

Solar Installation Procedure:

- 1) **WMS REGULATION INSPECTION**- A WMS regulation inspection must be done before building permit issued.

(A meter spot will also take place during the inspection.)

You may schedule this inspection by calling-734-288-6426

- 2) **BUILDING PERMIT** – Obtain a building permit in the Engineering Department, located at 3200 Biddle Avenue, 2nd floor. (Business hours 8 am to 5 pm)

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, an electrical permit must be obtained at the Customer Assistance Center located at 3200 Biddle Avenue, 1st floor. (Business hours 8 am to 5 pm)

Note: ONLY WMS issued meter sockets are allowed for WMS Electrical Services.

Storeroom – Pick up meter socket(s) at the Electrical Department Storeroom located at 3575 11th Street (Business hours 8 am to 4 pm);

Electrical/Building permit must be presented when picking up meter socket(s).

- 4) **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 at the Customer Assistance Center. Once these documents have been filled out completely and signed, please bring them to the Customer Assistance Center to be processed. No further work can be completed until these documents have been approved.

- 5) **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 8 am to 4 pm)

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 \$0.05 credit for each kWh that they produce.

6) **FINAL INSPECTION** – A Final inspection **MUST** be completed by the Building Inspector, Electrical Inspector, and the Department of Municipal Service Electric Department. Once the final inspection has been approved the inspectors will contact the Customer Assistance area at 734.324.7126 to verify the work has been approved and the service change can be completed.

7) **BILLING ACCOUNTS** – Once everything has been approved by the Engineering Department/ WMS the Customer Assistance area will then add the solar service change to the customer account and billing will begin.