

**How To Apply For Microgeneration Connection
To The City Of Medicine Hat
Electric Distribution System**

STEP 1: To obtain the necessary forms to apply to have a microgeneration facility connected:

Go to City of Medicine Web Page:

<http://www.medicinehat.ca/City%20Government/Departments/Utilities/Electric%20Utility/Microgeneration/index.asp>

If unable to access the City Web Page contact the Electric Engineering Supervisor (Phone 403-529-8257).

Necessary forms include the following:

- **Application Guideline** – explains how to complete an application for microgeneration connection.
- **Application Form** – contains contact information and information related to the proposed system installation and the name of the Electrical Contractor/Consultant (if required).
- **Installation Guideline** – explains the City Electric requirements for your microgenerator installation.
- **Net Billing Agreement** – establishes the terms and conditions under which the output of your microgeneration facility will be dealt with by City Electric.
- **One Line Diagram** – provides detailed information regarding the source of microgeneration , inverter system and electric panel connection.

STEP 2: Complete and Submit the Application Form, One Line Diagram and Net Billing Agreement

Original signed copies of the Application Form and Net Billing Agreement must be returned to the office of the Electric Engineering Supervisor.

STEP 3: Review of Completed Application Form, One Line Diagram and Net Billing Agreement by City Electric

A Technologist will be assigned to review submitted documents and the Technologist will become the prime Electric Department contact during the design phase of the project. If required, he will contact you for any additional information deemed necessary to complete the application.

Customer will be advised when a work order has been issued to construction.

Typical time to review application can take up to 4 weeks.

STEP 4: Customer and City Electric Commission the Installation

Customer contacts City Electric Operations (phone: 403-529-8270) to advise that he is ready to be connected. Operations confirms that work order has been issued and schedules time for testing of inverter operational settings.

If commissioning is completed successfully, the existing utility billing meter is replaced by a bi-directional billing meter and the customer is authorized to connect his microgeneration facility to the Electric Distribution System.

General Information:

Customer is responsible for :

- Obtaining an electric permit of which a copy must be provided to Electric Operations prior to scheduling installation of bi-directional billing meter.
- Obtaining a Development Permit will be required from the City Planning Department. It could take up to 6 weeks before a permit can be issued.

Contact the Safety Codes Inspection Department having jurisdiction to confirm requirements

Part of the Development Permit application process could include a review of structural integrity of your roof should you be looking at a photovoltaic panel installation or determining if a wind turbine installation is allowed on your site.

- Obtaining any other permits/permissions required to install the microgeneration infrastructure.

Initially, Electric Utility bi-directional billing meter will be read on a monthly basis by Electric Operations staff.

Since your installation may be associated to a HAT Smart Renewable Energy grant, the Energy Sustainability Department will automatically be sent a copy of your Final Electrical Inspection and the Commissioning Report