

INTERCONNECTION & NET METERING Customer checklist

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. A licensed Certified Solar Contractor should install solar photovoltaic generation.

Apply

3. **Complete Application:** Complete the "Application for Interconnection" and submit it to Jamie Jones, Utility Director at the City of Newberry.
4. **Submit Application Fee:** Customers applying for an installation must also submit the application fee.
5. **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:
 - Standard Interconnection Agreement for Customer-Owned Renewable Generation
 - Tri-Party Net Metering Power Purchase Agreement.
6. **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:
 - 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 System Equipment for Use with Distributed Energy Resources
- The National Electric Code, state and/or local building codes, mechanical codes and/or electrical codes
- The manufacturer's installation, operation and maintenance instructions
 - A copy of the manufacturer's installation, operation and maintenance instructions to the utility
 - Proof of general liability insurance for personal injury and property damage in the amount of not less than one hundred thousand dollars (\$100,000)
7. Apply for the building permit <https://www.newberryfl.gov/building>
8. Approval to Proceed: Please wait for the utility to approve your application before proceeding with installation.

Install

9. Install System: Once Utility and Building Department approval has been received, a licensed contractor may commence with installation.
10. Pass Inspection: Your generation system must be inspected and approved by local code officials prior to operation.

Activate

11. 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.
12. 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 customer and solar provider are required to be present for the city to activate.

Ongoing Requirements

13. Change Notification: Some changes to your system will require you to notify the utility:

- 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 performed.
- 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.
- Proof of general liability insurance for personal injury and property damage in the amount of not less than one hundred thousand dollars (\$100,000)