



TOWN OF STEILACOOM NET METERING APPLICANTS

PROCESS CHECKLIST

Submit documentation to:

Town of Steilacoom

Attn: Sherry Canavan

1030 Roe Street

Steilacoom, WA 98388

sherry.canavan@ci.steilacoom.wa.us

- Review the program requirements in the Town of Steilacoom Municipal Code entitled Chapter 13.41 Electric Net Metering (SMC online).
- Please note: residences in the Steilacoom Historical District (map located on Town website) need to be reviewed for compliance with Historic Preservation Guidelines. Contact Steilacoom Historic Preservation Officer, Jennifer Schreck, at jennifer.schreck@ci.steilacoom.wa.us
- Submit an Application for Interconnecting a Generating Facility to Steilacoom Public Works (Document 1 – form found online)
- Interconnection inverter must be UL 1741 listed
- Electrical schematic drawing must be included
- Include provisions for a lockable disconnect
- Upon approval of Interconnection Application, secure Town of Steilacoom Building Permit (Document 2 – form found online) and pay Steilacoom Solar System Installation Permit Fee of \$1,283.00
- Obtain an electrical permit from the State of Washington Department of Labor & Industries.
- Complete installation and get inspections from State Electrical Inspector and Town of Steilacoom (call (253) 581-1912 to schedule Town inspection).
- Submit Certificate of Completion (Document 3 – form found online) to Public Works
- Sign and submit Net Metering Interconnection Agreement Customer Owned Fuel Cell, Solar, Wind, Biogas, Combined Heat and Power or Hydropower Electric Generating Facilities of 100 Kilowatts or Less (Document 4 – form found online) to Public Works.
- Upon receipt and approval of the installation, required documentation and payment of all fees, the Town installs both a bi-directional kilowatt-hour Net Meter and kWh Production Meter.

Appendix A: Application for Interconnecting a Generating Facility

This Application is considered complete when it provides all applicable and correct information required below. Additional information to evaluate the Application may be required.

Interconnection Customer

Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (Day): _____ (Evening): _____

Fax: _____ E-Mail Address: _____

Contact (if different from Interconnection Customer)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (Day): _____ (Evening): _____

Fax: _____ E-Mail Address: _____

Owner of the facility: _____

Generating Facility Information

Location (if different from above): _____

Electric Service Company: _____

Account Number: _____

Inverter Manufacturer: _____ Model _____

Nameplate Rating: _____ (kW) _____ (kVA) _____ (AC Volts)

Single Phase _____ Three Phase _____

System Design Capacity: _____ (kW) _____ (kVA)

Prime Mover: Photovoltaic ___ Reciprocating Engine ___ Fuel Cell ___ Turbine ___ Other ___

Energy Source: Solar ___ Wind ___ Hydro ___ Diesel ___ Natural Gas ___ Fuel Oil ___

Other (describe) _____

Is the equipment UL1741 Listed? Yes ___ No ___

If Yes, attach manufacturer's cut-sheet showing UL1741 listing

Estimated Installation Date: _____ Estimated In-Service Date: _____

List components of the Generating Facility equipment package that are currently certified:

Equipment Type Certifying Entity

1. _____
2. _____
3. _____
4. _____
5. _____

Interconnection Customer Signature

I hereby certify that, to the best of my knowledge, the information provided in this Application is true. I agree to abide by the Terms and Conditions for Interconnecting an Inverter-Based Small Generating Facility No Larger than 100 kW and return the Certificate of Completion when the Small Generating Facility has been installed.

Signed: _____

Title: _____ Date: _____

Contingent Approval to Interconnect the Generating Facility

(For Company use only)

Interconnection of the Generating Facility is approved contingent upon the Terms and Conditions for Interconnecting an Inverter-Based Generating Facility No Larger than 100 kW and return of the Certificate of Completion.

Company Signature: _____

Title: _____ Date: _____

Town of Steilacoom
Community Development
1030 Roe Street, Steilacoom WA 98388
(253) 581-1912 FAX (253) 582-0651



BUILDING PERMIT APPLICATION

FILL IN ALL SPACES INCOMPLETE APPLICATIONS WILL BE RETURNED

Type of Permit: Building Plumbing Mechanical Demolition Other

Applicant Information

Owner: _____

Address: _____ City _____ Zip _____

Phone: _____ Email: _____

Contact Person if not owner: _____

Address: _____ City _____ Zip _____

Phone: _____ Email: _____

Contractor: _____

Address: _____ City _____ Zip _____

Phone: _____ State Contractor's License # _____

Email: _____ **Note: Town business license endorsement required**

Plumbing Contractor: _____

Address: _____ City _____ Zip _____

Phone: _____ State Contractor's License # _____

Mechanical Contractor: _____

Address: _____ City _____ Zip _____

Phone: _____ State Contractor's License # _____

Lender/Issuer of Payment Bond: _____

Address: _____ City _____ Zip _____

Phone: _____

Property Information:

Property Address: _____

Parcel Number: _____

Is this lot within the Historic District? Yes ___ No ___

Project Information:

Residential: SFR Duplex Multi-Family Remodel Addition Deck Other

Commercial/Industrial: New Building Remodel Addition Other

Describe project: _____

Setbacks: Front _____ Rear _____ Left _____ Right _____
 Height _____ Stories _____ Dwelling Units _____
 Building size: _____ X _____ Lot size _____ X _____
 Square footage first floor _____ second floor _____
 Type of heat (if available) Natural Gas Electric
 Heating/Model _____ Air Conditioning/Model _____ Misc. _____
 Square Footage of Garage or Any Other Buildings Being Built _____
 Number of bedrooms _____ Number of baths _____
 Number of plumbing fixtures _____ Number of fireplaces _____
 Estimated value of Project: _____

Utility Information:

Public water (circle one) Town of Steilacoom Lakewood Water District
 Size of Water Meter Needed _____
 Sewer (circle one) Town of Steilacoom Other _____
 Power Source (circle one) Town of Steilacoom Other _____
 Size of Electrical Service Needed _____

For Manufactured and Modular Homes:

Make _____ Model _____ Year _____
 Size _____

For Commercial Projects:

Project name _____ Inspection date _____
 Inspection type _____ Inspection status _____

I hereby certify that I have read and examined this application and know the same to be true and correct. I further certify that I have read the Town of Steilacoom Builder's Packet and know that this submittal is in accordance with the information supplied therein. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Construction hours: 7 AM – 8 PM Mon-Fri; 9 AM – 6 PM Sat, Sun & Holidays

Signature of Applicant: _____ Date: _____

Per RCW 19.27.095, applications must include information on the lender administering interim construction financing, if any, or information on the issuer of a payment bond on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction project.

No site work shall begin until the permit is issued and all fees are paid

Document 3

Generating Facility Certificate of Completion

Is the Generating Facility owner-installed? Yes _____ No _____

Applicant: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Location of the Generating Facility (if different from above):

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (Day): _____ Telephone (Evening): _____

Fax: _____ Email Address: _____

Electrician: _____

Name: _____ Electrician's License Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (Day): _____ Telephone (Evening): _____

Fax: _____ Email Address: _____

Inspection

The Generating Facility has been installed and inspected in compliance with the local building / electrical code of _____

Signed (local electrical wiring inspector, or attach signed electrical inspection)

Signed: _____

Print Name: _____

Date: _____

**Net Energy Metering Interconnection Agreement
Customer Owned Fuel Cell, Solar, Wind,
Biogas, Combined Heat and Power or Hydropower
Electric Generating Facilities of 100 Kilowatts or Less**

This Net Energy Metering Interconnection Agreement is executed in duplicate this ____ day of _____, 202__ between _____ (hereinafter referred to as "Customer"), and the Town of Steilacoom (hereinafter referred to as "the Town"). Both parties, who may be herein further referred to collectively as "Parties" and individually as "Party", agree as follows:

1. CUSTOMER ELECTRIC GENERATING FACILITY

- A. Customer has elected, in accordance with RCW 80.60 et seq., to operate either a net energy metered fuel cell, facility that produces electricity and used and useful thermal energy from a common fuel source, or a facility that uses water, wind, solar energy, or biogas from animal waste as a fuel as set forth in chapter 80.60 RCW with a generating capacity of not more than one hundred (100) kilowatts, in parallel with the Town's distribution facilities. The customer's electric generating facility (Generating Facility) is intended to offset either part or all of the Customer's electrical requirements.
- B. The Town will not provide wheeling for Customer as generation from the net metering electrical Generating Facility will only be applied to consumption at the location of said electrical Generating Facility.
- C. Customer's Application for Net Metered Electrical Generation, including the location of the electrical generating installation facility and details on the electrical generating unit(s) is hereby incorporated into this agreement as Attachment A.
- D. The installation is identified by the Town with the following designators:
Customer No. _____
- E. A separate agreement shall be entered into for each Customer's electrical service location(s).
- F. The electrical generating system facility used by the Customer shall be located on the Customer's premises. It shall include all equipment necessary to meet applicable safety, power quality, and Interconnection requirements established by the National Electrical Code (Articles 690 and 705), National Electrical Safety Code, the Institute of Electrical and Electronics Engineers, Underwriters Laboratories, and the Town's Net Metering Interconnection Standards.
- G. The Town shall have the sole authority to determine which Interconnection requirements set forth herein are applicable to Customer's proposed Generating Facility.

2. PAYMENT FOR NET ENERGY

- A. The Town shall measure the electricity produced and consumed by the Customer during each billing period, in accordance with normal metering practices.
- B. If the electricity supplied by the Town exceeds the electricity generated by the Customer during the billing period, or any portion thereof, then the Customer shall be billed for the net electricity supplied by the Town together with the appropriate customer charge paid by other customers of the Town in the same rate class.
- C. If the electricity generated by the Customer during the billing period, or any portion thereof, exceeds the Customer's electricity usage, then the Customer shall be:
 - 1. billed for the appropriate customer service charge as other customers of the Town the same rate class; and
 - 2. credited for the net excess kilowatt-hours generated during the billing period, with this kilowatt-hour credit appearing on Customer's bill for the following billing period.
- D. On April 30th of each calendar year, any remaining unused kilowatt-hour credit accumulated by the Customer during the previous year shall be granted to the Town, without any compensation to the Customer.
- E. Customer shall pay any amount owing for electric service provided by the Town in accordance with applicable rates and policies. Nothing in this Section 2 shall limit the Town's rights under applicable Rate Schedules, Town Ordinances, Customer Service Policies, and General Provisions.

3. INTERRUPTION OR REDUCTION OF DELIVERIES

- A. The Town may require Customer to interrupt or reduce deliveries as follows:
 - 1. when necessary in order to construct, install, maintain, repair, replace, remove, investigate, or inspect any of its equipment or part of its system; or
 - 2. if it determines that curtailment, interruption, or reduction is necessary because of emergencies, force or compliance with prudent electrical practices.
- B. Whenever possible, the Town shall give Customer reasonable notice of the possibility that interruption or reduction of deliveries may be required.
- C. Notwithstanding any other provision of this Agreement, if at any time the Town determines that either:
 - a. the Generating Facility may endanger Town personnel, or
 - b. the continued operation of Customer's Generating Facility may endanger the integrity of the Town's electric system,

then the Town shall have the right to temporarily or permanently disconnect Customer's Generating Facility from the Town's electric system. Customer's Generating Facility shall remain disconnected until such time as the Town is satisfied that the condition(s) referenced in (a) of (b) of this section 3.C have been corrected.

4. INTERCONNECTION

- A. Customer shall deliver the excess energy to the Town at the Town's meter.
- B. Customer shall pay for designing, installing, inspecting, operating, and maintaining the electric Generating Facility in accordance with all applicable laws and regulations and shall comply with the Town's Interconnection Standards set forth in Attachment B, which is attached hereto.
- C. Customer shall pay for the Town's standard watt-hour meter electrical hook-up, if not already present.
- D. Customer shall not commence parallel operation of the Generating Facility until written approval of the Interconnection facilities has been given by the Town. Such approval shall not be unreasonably withheld. The Town shall have the right to have representatives present at the initial testing of Customer's protective apparatus. Customer shall notify the Town when testing is to take place.

5. MAINTENANCE AND PERMITS

Customer shall:

- 1. maintain the electric Generating Facility and Interconnection facilities in a safe and prudent manner and in conformance with all applicable laws and regulations including, but not limited to, the Town's Interconnection Standards, and
- 2. obtain any governmental authorizations and permits required for the construction and operation of the electric Generating Facility and Interconnection facilities, including electrical permit(s).
- 3. reimburse the Town for any and all losses, damages, claims, penalties, or liability it incurs as a result of Customer's failure to obtain or maintain any governmental authorizations and permits required for construction and operation of Customer's Generating Facility or failure to maintain Customer's Generating Facility as required in (1) of this Section 5.

6. ACCESS TO PREMISES

The Town may enter Customer's premises or property to:

- 1. inspect, with prior notice, at all reasonable hours, Customer's Generating Facility's protective devices;
- 2. read meter; and

3. disconnect at the Town's meter or transformer, without notice, the generating facilities if, in the Town's opinion, a hazardous condition exists and such immediate action is necessary to protect persons, or the Town's facilities, or property of others from damage or interference caused by Customer's electric generating facilities, or lack of properly operating protective devices or inability to inspect the same.

Town inspection or other action shall not constitute approval by the Town. The customer remains solely responsible for the safe and adequate operation of its facilities.

7. INDEMNITY AND LIABILITY

- A. The Customer assumes the risk of all damages, loss, cost and expense and agrees to indemnify the Town, its successors and assigns, and its respective directors, officers, employees and agents, from and against any and all claims, losses, costs, liabilities, damages and expenses including, but not limited to, reasonable attorney fees, resulting from or in Interconnection with performance of the agreement or which may occur or be sustained by the Town on account of any claim or action brought against the Town for any reason including by not limited to loss to the electrical system of the Customer caused by or arising out of an electrical disturbance.
- B. Such indemnity, protection, and hold harmless includes any demand, claim, suit or judgment for damages, death or bodily injury to all persons, including officers, employees or agents, and subcontractors of either Party hereto including payment made under or in Interconnection with any Worker's Compensation Law or under any plan for employees' disability and death benefits or property loss which may be caused or contributed to by the Interconnection, maintenance, operation, use, presence, or removal of Customer's equipment. The only exception will be liability occasioned by the sole negligence or wilful misconduct of the Town or its employees acting within the scope of their employment and liability occasioned by a partial negligence of the Town or its employees acting within the scope of their employment to the extent that such partial liability is fixed by a court of competent jurisdiction.
- C. The provisions of this section shall not be construed to relieve any insurer of its obligations to pay any insurance claims in accordance with the provisions of any insurance policy.
- D. The Town shall have no liability, ownership interest, control or responsibility for the Customer's Electric Generating Facility or its Interconnection with the Town's electric system, regardless of what the Town knows or should know about the Customer's Electric Generating Facility or its Interconnection.
- E. Customer recognizes that it is waiving immunity under Washington Industrial Insurance law, Title 51 RCW, and further agrees that this indemnification clause has been mutually negotiated. This indemnification shall extend to and include attorney's fees and the costs of establishing the right of indemnification hereunder in favor of the Town.

8. INDEPENDENT CONTRACTORS

The Parties hereto are *independent contractors* and shall not be deemed to be partners, joint ventures, employees, franchisees or franchisers, servants or agents of each other for any purpose whatsoever under or in Interconnection with this Agreement.

9. GOVERNING LAW, VENUE, AND ATTORNEY'S FEES

The validity, performance and all matters relating to the effect of this Agreement and any amendment hereto shall be governed by the laws (without reference to choice of law) of the State of Washington or any regulatory agency of competent jurisdiction. The sole and exclusive venue of any legal action in regard to this Agreement shall be the Superior Court of Pierce County, Washington.

If litigation arises out of this Agreement, the substantially prevailing party shall be entitled to recover all reasonable legal expenses including, but not limited to, attorney fees, expert witness fees, and travel and lodging expenses at trial and the appellate court level.

10. FUTURE¹ MODIFICATION OR EXPANSION

Any future modification or expansion of the Customer owned Generating Facility will require an engineering review and approval by the Town. The Town reserves the right to require the Customer, at Customer's expense, to provide modifications or additions to existing electrical devices including, but not limited to protection device and meters, in the event of changes to government or industry regulation and/or standards.

11. AMENDMENTS, MODIFICATIONS OR WAIVER

Any amendments or modifications to this Agreement shall be in writing and agreed to by both Parties. The failure of any Party at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce the same. No waiver by any Party of the breach of any term or covenant contained in this Agreement, whether by conduct or otherwise, shall be deemed to be construed as a further or continuing waiver of any such breach or waiver of the breach of any other term or covenant unless such waiver is in writing.

12. ASSIGNMENT

The Customer shall not assign its rights under this Agreement without the express written consent of the Town. The Town may impose reasonable conditions on any such assignment to ensure that all of Customer's obligations under this Agreement are met and that none of Customer's obligations under this Agreement are transferred to the Town as a result of default, bankruptcy, or any other cause.

13. APPENDICES

The Agreement includes the following appendices attached and incorporated by reference:

Appendix A: Application for Interconnecting a Generating Facility

Appendix B: Generating Facility Certificate of Completion

14. NOTICES

All written notices shall be directed as follows:

Customer:

Name

Address

City, State & Zip

The Town:

Town of Steilacoom

Name

1030 Roe Street

Address

Steilacoom, WA 98388-4010

City, State & Zip

Customer notices to the Town, pursuant to this Section 15, shall refer to the Service Address set forth in Appendix A, Application for Interconnecting a Generating Facility.

15. TERM OF AGREEMENT

This Agreement shall be in effect when signed by the Customer and the Town and shall remain in effect thereafter month to month unless terminated by either Party on thirty (30) days' prior written notice.

16. SIGNATURES

IN WITNESS WHEREOF, the Parties hereto have caused two originals of this Agreement to be executed by their duly authorized representatives.

This Agreement is effective as of the last date set forth below.

Dated this _____ day of _____, 20____,

TOWN OF STEILACOOM OF
PIERCE COUNTY, WASHINGTON

By _____
"Customer"

By _____
"the Town"