



## Planning & Development Services

625 Swift Blvd., Richland, WA 99352  
Phone 509-942-7794

## Energy Services

625 Swift Blvd., Richland, WA 99352  
Phone 509-942-7431

[RichlandSolar@ci.richland.wa.us](mailto:RichlandSolar@ci.richland.wa.us)

# RENEWABLE ENERGY ELECTRIC GENERATING SYSTEM APPLICATION INSTRUCTIONS

All renewable energy systems require an electrical permit. In some cases, a building permit is also required. The following process is for customers wanting to connect a renewable energy electric generating system to the City's electric grid. All systems must pass inspections before connection to the City's electrical grid.

Submit the residential or commercial renewable energy application and requirements by email to [RichlandSolar@ci.richland.wa.us](mailto:RichlandSolar@ci.richland.wa.us). *Exception:* If a construction permit is required, submit to Planning & Development Services in hard copy.

### **Residential Structure – Complete the following:**

- Renewable Energy Electric Generating System Construction Affidavit (attached)
- Application and Interconnection Compliance Form – Renewable Energy Electric Generating System (attached)

### **Commercial Structure/Community Solar Project – Complete the following:**

- Application & Interconnection Compliance Form for Renewable Energy System
- Permit:
  - New or Existing Construction: [Application for Commercial Construction Permit](#)

### **Required Items for Submittal**

- Renewable Energy Engineering Construction Affidavit (existing residential construction only)
- Renewable Energy Electric Generating System Application and Interconnection Compliance Form
- Racking System Cut Sheets
- One-Line Interconnection Diagram (see attached example, Exhibit A)
- Copy of the Manufacturer's documentation showing compliance with UL 1741 and IEEE 1547
- Copy of site plan including locations for the meter, solar panels, and house location in relation to the property.

### **Project Review**

- Richland Energy Services (RES) will review the project submittals and send email notification of "Approval" or "Pending Approval" within 10 working days. Applications will have a 90-day timeframe from the date of approval to install system and pass inspection with WA Labor & Industries. Applications not meeting the 90-day timeframe will be required to resubmit a new application.
- RES will allow net metering for systems up to 100 kW according to RCW 80.60
- Systems greater than 100 kW may be subject to RES' Interconnection Policy

### **Fees**

The following fees are due payable to the *City of Richland* after project approval and passed electrical inspection.

- Building Permit Process Fee (if required) - The City will determine this fee based on valuation of attachment to dwelling by using the [Valuation Table](#).
- \$225 Net Metering Fee paid after application approval.

**Inspections**

The City requires the following inspections:

- Washington State Department of Labor & Industries (L&I) low voltage electrical inspection
- City building permit inspection for attachment of system to dwelling (if using Building Permit Process)

Once the system is installed, inspected by L&I (all projects), and/or City Inspection (for projects subject to the Building Permit Process) and the fees are paid, the customer shall contact the City of Richland Operations Center at 509-942-7421 to schedule interconnection to the City's electrical system.

**Contacts:**

Michael Boring, Plans Examiner	509-942-7793	Building code review – mounting system only
Electrical Technician	509-942-7777	Electrical interconnection plan review and issuance of connection work order
Dawn Senger, Energy Specialist	509-942-7436	Renewable Energy Incentives Program
Permit Technician	509-942-7794	Application submittal for new construction & to pay fees by phone
Permit Expeditor	509-942-7708	Project review coordinator for new construction or commercial projects
Labor & Industries 4310 W. 24th Ave., Kennewick WA 99338	509-735-0100	Low voltage electrical permits & inspections



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**RENEWABLE ENERGY ELECTRIC GENERATING SYSTEM  
CONSTRUCTION AFFIDAVIT  
(Residential Only)**

I am an authorized representative of the owner and of the manufacturer and installer of the proposed rooftop solar photovoltaic (PV) panel system which will be installed on the residential structure noted in this application. I certify that all six (6) criteria listed below have been met or will be met using the PV panel system specified here and that the installation will comply with all requirements of the adopted building and fire codes. I understand that no physical inspection by the City of Richland's Development Services will take place and that no building permit will be issued if all six (6) criteria are met. I, or another authorized representative, will request inspections by the State Labor & Industry's Electrical Division.

1. The solar photovoltaic panel system shall be designed for a wind speed of 110 MPH and Wind Exposure Category "C" (Ultimate Design Wind Speed and Exposure) or 85 MPH (Nominal Design Wind Speed), and shall be installed per the manufacturer's specifications.
2. The ground snow load shall be 20 PSF minimum and drifting snow loads shall be accounted for if applicable to the particular roof pitch and PV panel configuration.
3. The total dead load of modules, supports, mountings, raceways, and all other appurtenances weigh no more than 4 PSF.
4. Photovoltaic modules are not mounted higher than 18 inches above the surface of the roofing to which they are affixed.
5. Supports for solar modules are to be installed to spread the dead load across as many roof-framing members as needed so that no point load exceeds 50 pounds.
6. Roof-mounted photovoltaic panels and modules that serve as roof covering shall conform to the requirements for roof coverings in Chapter 9 of the International Residential Code (IRC). Where mounted on or above the roof coverings, the photovoltaic panels and modules and supporting structure shall be constructed of noncombustible materials or fire-retardant treated wood equivalent to that required for the roof construction.

YES – this proposed PV project meets all the requirements above and therefore does NOT require a stamped, engineered design and does NOT require a building permit.

NO - this proposed PV project does not meet one or more of the criteria above and WILL require a building permit, together with engineering calculations, design, and drawings stamped by a Washington-state licensed PE.

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Agent Printed Name

\_\_\_\_\_  
Address of Property

\_\_\_\_\_  
Manufacturer

\_\_\_\_\_  
Model # or Specific Type of PV Panel System

\_\_\_\_\_  
Installer's Name

\_\_\_\_\_  
Installer's Telephone #



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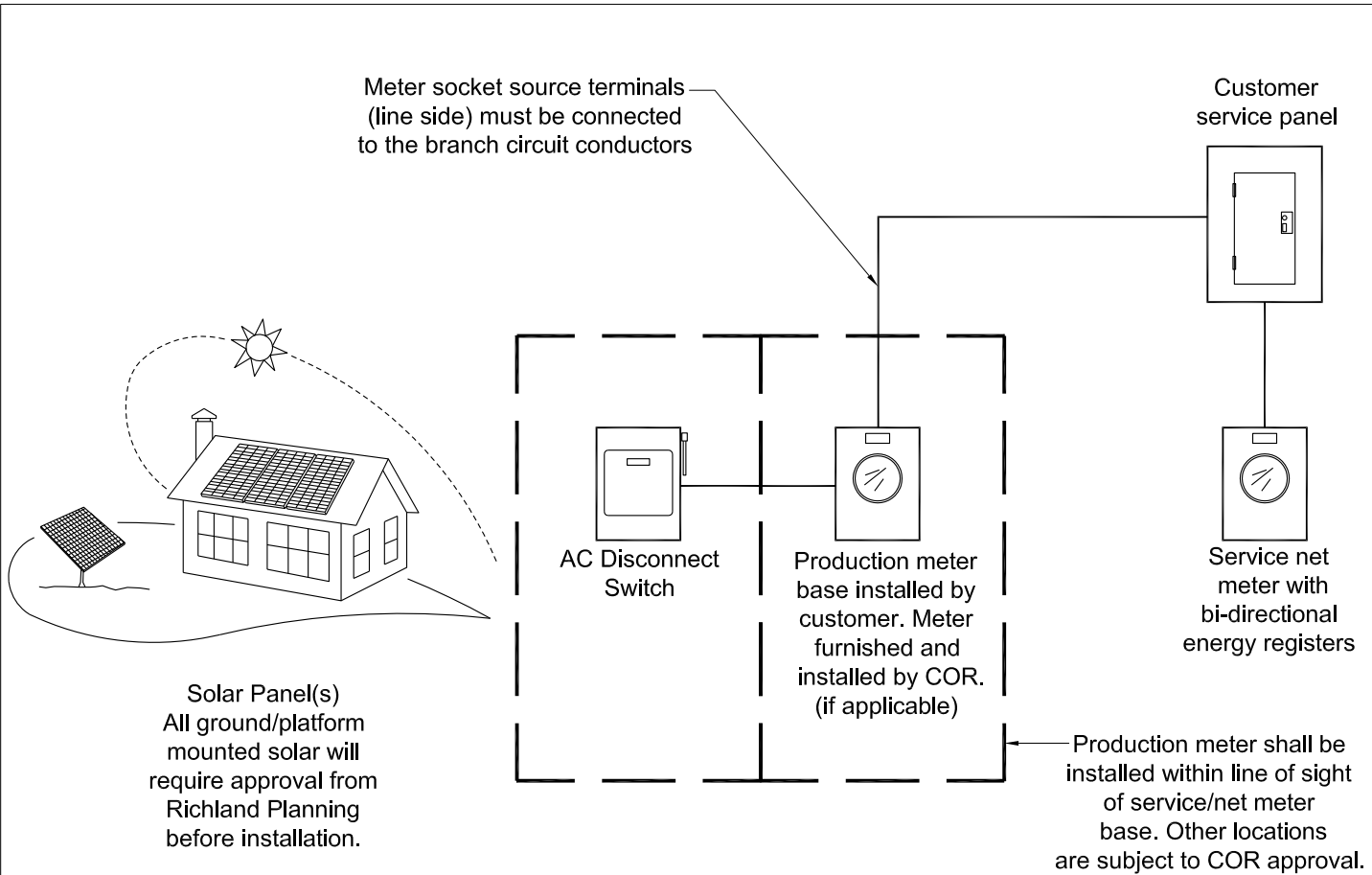
**APPLICATION AND INTERCONNECTION COMPLIANCE FORM - RENEWABLE ENERGY ELECTRIC GENERATING SYSTEM for Installation of Customer-Owned, Grid-Connected System**

<b>CUSTOMER INFORMATION</b>			
Name:			
Home:	Cell:	Email:	
Mailing Address/City/State/Zip:			
Installation Address:			
Electric Account No.:		Tax Parcel #	
<b>Lender Information</b> – required for projects over \$5000 in valuation per RCW 19.27.095 If a lender or bond company is <u>NOT</u> loaning monies on this project, please check here: <input type="checkbox"/>			
Lending Institution:			
Address/City/State/Zip:			Phone:
<b>RENEWABLE ENERGY SYSTEM INFORMATION</b>			
Identify Type of System: <input type="checkbox"/> Solar PV Array <input type="checkbox"/> Wind <input type="checkbox"/> Other:			
Check one: <input type="checkbox"/> Synchronous Inverter <input type="checkbox"/> Generator		Check one: <input type="checkbox"/> 1 Ø <input type="checkbox"/> 3Ø	
Existing Service: <input type="checkbox"/> 200AMP <input type="checkbox"/> 320 AMP <input type="checkbox"/> 400 AMP OTHER _____			
<b>Interconnection Facility Information:</b>			
Facility Normal Output Rating (DC): _____KW		Normal Output Rating (AC) _____KW	
Quantity of Solar PV Panels _____ Normal Rating KW _____ Total KW _____			
<b>Inverter Specifications:</b>			
Manufacturer: _____ Model: _____		Maximum Inverter Output: _____ # of Inverters: _____	
UL 1741 & IEEE 1547 Compliant Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>GENERAL CONTRACTOR INFORMATION</b>			
Name:			City Business License: <input type="checkbox"/> Yes <input type="checkbox"/> No
Address/City/State/Zip:			
Cell:		Email:	
WA State L&I Contractor License #:		Expiration Date:	
<ul style="list-style-type: none"> <li>• The electrical system referenced above shall meet City of Richland’s Power Quality &amp; <b>Interconnection</b> Standards for Customer-Owned, Grid Connected Electric Generating Systems as defined in the Richland Municipal Code (RMC) Title 14.</li> <li>• Customer shall be solely responsible for obtaining and complying with any and all necessary easements, licenses and permits, or exemptions, as may be required by any federal, state and local statutes, regulations, ordinance or other legal mandates.</li> <li>• Customer shall <u>not</u> commence installation of system <b>OR</b> parallel operation of the generating system until the system has passed all required inspections.</li> <li>• Project must be installed and pass L&amp;I Inspection within 90 days of date of approval.</li> <li>• <b>Incomplete applications will not be approved.</b></li> <li>• By signing the application, you agree to allow Energy Services to use monthly electrical billing and renewable energy system information for evaluation purposes for the life of the project.</li> </ul>			

Signature \_\_\_\_\_

Date \_\_\_\_\_

# EXHIBIT A



**NOTES:**

1. Connecting customer equipment to RICHLAND ENERGY SERVICES (RES) distribution system requires completion and approval of a renewable energy system application.
2. Customer's must provide a one-line electrical schematic drawing to RES which is specific to the proposed installation.
3. This standard represents a typical arrangement for a net metering installation. The details shown are not intended to depict Washington State Department of Labor and Industries (L&I) requirements. L&I approval of installation is required prior to customer receiving approval from RES for final interconnection to the RES distribution system.
4. Upon receiving L&I approval, project fee's can be paid and net metering installed.
5. Invertors must meet UL1741 & IEEE 1547 specifications.
6. RES will NOT allow load side taps.

DRAWN BY: SNBY	<b>CUSTOMER INTERCONNECTION NET METERING INSTALLATION</b>	<i><b>RICHLAND ENERGY SERVICES</b></i>	
APPRD. BY: KHILL		02/25/2019	<b>SLR1</b> <small>.DWG</small>
REV #: 2		SHT: 1 OF 1	