

**Please Keep this Sheet for Your Records**

Please review your application materials for accuracy and completion prior to submittal. Failure to follow the below procedures may result in processing delays and/or denial of your application. Applicant(s) must be on the PUD billing account for the service address of the proposed generating facility. For information on billing accounts, please contact Customer Service at 360.452.9771.

**Pre-Approval & Pre-Installation:**

1. Obtain a copy of the Interconnection Application online at [www.ClallamPUD.net/net-metering](http://www.ClallamPUD.net/net-metering).
2. Use the following checklist to ensure that your application packet is complete:
  - Interconnection Application, completed and signed.
  - Manufacturer's spec sheet demonstrating that the interconnecting inverter is UL 1741 listed.
  - Electrical schematic line-drawing of your generating facility.
    - A lockable disconnect shall be located within 10' of PUD net meter and shall be visible from the PUD net meter location. If this criteria cannot be met, include with the line diagram proposed language for a label to be located on the PUD net meter base describing the location of the lockable disconnect. Letters on the label shall be white with red background and shall be all capitalized and shall be at least 3/8 in tall.
  - Two photos: 1) a close-up of the PUD meter on site & 2) a long shot showing the PUD meter and a permanent landmark or two:



3. Email your completed Application Packet to: [Interconnection@ClallamPUD.net](mailto:Interconnection@ClallamPUD.net) as follows:
  - a. Your subject line should contain the Applicant's last name and service address; "Interconnection App: Smith, 123 Main St., Neah Bay".
  - b. Name your files (.jpg or .pdf) using the conventions below; this helps track the flow of your job:

**1a Application.pdf, 1b Meter.jpg, 1c Meter Surroundings.jpg, 1d DataSheet.pdf, 1e LineDrawing.pdf**

4. Once we confirm that your Application Packet is complete, we will send an email authorizing you to proceed with payment of the Application Fee (See Fee Schedule, next page). Please wait for authorization prior to making payments.
5. After your application fee payment is processed, our Engineering Department will review your application and proposed installation. They may contact you to request more information and/or to discuss installation requirements.
6. Once Engineering has approved your application, they will email an Agreement Packet to you, which includes:
  - a. An Interconnection Agreement for Net Metering with Wholesale Buyback Rate for your review and signature.
  - b. A Certificate of Completion to complete and submit via email after the installation has been completed.

**Post Installation:**

7. Once the system is installed, email your completed Agreement Packet documents to [Interconnection@ClallamPUD.net](mailto:Interconnection@ClallamPUD.net) :
  - a. Email subject line should include the applicant’s last name and service address; “Agreement Packet Documents: Smith, 123 Main St., Neah Bay”
  - b. Name your files (.jpg or .pdf) using the conventions below; this helps us track the flow of your job:

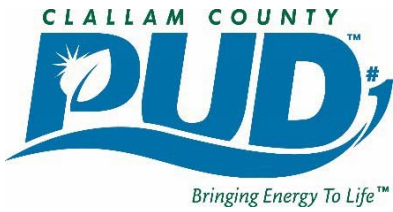
**3a Cert of Completion.pdf, 3b L&I Inspection.pdf, 3c InterconnectionAgr.pdf**

8. Once your Agreement Packet is processed, we will send you an email authorizing payment of the Meter Fee. Please wait for authorization prior to making any payments.
9. Once we have confirmation of your Net Meter Fee payment, we will authorize a PUD Serviceman to install the net meter.
10. **Once the PUD serviceman is ready to install net meter the installer will have to be present for backfeed testing with inverter.**

Please note: PUD Servicemen receive new assignments throughout their workday, and are responsible for completing all assignments in priority order. For example, restoring power after an outage has a higher priority than installing a net meter. As such, installation timelines may change, but your net-meter install request is fulfilled in priority order.

**Interconnection Fee Schedule** (as applicable)

Fee Type	Description	Amount(s)	Due Date
<b>Interconnection Application Processing Fee</b>	<i>A non-refundable fee to offset processing costs for both new installations and expansion of existing systems.</i>	Total System Size (includes expansions) • 0–25 kW Facilities: \$ 100 • 26–500 kW Facilities: \$ 500 • 501 kW–20 MW Facilities: \$1,000	Upon receiving PUD authorization to proceed with payment
<b>Meter Fee</b>	The Meter Fee will be assessed after your <i>Interconnection Application</i> has been approved	• Standard or AMR meters: \$ 150 • CT or AMR-CT meters: \$ 275	Upon receiving PUD authorization to proceed with payment
<b>Backfeed Testing Fee</b>	Requires PUD employee to test interconnection equipment for potential backfeed on PUD system.	• \$ 150	Upon receiving PUD authorization to proceed with payment



**Application for Interconnecting  
a Generating Facility  
No Larger than 20MW**

This Application is for a:  new system  system expansion

Total System Size (including expansions):  Tier 1 (0-25kW)  Tier 2 (26-500kW)  Tier 3 (501kw-20MW)

**Location of Proposed Generating Facility:**

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Interconnection Applicant(s)\*:**

Applicant Name \_\_\_\_\_ PUD Account # for Above Address \_\_\_\_\_ Daytime/Primary Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Evening/Alternate Phone # \_\_\_\_\_

Co-Applicant Name \_\_\_\_\_ Daytime/Primary Phone # \_\_\_\_\_ Evening/Alternate Phone # \_\_\_\_\_

\*Applicant(s) must be on the PUD billing account for the service address of the proposed generating facility.

**Authorized Representative (if different from Interconnection Customer)**

Name \_\_\_\_\_ Relationship to Above Customer \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Daytime/Primary Phone # \_\_\_\_\_ Evening/Alternate Phone # \_\_\_\_\_

**Generating Facility Information:**

Estimated Install Date: \_\_\_\_\_ Estimated In-Service Date: \_\_\_\_\_

Inverter Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Total Inverter Name Plate Rating: \_\_\_\_\_(kW) \_\_\_\_\_(kVA) \_\_\_\_\_(AC Volts)

Single Phase  Three Phase Total Generating Facility Rating: \_\_\_\_\_(kW) : \_\_\_\_\_(kVA)

Energy Source:  Solar  Wind  Other (please describe): \_\_\_\_\_

*I certify that to the best of my knowledge, the information provided in this application is accurate. I understand that interconnection of my proposed generating facility is subject to PUD approval, and agree to abide by the PUD's most current Interconnection Requirements Policy.*

Interconnection Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Interconnection Co-Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_