission does not allow investor owned utilities to require it for systems that size.]</p>	
8.	<p>Pass Inspection: Your generation system must be inspected and approved by local code officials prior to operation.</p> <p>[Note to Utility: Your utility’s policy may vary.]</p>	
Activate		
9.	<p>Execute Agreements: You must review and sign two agreements for interconnection and net-metering and return them to the utility for execution by your local utility and the Florida Municipal Power Agency. These documents are:</p> <ul style="list-style-type: none"> Standard Interconnection Agreement for Customer-Owned Renewable Generation Tri-Party Net Metering Power Purchase Agreement 	
10.	<p>Approval to Activate: Once all agreements have been approved and the system has been inspected, the utility will provide written notice that operation of the system may begin.</p>	
11.	<p>Activation Notification: You must provide the utility with written notification of the date and time you plan to place the system in service. Notification must be submitted at least 10 business days prior to activation. The utility may require a utility or city official to be present for activation.</p>	
Ongoing Requirements		
12.	<p>Change Notification: Some changes to your system will require you to notify the utility:</p> <ul style="list-style-type: none"> If you plan any modifications to your system that change its gross power rating, you must notify the utility at least 30 days before the work is 	

Step	Action	Completed
	<p>performed.</p> <ul style="list-style-type: none">• If there is a change in ownership of the system, you must notify the utility in advance of the change of ownership, and the new owner must execute a Standard Interconnection Agreement with the utility.	