

## CITY OF AMES CONTACTS & PROCESS FOR RENEWABLE GENERATION INSTALLATION

Listed below are the **3** City of Ames departments involved with the approval process for renewable energy generation installations, along with the essential approvals for each department.

### **1. The Electric Services Department**

- The Electric Services' **Interconnection Agreement** is the primary document for Electric Services and it contains both the requirements and application-form for approval of an interconnect. This agreement must be approved by the Electric Services Department before equipment is purchased or installed. **The approval steps for the interconnection agreement include submission/approval of the agreement, installation of the system and a final witnessed commissioning test (which follows the Electrical Permit Inspection mentioned in section "3.", below).** The solar vendor typically prepares the interconnection agreement submittal, but the owner must sign/approves it.

This link to the **Interconnection Agreement** can be found here on the main Solar Page:

<http://www.cityofames.org/government/departments-divisions-a-h/electric/smart-energy/solar-energy>

#### NOTES:

- a. The site plan developed for Planning and Housing** may be also used to satisfy the site plan requirements of the interconnection agreement and Electrical Permit (Inspections), provided the location of the electrical components (meter, disconnect, panels, inverters) are also shown on the plan.
- b. The 1-line diagram developed for Electric Services** may also be used to satisfy the one-line requirements of the Electrical Permit.
- c.** Please contact the Planning and Housing and Inspections Departments for any additional requirements they may have.
- d.** If you will be applying for a **rebate**, the Electric Services contact & rebate form are also available on the main Solar Page.
- e. Final commissioning test and Net Meter Setup:** Once the system has been installed and inspected by Building Inspections, Electric Services will need to witness commissioning of the system—this is typically a simple demonstration of the anti-islanding capability of the system and requires the system vendor to be present to start the system and measure voltage and generated output. **This final test may be coordinated to take place the same day and immediately following the final electrical inspection** when 24 hour advance-notification is given to Electric Services. The Net Meter is typically programmed the day of the commissioning test, or shortly thereafter.

**2. The Planning and Housing Department** has a Solar Energy System Zoning Permit (SESZP) that may be submitted concurrently with the interconnection agreement. Please see the Planning link on the main Solar Page, which will link you to the Planning permit form and contact information. The solar vendor/contractor typically applies for the SESZP permit.

**3. The Inspections Department** administers the building and electrical permits. Links to the Inspections division contacts and permit application forms may be found at the main Solar Page link. An electrician typically applies for the electrical permit, while the solar vendor/contractor typically applies for the building permit.