723 S. Lewis, P.O. Box 1449, Stillwater OK 74076 www. stillwater.org Fax # 405-742-8321

BP#_____

RESIDENTIAL (1&2 Family) Accessory Permit Application Packet

for Distributed Generation Interconnection (Renewalable Energy Resources)

Project Address:_____

FOR OFFICE USE ONLY: FEMA floodplain? ☐Yes ☐No

Property Owner:_____Address:_____Phone:_____

The following *MUST* be attached and completed for submittal of this application type:

☐	Residential (1&2 Family) Permit Application with the following attachments: • Site Plan showing location of equipment	☐	Distributed Generation Tariff and Distributed Generation Interconnection Agreement. • Original Agreement must be signed and notarized.
☐	Electrical Permit Application. This application form *MUST* reflect the licensed Electrical Company that is doing the work.		
☐	Distributed Generation Application which consist of: • Completed Appendix A for Interconnecting Generating Facility (2 pages)	☐	Attach an Electrical Single-Line Diagram, facility plan view, and equipment catalog information to assist the Utility in its review.
☐	• $125.00 Non-Refundable Processing Fee	☐	Attach Manufacturer's cut-sheet showing Listing/Standard compliance.
☐	• $160.00 Metering Equipment Charge		

This packet and original documents must be delivered in person or mailed to:
City of Stillwater, Community Development Dept., P. O. Box 1449, Stillwater, OK 74076.
After review and upon approval, the Accessory Permit fee of $35.11 may be paid by phone with a credit card. Credit card receipt and permit can be sent back to you via email.

Contractor:_____Address:_____

Phone Number:_____Email Address: _____

OWNER/CONTRACTOR SIGNATURE OF UNDERSTANDING AND AGREEMENT

I hereby certify that the statements in this application and the attachments hereto are accurate, that the property owner has given permission for this work to proceed, that all construction work under this permit will conform to all applicable ordinances, rules or regulations of the City of Stillwater, and that all electrical, plumbing, mechanical, fence, sign and driveway construction shall be performed by contractors licensed by the State of Oklahoma (if applicable) and registered and bonded with the City of Stillwater.

(OWNER)(CONTRACTOR): **SIGNED**_____DATE_____

(OWNER)(CONTRACTOR): **PRINT**_____DATE_____

DESCRIPTION:

Electric Service (# of amps):_____ Service Lateral Connection Fee: ☐200 AMPs=$400.00 ☐400 AMPs=$700.00

(**For service over 400 AMPs, contractor must contact Electric Utility to obtain connection fee.**) Effective 01.01.2011 per Resolution CC-2010-18; SUA-2010-10

Valuation: $_____ (*Valuation includes structural, electrical, plumbing, mechanical, interior finish, overhead and profit R108.3.)*

(All contractors MUST be licensed and registered with the City of Stillwater and the State of Oklahoma)

Electrical Contractor:_____Contact:_____Phone:_____

The granting of a permit or approval of plans shall not be construed as permission to violate any federal, state or local laws. Special notice is hereby given that additional requirements, notices and regulations will be printed on the permit and plans and shall be complied with whether specified herein or not.

Special notice is also hereby given that this permit becomes null and void if the authorized work or construction is not commenced, is suspended or abandoned after work is commenced, or if no inspections are obtained within a 6 month period. This permit requires final inspections and a Certificate of Occupancy or Certificate of Completion.

Revised 4/29/21

The City of Stillwater OKLAHOMA

Distributed Generation Interconnection

APPROVED BY SUA BOARD OF TRUSTEES ON APRIL 19, 2021

PURPOSE: The purpose of Stillwater's Distributed Generation (DG) Interconnection Agreement is to provide a standardized method for City of Stillwater electric customers owning small scale generating facilities that utilize renewable resources such as wind or solar to operate these facilities in parallel with the City's electric system and potentially receive a credit for the portion of the excess energy produced back to the City of Stillwater.

AVAILABILITY: The DG Rate is applicable to customers who intend to own and operate on-site inverter-based electric generating facility using fuels derived from biomass, waste, or other renewable sources, including wind, solar, or water energy to produce electricity.**

GENERATING FACILITY REQUIREMENTS:

- Complete application for interconnecting a electric generating facility
- Utilize UL1741 listed or IEEE 1547 compliant inverter system
- Provide accessible disconnecting means for utility personnel
- Install 2 sets of meters. One measures customer's consumption and the other one measures customer's generation.
- Comply with the current City of Stillwater Land Development Code
- Obtain applicable City of Stillwater permits/inspections
- Provide an Electric Single-Line Diagram, facility plan view, and equipment catalog information with your DG Interconnection Application.
- Execute Distributed Generation Interconnection Agreement

UTILITY'S COST TO CUSTOMER:

- Non-refundable processing fee of $125
- Customer is responsible for the costs of the meters supplied by the utility, currently $160.
- For installations over 100 kW, the utility requires a study. The Customer is responsible for the costs of this study.

GENERATION CREDIT:

- Rate approximates utility's avoided cost for wholesale energy
- Credit for energy generated by customer applied on customer's utility bill
- Credit is limited to the customer's maximum energy usage during any billing period from the previous calendar year.

DEFINITIONS:

- **INTERCONNECTION:** A physical connection between a qualifying generating facility and an electric utility distribution system. Customer's equipment must meet national standards to insure protection of each party's facilities and personnel safety. Typically allowed only by written agreement between the parties.
- **DISTRIBUTED GENERATION:** A variety of technologies that generate electricity at or near where it will be used, such as solar panels and combined heat and power. May serve a single structure, such as a home or business, When connected to the electric utility's lower voltage distribution lines, distributed generation can help support delivery of clean, reliable power to additional customers and reduce electricity losses along transmission and distribution lines.

*** - Commonly available back-up generators operating on fossil fuels do meet the renewable or interconnection criteria of the Distributed Generation Interconnection Agreement and are not eligible for parallel operation with the City of Stillwater's electric distribution system.*

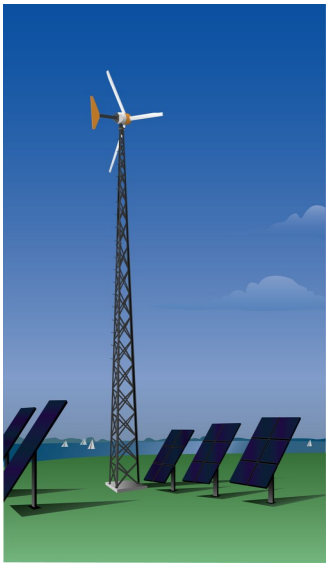
Revised: 4/29/21

Distributed Generation...
...At a Glance

Availability:
All areas served by Stillwater Electric Utility.
Residential or Commercial customers.

Generating Facilities:
On-site generation.
Must use Renewable Energy such as:
Wind, Solar, Water
Biomass, or Waste

Benefits:
Encourages customer-owned small-scale renewable projects.
Makes it simpler for City to accommodate these small-scale renewable projects.
Compliments renewable incentives offered by State and Federal governments.
Environmentally friendly.



Application ID # _____

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.

Processing Fee

A non-refundable processing fee of $125 must accompany this Application.

Interconnection Customer

Name:		
Contact Person:		
Address:		
City:	State:	Zip:
Telephone:	Email Address:	

Contact (if different from Interconnection Customer)

Name:		
Contact Person:		
Address:		
City:	State:	Zip:
Telephone:	Email:	

Generating Facility Information

Location:			
Utility Acct #:			
Inverter Manufacturer:		Model:	
Nameplate Rating:	kW	kVA	Volts
Single Phase: ☐ or Three Phase: ☐			
Attach an Electric Single-Line Diagram, facility plan view, and equipment catalog information to assist the utility in its review.			
Energy Source: Solar ☐ Wind ☐ Hydro ☐ Other (Describe)_____			

Is the equipment UL1741 Listed? Yes☐ No ☐	
Does equipment comply with IEEE Standard 1547? Yes☐ No☐	
Attach manufacturer's cut-sheet showing Listing/Standard compliance.	
Estimated Installation Date:	Estimated In-Service Date:

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 Distributed Generation Interconnection Agreement for Interconnection and Parallel Operation of Inverter-Based Generation Equipment.

Signed: _____

Title: _____ Date: _____

- -

Application ID # _____

APPENDIX C

Steps for Utility Interconnection

- Customer completes and submits to City of Stillwater, Community Development Department (405-742-8220):
  - ✓ The Residential (1&2 Family) Accessory Permit Application (1 page);
  - ✓ The Distributed Generation Interconnection Application packet (2 pages) with complete attachments and required documents;
  - ✓ And the notarized Distributed Generation Interconnection Agreement.
- Customer receives approval from Community Development.
- Customer completes the generating facility installation.
  - ✓ A lockable disconnect for Utility's use shall be provided.
- Customer gets inspections from Community Development and Stillwater Electric Utility.
- Utility installs appropriate meter(s).
- Customer starts generating energy.

Questions?

Contact Stillwater Electric Utility at 405-533-8444.

NET ENERGY METERING DISTRIBUTED GENERATION TARIFF (NEM-DG)

I. EFFECTIVE: In all areas served retail by Stillwater Electric Utility, hereinafter referred to as SEU, of the Stillwater Utilities Authority.

II. APPLICATION: Charges under this Tariff are in addition to those due under the customer's standard rate tariff for electric service unless otherwise noted.

III. AVAILABILITY: This Tariff is applicable to customers that: (i) own and operate an electric generating facility: using fuels derived from biomass, waste or renewable energy source, including wind, solar energy, or water to produce electricity; and of a total size not exceeding the limits set forth in Section VII (Distributed Generation or DG Facility); and (ii) receive service under one of the following retail electric tariffs: Residential Service, General Service, or Power and Light - Secondary.

This Tariff may cease to be available to new customers based on the total level of DG on SEU's system.

Service shall be furnished in accordance with SEU Rules, Regulations, and Conditions of Service, and the Rules and Regulations of the City of Stillwater and the Stillwater Utilities Authority.

IV. ENERGY CHARGE: The Energy Charge for service under this Tariff will replace that set forth under the customer's standard rate tariff. SEU will net energy generated by the customer's Distributed Generation Facility against usage that would otherwise have been billed under the customer's applicable rate tariff. The monthly Energy Charge will be the sum of the: (i) Excess Energy Charge; and (ii) Excess Generation Credit, determined as follows:

NET ENERGY CREDIT: Energy generated by the customer's Distributed Generation Facility (kWh AC) during any billing period will be netted against energy consumed (kWh) up to the Net Energy Credit Limit set forth in Section VI.

EXCESS ENERGY CHARGE: Energy usage (kWh) during any billing period in excess of generation by the customer's Distributed Generation Facility (kWh AC) will be charged at the Wholesale Energy Rate set forth in Section VI.

EXCESS GENERATION CREDIT: Generation by the customer's Distributed Generation Facility (kWh AC) during any billing period in excess of consumption (kWh) will be credited at the Wholesale Energy Rate set forth in Section V up to the Limit set forth in Section VI.

When the Energy Charge for any billing period results in a credit (negative) balance on the utility account, the credit balance will roll forward to the next billing cycle. Any remaining credit balance will expire upon the termination of electric service to a customer.

Examples of how the Energy Charge will be calculated:
At 960 kWh Consumption, 585 kWh Generation, net 375 kWh Onsite Consumption:
Energy Charge (Credit): 375 kWh x $0.027165[1]/kWh = $ 10.19

At 560 kWh Consumption, 585 kWh Generation, net 25 kWh to Grid:
Energy Charge (Credit): -25 kWh x $0.027165[1]/kWh = $ (0.68)

SEU PRODUCTION COST ADJUSTMENT: The Stillwater Electric Utility Production Cost Adjustment will not be assessed to DG customers.

SERVICE AVAILABILITY FEE: For any billing period during which a customer receives service under this Tariff a fixed Service Availability Fee will be charged. The Service Availability Fee will be based on the customer's standard rate tariff as follows:

Residential Service (RS)	$42.00 per customer per month
General Service (GS)	$190.00 per customer per month
Power and Light – Secondary (PL-S)	$1,400.00 per customer per month

V. WHOLESALE ENERGY RATE: The Wholesale Energy Rate will be based on the SEU's avoided cost. The utility's avoided cost is based upon the current applicable wholesale power rate from the Grand River Dam Authority (GRDA), including any applicable GRDA Power Cost Adjustment. The Wholesale Energy Rate will be set monthly.

VI. LIMITATIONS: For any billing period the following limits will apply to Section IV charges.

NET ENERGY CREDIT LIMIT: The Net Energy Credit is limited to the customer's maximum energy usage during any billing period from the previous calendar year. No Net Energy Credit will be provided for any generation above this amount.

A new customer's maximum credit will be established after the first calendar year of service. To receive the maximum benefit from the Distributed Generation Facility installation, the customer shall size the installation based on the anticipated maximum annual billing period energy (kWh) usage, and not larger than the size set forth in Section VII.

EXCESS GENERATION CREDIT LIMIT: The Excess Generation Credit is limited to the customer's maximum energy usage during any billing period from the previous calendar year. No Excess Generation Credit will be provided for any generation above this amount. A new customer's maximum credit will be established after the first calendar year of service.

[1] Illustrative amount for purposes of demonstrating the calculation.

Examples of how the customer limits will be calculated:

Previous Calendar Year Billing Period **Maximum** kWh usage: 1,000 kWh
Customer **Generation** (Billing Period): 2,000 kWh
Customer Current Month Total **Consumption**: 1,100 kWh
Customer **Net Energy Credit**:
= Minimum of Generation, Consumption or Maximum: 1,000 kWh
Customer **Excess Energy** Charge: @ Wholesale rate:
= Consumption – Net Energy Credit
= 1,100 – 1,000 = 100 kWh
Excess Generation Credit @ Wholesale rate:
= Generation – Net Energy Credit
= 2,000 – 1,000 = 1,000 kWh
Energy Charge (Credit):
= Excess Energy – Excess Generation
= 100 – 1,000 = 900 kWh **credit**

Previous Calendar Year Billing Period **Maximum** kWh usage: 1,000 kWh
Customer **Generation** (Billing Period): 500 kWh
Customer Current Month Total **Consumption**: 1,100 kWh
Customer **Net Energy Credit**:
= Minimum of Generation, Consumption or Maximum: 500 kWh
Customer **Excess Energy** Charge: @ Wholesale rate:
= Consumption – Net Energy Credit
= 1,100 – 500 = 600 kWh
Excess Generation Credit @ Wholesale rate:
= Generation – Net Energy Credit
= 500 – 500 = 0 kWh
Energy Charge (Credit):
= Excess Energy – Excess Generation
= 600 – 0 = 600 kWh **charge**

VII. SYSTEM INFRASTRUCTURE: Residential, General Service, and Power and Light - Secondary customer installations eligible for service under this Tariff are limited to a total maximum installed capacity of 125% of the customer's peak load for the prior calendar year or 100 kW, whichever is less or a minimum capacity of 2kW. For installations of 100 kW and larger, the City of Stillwater may require that a study on the impact to nearby system infrastructure be completed prior to installation. The customer shall be responsible for the actual costs of this study as well as required infrastructure upgrades.

The City of Stillwater may allow installations bigger or smaller than these limits for any customer at its sole discretion, on a case-by case basis, and subject to additional conditions, including revised charges. The City of Stillwater may limit participation at its sole discretion for issues of equity or system integrity, among other issues.

VIII. INTERCONNECTION AGREEMENT: Any customer desiring to receive credit for Distributed Generation Facility generation under this rate schedule is required to execute the then-applicable DG Interconnection Agreement, a current copy of which is attached as Exhibit I, prior to delivering energy to the City of Stillwater. Distributed Generation Facility installation shall follow all requirements as described in the Interconnection Agreement. By executing an Interconnection Agreement, a customer agrees to all such requirements.

IX. ENERGY PRODUCTION: To maintain eligibility under this Tariff, the customer's Distributed Generation Facility must be in working order. After ninety (90) days during which the Distributed Generation Facility generates dramatically less than typical production (for example, generating 20% or less of normal rated capacity) or is inoperable, the customer may become ineligible for service under this Tariff and may be returned to its regular retail electric tariff.

X. METERING EQUIPMENT: Customers under this rate tariff shall have two sets of metering equipment. One meter to measure the customer's consumption and a second meter to measure the customer's Distributed Generation Facility generation. The customer shall be responsible for the actual costs of the metering equipment supplied by the utility.

XI. APPLICATION FEES: Customer will be charged a non-refundable application fee to cover the cost of application processing.

XII. TERM: The utility has the right to modify, suspend, or terminate this Tariff upon thirty (30) days' notice to customers.

EXHIBIT I

DISTRIUBTED GENERATION INTERCONNECTION AGREEMENT
NET ENERGY METERING WITH SERVICE AVAILABILITY FEE

This agreement made and entered into this _____ day of _____, 20_____, by and between Stillwater Utilities Authority, Stillwater, Oklahoma ("Utility"), and _____, located at _____, Stillwater, Oklahoma 7407__ , hereinafter referred to as "Customer" (individually, "Party", and, collectively, "Parties").

SECTION 1. CUSTOMER ELECTRIC GENERATING FACILITY

1.1. Customer intends to own and operate an inverter-based electric generating facility using fuels derived from biomass, waste or renewable energy source, including wind, solar energy, or water to produce electricity. Customer desires to operate such generation parallel with the Utility's system. The Utility has no direct financial involvement in the investment, construction, operation or maintenance of Customer's generation facility. The Customer has completed an application for interconnection with the utility system and paid all applicable fees associated therewith. A copy of this application is attached to this agreement as Appendix "A".
1.2. The Utility is willing to permit Customer to operate its generating facility in parallel with Utility's system pursuant to the terms of the then-applicable Distributed Generation Tariff.

SECTION 2. BILLING

2.1. The Customer shall be billed according to the applicable Distributed Generation Tariff for electricity delivered to the Customer.
2.2. The Utility shall provide credits to the Customer for energy generated and delivered to the Utility pursuant to the terms of the then-applicable Distributed Generation Tariff.

SECTION 3. TERM

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

SECTION 4. STANDARD COMPLIANCE

4.1. Customer represents and agrees that the generating facilities are, or will be prior to operation, certified as complying with:

4.1.1. The requirements of the Institute of Electrical and Electronics Engineers (IEEE) Standard 1547-2003, "Standard for Interconnecting Distributed Resources with Electric Power Systems", as amended and supplemented as of the date of this Agreement, which standard is incorporated herein by this reference (IEEE Standard 1547-2003); or

4.1.2. The requirements of the Underwriters Laboratories (UL) Standard 1741 concerning Inverters, Converters and Controllers for Use in Independent Power Systems, as

amended and supplemented as of the date of this Agreement, which standard is incorporated herein by this reference.

SECTION 5. INTERRUPTION OR REDUCTION OF DELIVERIES

5.1. The Utility may require Customer to interrupt or reduce deliveries as follows:

5.1.1. When necessary in order to construct, install, maintain, repair, replace, remove, investigate, or inspect any of its equipment or part of its system; or

5.1.2. If it determines that curtailment, interruption, or reduction is necessary because of emergencies, or lack of compliance with prudent electrical practices.

5.2. Whenever possible, the Utility shall give Customer reasonable notice of the possibility that interruption or reduction of deliveries may be required.

5.3. Notwithstanding any other provision of this Agreement, if at any time the Utility determines that either:

5.3.1. The generating facility may endanger Utility personnel, or

5.3.2. The continued operation of Customer's generating facility may endanger the integrity of the Utility's electric system, then the Utility shall have the right to disconnect Customer's generating facility from the Utility's electric system. Customer's generating facility shall remain disconnected until such time as the Utility is satisfied that the endangering condition(s) have been corrected.

SECTION 6. INTERCONNECTION

6.1. Customer shall deliver energy to the Utility at the utility's meter.

6.2. 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 this Agreement and the Utility's Terms and Conditions of Service.

6.3. Customer shall pay for the Utility's standard service hook-up, if not already present. Customer shall also pay for separate metering equipment, including installation costs, for the electric generation equipment.

6.4. Customer shall not commence parallel operation of the generating facility until written approval of the interconnection facilities has been given by the Utility. Such approval shall not be unreasonably withheld. The Utility shall have the right to have representatives present at the initial testing of Customer's protective apparatus. Customer shall notify the Utility when testing is to take place. Customer shall install and maintain, at Customer's expense, a disconnect switch capable of being locked open, located outside, and accessible by Utility personnel.

SECTION 7. MAINTENANCE AND PERMITS

7.1. Customer shall:

7.1.1. 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 Utility's Terms and Conditions of Service, and

7.1.2. Obtain any governmental authorizations and permits required for the construction, operation and/or modification of the electric generating facility and interconnection facilities, including electrical permit(s).

7.1.3. Reimburse the Utility 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 7.1.1 above.

7.1.4. Notify the Utility in writing prior to any additions or modifications to the generating facility. Substantial changes to equipment ratings or configurations may impact utility infrastructure. Additional fees and permits may be required.

SECTION 8. ACCESS TO PREMISES

8.1. The Utility may enter Customer's premises or property to:

8.1.1. Inspect, at all reasonable hours, Customer's generating facility's protective devices;

8.1.2. Read meter; and

8.1.3. Disconnect, without advance notice, the generating facilities if, in the Utility's opinion, a hazardous condition exists and such immediate action is necessary to protect persons, or the Utility's facilities, or the 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.

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

SECTION 9. INDEMNITY

9.1. Customer shall defend, protect, indemnify and hold harmless Utility, its directors, officers, employees, and agents from and against any and all losses, liability, damages, claims, costs, charges, demands, or expenses (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, and reasonable attorneys' fees) for injury or death to persons and damage to property, arising, directly or indirectly, out of or interconnection with (a) engineering, design, construction, maintenance, repair, operation, supervision, inspection, testing, protection or ownership of Customer's facilities.

SECTION 10. MISCELLANEOUS PROVISIONS

10.1. This Agreement shall be governed by and interpreted and construed in accordance with the laws of the State of Oklahoma.

10.2. The provisions of Utility's Terms and Conditions of Service and contract(s) for purchase of wholesale power now or hereafter in effect shall apply to this Agreement.

10.3. The following appendices, attached to this Agreement, are incorporated herein by reference:

Appendix A – Interconnection Application

Initial below to indicate that you have read and understand each of these items. By initialing these items you are indicating that you have fully read and understand the Distributed Generation Tariff and have no further questions or concerns related to this Tariff for the SUA.

	The Utility has a Net Metering program that includes a fixed monthly Service Availability Fee
	I will be billed for **excess** energy I consume at the Utility's Avoided Wholesale rate and;
	I will be credited for **a limited amount** of excess energy I generate at the Utility's Avoided Wholesale cost.
	I will contact the utility before adding or modifying my equipment, see 7.1.4 above.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the day and year first above set forth.

_____
Customer

_____
Customer

STATE OF _____)
) ss.
COUNTY OF _____)

Before me, a Notary Public in and for said County and State on this _____ day of _____, 20_____, personally appeared, _____, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument and acknowledged to me that he/she/they executed the same as his/her/their free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

_____
NOTARY PUBLIC

My Commission Expires:
My Commission Number:

(SEAL)

Accepted and executed this ___ day of _____, 20____.

STILLWATER UTILITIES AUTHORITY
A Public Trust

By:_____

Attest:
(seal)

By:_____