



## POLK-BURNETT ELECTRIC COOPERATIVE

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polkburnett.com



Branch Office: 7298 State Road 70 • Webster, WI 54893

### Requirements for a Distributed Generation System 20 to 500 kW

1. Complete the [Standard Distributed Generation Application Form](#) detailing your proposed distributed generation equipment and submit to Polk-Burnett.
  - a) A \$350 application fee will be invoiced to cover the costs of the application review. Once payment is received, the process will proceed to the next step.
  - b) Polk-Burnett will perform an engineering review of your plans and determine if any changes or an upgrade to your electrical service are necessary. If any changes or an upgrade are necessary, the costs will be the responsibility of the member. A system acceptance letter will be sent explaining the changes and/or upgrades with the respective costs. An invoice will be included with this letter for any changes and/or upgrades. Payment will be needed prior to any work being started. A Distributed Generation Interconnection Agreement will be included with the letter.
  - c) Any distributed generation system will be required to have an inverter with automatic shutdown.
2. Provide a certificate of liability insurance in the amount of at least \$1,000,000 (systems 20-200 kW) or \$2,000,000 (systems 201-500 kW) naming Polk-Burnett as a certificate holder, as described in section 9 of the Distributed Generation Agreement.
3. Install and label an electric disconnect switch that is accessible to utility line personnel.
4. The system needs to be inspected by a commercial electrical inspector and an [Electrical Inspection Certificate](#) needs to be returned to Polk-Burnett.
5. Complete and return the Distributed Generation Interconnection Agreement.
  - Polk-Burnett will be responsible for the metering of energy between the member and utility, as described in section 5 of the Distributed Generation Interconnection Agreement.
  - Polk-Burnett will purchase all excess energy at avoided cost, as defined in section 6 of the Distributed Generation Interconnection Agreement.
  - The member will retain all environmental attributes.
6. Contact Polk-Burnett when the system installation is complete, and you are ready to schedule the interconnection and test.
  - a) The distributed generation system will be tested to simulate a power outage to verify that it shuts down properly. There will be a \$250 charge, plus tax, assessed for this installation and testing.
  - b) A bi-directional meter will be installed. This meter will have two registers. One register will meter the energy purchased from Polk-Burnett, the other register will meter the energy sold to Polk-Burnett.
7. Polk-Burnett will send a letter stating that a successful shut down test has been completed, along with an invoice for the work and a copy of the signed Distributed Generation Interconnection Agreement.

*All paperwork can be returned by email to [solar@polkburnett.com](mailto:solar@polkburnett.com), fax 715-646-2404 or by mail.*