



SUBJECT: Grid-Tied Distributed Generation Application/Installation Procedure

The City will use this review procedure for all applications to connect inverter-based customer-generating facilities.

1. Customer is required to contact April Hill with Hurricane City Power Department to schedule a pre-solar installation orientation.
2. The customer will be responsible for obtaining all information and specifications required by the City.
3. An application for interconnection review shall be submitted on a standard form, available from the Power Department and posted on the City's website.
The application form will require the following types of information:
 - A. Basic information regarding the customer.
 - B. Information regarding the type and specifications of the Customer-Generating Facility.
 - C. Information regarding the contractor who will install the Customer-Generating Facility.
4. A packet of all information and specifications regarding the customer-generator system, including a one line diagram will need to be submitted in person or by email to Tami Jones with the City Building Department.
5. After the information and specifications of the customer's generation facility are reviewed, the customer will receive approval of **equipment** from Power Department.
6. After equipment approval is received from the Power Department the customer will contact the Building Department to pay for the necessary building permit and bi-directional meter.
7. After the solar installation, the customer will contact the Building Department for inspection. If inspection passes, the Building Department will forward approval to Power Department for bi-directional meter installation.
8. After the bi-directional meter is installed, Hurricane Power Department will mail notification to the customer stating their solar system is now connected the grid.

Contact Information

- April Hill, Hurricane Power Department – 435-635-5536
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- Tammi Jones, City of Hurricane Building Department – 435-635-2811 x 122
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