

Process for Net Metering Applications (<= 10kW)

- 1) **Customer** makes initial inquiry regarding the feasibility of a proposed Net Metering Service (Less than 10kW) to the Hydro Operations Department. dschonewille@tillsonburg.ca
- 2) **THI** investigates the proposed site and provides **Form E – PreFIT Consultation Application** if there are no constraints.
- 3) **Customer** completes Form E and submits to THI.
- 4) **THI** completes utility section of Form E and returns to customer.
- 5) **THI** provides customer with **Form C – Micro-Embedded Generation Connection Application** and requests additional Generator information. Form C must be stamped by a P.ENG.
- 6) **Customer** returns completed Form C and provides all supporting documentation including a single line diagram. All documents shall be stamped by a P.ENG
- 7) **THI** completes an offer to connect in the form of a service layout.
- 8) **THI provides** offer/layout to customer and requests payment.
- 9) **Customer** provides payment and agrees to the scope of work.
- 10) **THI** provides customer with **Form D – Micro-Embedded Generation Connection Agreement**.
- 11) **Customer** provides signed Connection Agreement to THI.
- 12) **THI & Customer** complete any & all construction activity at site.
- 13) **The Electrical Safety Authority** shall supply THI with a connection authorization prior to connection.
- 14) **THI** to complete final connection and complete all system tests as required.

Note: *It is recommended not to incur major expenses on equipment or related devices until the Connection Agreement has been signed off and all necessary approvals have been obtained.*
