

Solar Installation Procedure:

- 1) **WMS FEASIBILITY INSPECTION (prior to permit)**- A WMS feasibility inspection must be done before a building permit is issued to verify ability to install. Contact Amber Sutphin at 734-324-7116 to schedule this inspection. *(A meter spot will also take place during the inspection.)*
  
- 2) **BUILDING PERMIT**- Obtain a building permit in the Engineering Department, located at 3200 Biddle Avenue, 2<sup>nd</sup> floor. (Business hours Mon-Fri 8am to 5pm.)
  - A. Submit a plan for the work being done.
  
  - B. The plans **MUST** be approved by the Engineering Department.
  
- 3) **ELECTRICAL PERMIT**- after the building plan has been approved by Engineering; an electrical permit **MUST** be obtained at the Customer Assistance Center located at 3200 Biddle Avenue, 1<sup>st</sup> Floor. (Business hours Mon-Fri 8am to 5pm.)

**NOTE:** ONLY WMS issued meter sockets are allowed for all WMS Electrical Services.

- 4) **STOREROOM**- Pick up meter socket(s) at the Electrical Department Storeroom, located at 3575 11<sup>th</sup> Street (Business hours Mon-Fri 8am to 4pm) ;

**Electrical and Building permits MUST be presented when picking up meter socket(s).**

- 5) **SIGN AGREEMENTS**- Customer must sign Solar Agreements; Net Metering, Expedited Generator Interconnection, MIRECS Responsible Party Designation, and the MI-Labor-MIRECS-Affidavit. Copies of the agreements can be downloaded, or may be picked up on the 2<sup>nd</sup> floor of the City Hall building. Once these documents have been filled out completely and signed, please bring them and the **\$100.00** application fee to Amber Sutphin at 3200 Biddle Avenue, 2<sup>nd</sup> floor to be processed. No further work can be completed until these documents have been approved.
  
- 6) **FINAL INSPECTION**- A final inspection **MUST** be completed by the Engineering Department Building Inspector and Electrical Inspector. Once these final inspections have been approved, the Engineering Department will contact Customer Assistance

Supervisor at 734-324-7126 to verify work has been approved and the service change can be completed. Once verified, Customer Assistance Supervisor will create a work order to exchange Electric Meter for Net meter, and to set Solar Meter. Wyandotte Municipal Services Electric Department Field Service will inspect location and upon approval, will perform the meter installs.

7) **METER ACCOUNTS-** Two meters will be set at the locations.

**ATTENTION!!!** NO jumpers of any type will be allowed to be placed in a meter socket. Putting jumpers in sockets could result in a fine or delay in service change. Once the work is done and the agreements are signed the Customer Service field personnel will set the appropriate meters in the meter sockets to comply with all permits and agreements. Contact them with any questions at 734)324-7155 (Business hours Mon-Fri 8am to 4pm)

A. Net Meter- this meter will read the consumption for: SOLAR NET METERING  
CUSTOMER PROCEDURES

- i. KWH (what WMS delivers to the customer)
- ii. ELSN (the excess WMS receives from the customer)

B. Solar meter- this meter reads what the solar panel generates.

- i. ELCR (this is everything the panel generates)
- ii. The customer will receive a credit for each kWh that they produce as determined by the cost of service..

8) **BILLING ACCOUNTS-** Once everything has been approved by the Engineering Department/WMS, Municipal Services Electric Department will contact Customer Assistance to add the solar service change to the customer account and billing will begin.