



**SUBJECT:** Grid-Tied Distributed Generation Application/Installation Procedure

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The City will use this review procedure for all applications to connect inverter-based customer-generating facilities.

1. The customer will be responsible for obtaining **all** information and specifications required by the City.
2. The solar company shall **not** install any equipment until after Step 5.
3. A packet of all information and specifications will need to be submitted in person or by email to Crystal Wright with the City Power Department and Tami Jones with the City Building Department. Please note that all applications must include the following items:
  - Hurricane Power Grid-Tied Policy signed by homeowner.
  - Interconnection Review Form.
  - Building Permit Application.
  - Full plan set including one-line diagram.
  - Data sheets for all parts listed on the plan set.
  - AC Disconnect must clearly state within 5' of the utility meter.
  - Stamped structural letter.
  - Site electric equipment pictures.
  - Utility service meter cannot be located behind a fence/wall/gate.***
4. Customer is required to complete a pre-solar installation orientation with Crystal Wright with Power Department. Orientation information will be emailed to customer using the email provided on the Interconnection Review Form.
5. After equipment approval is received from the Power Department the customer will contact the Building Department to pay for the necessary building permit, solar application review fee, and power connection fee.
6. After the solar installation, the customer will contact the Building Department for inspection. After inspection passes, the Building Department will forward approval to Power Department for bi-directional meter installation.
7. After the bi-directional meter is installed, Hurricane Power Department will email notification to the customer stating their solar system is now connected the grid.

Contact Information

- Crystal Wright, Hurricane City Power Department – 435-635-5536  
[crystal@cityofhurricane.com](mailto:crystal@cityofhurricane.com)
- Tami Jones, Hurricane City Building Department – 435-635-2811 x 122  
[tami@cityofhurricane.com](mailto:tami@cityofhurricane.com)

*Fee Schedule (Current as of April 2022)*

*Solar Application Review Fee is \$200 for initial review plus \$75 for each additional review.*

*\$100 Building Permit Fee plus \$1 state tax fee*

*\$375 Power Connection Fee*