DRAFT 7/31/12

Customer Checklist for Simplified Applications

**Before Approval to Install:**

Submit Complete Application which includes the below information:

[ ]  Interconnecting Customer’s name in the “Customer or Company Name” field

[ ]  Interconnecting Customer’s email and mailing address

[ ]  Installer’s name, email, and mailing address in “Alternative Contact Information” section

[ ]  The site address **exactly** as it appears on the electric bill in the “Address of Facility” field.

[ ]  The facility Billing Account Number and Meter Number as seen on the electric bill

[ ]  Completed field indicating whether the generation is single or three phase

[ ]  Prime mover and energy source filled out in respective fields

[ ]  Signature of the Interconnecting Customer

[ ]  Inverter Manufacturer, Model Name and Number

[ ]  Nameplate rating in kW, kVA, and AC Volts

**For third party owned systems:**

[ ]  In the “Address of Facility” field, include the electric account holder’s name and email

Submit an Electrical Sketch showing the existing/proposed service including the following:

[ ]  The utility owned revenue meter

[ ]  The size of the main panel(s)

[ ]  How/where the proposed generation will interconnect to the main panel(s)

[ ]  The address of the facility

Submit a Site Plan showing the following:

 [ ]  Revenue meter location and location of any inverter(s) included in the system design

[ ]  The location of any AC generation system disconnects (AC disconnects required for all systems over 10 kW)

[ ]  The site plan can be hand drawn but must be a plan view i.e. vertical, NOT “birds eye” view

[ ]  The address of the facility

If connecting via a line side tap make sure:

[ ]  The connection is made in a separate junction box

[ ]  The connection is accompanied by a work request for a service upgrade with WMECO’s New Service group if it is increasing the rating of the service.

Submit to WMECO the following documentation regarding the inverter(s)

[ ]  A Cut Sheet for each different type of inverter specified in the application

If you would like to be net metered submit a completed Schedule Z making sure to omit the following common mistakes:

[ ]  Put the entire facility address including town, state, ZIP and unit identifiers such as Apt A, Floor 1, Left, Lot, etc. as seen on the electric bill in the “Address of Facility” field

[ ]  If allocating a portion of credits, do not include the host account in section G, for all accounts being allocated to, list the Name and Billing Address of the facility **exactly** as it appears on the electric bill

**WMECO will acknowledge that it has received all applications within three business days of submission. If an applicant fails to submit any of the above information WMECO will send notification to the parties listed on the Interconnection Application requesting updated documentation. Once reviewed and approved by a WMECO engineer, the Interconnecting Customer and Installer will be notified that they have approval to install the proposed system.**

**After Installation is Complete:**

Submit the following documentation to WMECO

[ ]  A completed Certificate of Completion signed by a local wiring inspector and dated no earlier than the approval to install letter.

[ ]  A copy of the Electrical/Building permit taken to install the generation

**If the system is third party owned the Customer must submit to WMECO:**

[ ]  A signed Exhibit G agreement which was included in WMECO’s letter to the customer granting approval to install

Submit pictures to WMECO which clearly show the following:

[ ]  The inverter(s). If microinverters are used, submit a photo of the entire array instead

[ ]  The inverter NAMEPLATE(S). This is not applicable if microinverters are used

***[ ]*** All AC generation system disconnects

[ ]  The main panel

[ ]  The interconnection point. If interconnection is via a line side tap, the cover must be off of the junction box in the photo

**WMECO will schedule a net meter set after receiving all completion documentation. WMECO has up to ten days after receiving the completion documents to schedule the bidirectional revenue meter set and to schedule a Witness Test. If no Witness Test is required, approval to operate will be sent to the Customer. Customers who pass their Witness Test will be granted approval to operate soon after the Witness Test.**