



STATE OF CONNECTICUT

PUBLIC UTILITIES REGULATORY AUTHORITY

INSTRUCTIONS FOR THE APPLICATION FOR APPROVAL TO INSTALL AND USE AN ELECTRICITY SUBMETERING SYSTEM

- The Application for Approval to Install and Use an Electricity Submetering System (Application) addresses submetering of electricity as described in the General Statutes of Connecticut (Conn. Gen. Stat.), §16-19ff.
- Applicants submitting this form are agreeing to be bound by the final submetering rules and policies adopted by the Public Utilities Regulatory Authority (Authority or PURA) as amended from time to time.
- For more information, please refer to the Authority's proceeding and Decisions in Docket No. 13-01-26, PURA Generic Investigation of Electric Submetering, Interim Decision dated August 6, 2014, that addresses traditional submetering, regulations and consumer protections and Final Decision dated July 1, 2015, that focuses on submetering with self-generation.

NOTE: Where the Applicant intends to begin submetering electric service in a facility that is already occupied, the Applicant **must** notify the tenants that the Applicant has applied to the Authority for permission to submeter electricity and that the PURA has opened a docket to review that application. The Applicant shall provide a notice to the residents on or before the tenth calendar day after the Applicant has received a response from the Authority that a docket number has been assigned to the application. The notice shall contain details described in the Application, under section E-3, and the Authority's Docket No.

If the tenant has any concerns or objections about the Applicant's proposal to submeter, he or she (a) should first discuss those concerns with the Applicant, and (b) may thereafter submit written comments to the Authority. Such comments must be provided on or before the 30th calendar day after the date of the notice sent by the Applicant to the resident. Hearings will not occur until that 30-day notice period has been satisfied.

- Applicants seeking approval to submeter electricity for new construction should submit the Application, along with all required drawings, schematics, records and information, to the Authority at least 60 days before construction begins.
- Applicants who incur costs associated with the installation of submeters without the Authority's approval proceed at their own risk. The Authority will not weigh, as a factor relevant to its approval or rejection of the Application, the costs incurred or resources expended by the Applicant regarding the electrical design of the facility or installation of submeters without the PURA's approval.

- Further, Applicants who seek to install on-site generation through Class I renewable energy sources or Combined Heat and Power systems (CHP) hereby agree to comply with all requirements set forth in the Interconnection Agreement, as defined by the appropriate electric distribution company (EDC). The final Interconnection Agreement must be approved by the EDC and a copy provided to the Authority before initiating submetering.
- Applicants may seek an exemption to file a particular exhibit or item in the Application that is unduly difficult to obtain or provide and request a modification or exemption to provide the required information as deemed appropriate by the Authority.
- Applicants have an ongoing obligation to amend and/or supplement the information contained in the Application. Further, approval of the Application does not substitute or comprise any approval that might also be required by the Office of the State Building Inspector (OSBI) or other state or local authorities.
- Submetering approval, as granted by the Authority, is specific to each Applicant, not to each building. Submetering approval therefore is not transferrable in the event that a building at which authorized submetering occurs is sold. In the event of a sale, the purchaser must submit an application to submeter electricity to continue submetering activities after taking control of the building. Only after receipt of Authority approval may the purchaser conduct submetering activities at the building.
- Filing instructions are listed below to assist Applicants in the application process. Please note that the Authority requires all filings to be submitted electronically in addition to one hard copy filed with the PURA. Please send the completed Application to the Executive Secretary, Public Utilities Regulatory Authority, Ten Franklin Square, New Britain, CT 06051. The Authority will open a docket upon receipt of the Application.
- Not more than 30 days after the Application is filed, the Authority will notify the Applicant whether the Application is complete, accepted, or whether the Applicant must submit additional information. The Authority will make reasonable efforts to issue its Decision regarding the Application no later than 60 days **after the Application is accepted as complete**. In no event shall failure of the Authority to act in such period be deemed an automatic approval of the Application.

FILING INSTRUCTIONS
**APPLICATION FOR APPROVAL TO INSTALL AND USE
AN ELECTRICITY SUBMETERING SYSTEM**

- I. **WHERE TO FILE:** Applications should be sent to: Executive Secretary, Public Utilities Regulatory Authority, Ten Franklin Square, New Britain, CT 06051.
- II. **WHAT TO FILE:** The Applicant must submit one original and two hard copies as well as one electronic copy of the Application, Exhibits, Affidavits and any other attachments to the Authority. All attachments, including Exhibits and Affidavits, should be clearly identified. All pages attached should be numbered in sequential order. One hard copy of the Application, including all Exhibits, Affidavits and any attachments must be provided to the Office of Consumer Counsel (OCC) and the local EDC. A copy of the Application, including all Exhibits, Affidavits and any attachments (to the extent feasible) must also be sent electronically to occ.efile@ct.gov and regulatory@eversource.com or uilregulatory@uinet.com, as appropriate.
- III. **APPLICATION FORM:** The Application is available on the Authority's web site (<http://www.ct.gov/pura>) or by e-mail per the Applicant's request.
- IV. **ELECTRONIC FILING:** The preferred method is filing from the Authority's website: <http://www.ct.gov/pura/cwp/view.asp?a=3364&q=404110>. Online registration is required (click on the link above, then Initial Registration.) Alternatively, e-mail the files to pura.executivesecretary@ct.gov or submit a CD labeled with the company name and filing date.
- V. **QUESTIONS:** Questions regarding filing procedures should be directed to the Executive Secretary's Office at (860) 827-1553 or jeff.gaudiosi@ct.gov.
- VI. **GOVERNING LAW:** The Authority will review applications for submeter installations and use pursuant to the criteria set forth in Conn. Gen. Stat §16-19ff, and the Regulations of Connecticut State Agencies (Conn. Agencies Regs.) §§16-11-100 through 16-11-238, as well as any statutes or regulations relevant to electricity submetering that are later enacted or adopted. By submitting an Application, the Applicant and any Co-Applicant(s) acknowledge that they will be subject to the Authority's jurisdiction with respect to their submetering activities, including but not limited to the PURA's authority to revoke submetering approvals, order the immediate cessation of submetering and/or impose fines pursuant to Conn. Gen. Stat. §16-41.

The following regulations shall apply to submetering customers with respect to their submetering activities.

Regulations of Connecticut State Agencies

- §16-11-107 (Customer Relations, Meter reading and bill form);
- §16-11-118 (Metering, Measurement);
- §16-11-119 (Metering, Multipliers and test constants);

§16-11-120 (Metering, Accuracy of watt-hour meters);
§16-11-121 (Metering, Accuracy of demand meters);
§16-11-122 (Metering, Instrument transformers);
§16-11-130 (Meter Tests—Regular, Periodic tests);
§16-11-131 (Meter Tests—Regular, Meter records);
§16-11-132 (Meter Tests—Regular, Meter test records); and
§16-11-236 (Calculating Submetered Party's Cost).

The following regulations shall apply to submetering customers with respect to their submetering activities to the extent that they would apply to electric companies.

Regulations of Connecticut State Agencies

§16-11-103(a) through (c) (Customer Relations, Rate Schedules);
§16-11-104 (Customer Relations, Information to customers);
§16-11-105 (Customer Relations, Customer bills and deposits);
§16-11-106 (Customer Relations, Customer Complaints and service requests);
§16-11-107 (Customer Relations, Meter reading and bill form);
§16-11-110 (Customer Relations, Adjustment of bills);
§16-11-116 (Points of Delivery, Establishment of delivery point);
§16-11-117 (Points of Delivery, Meter location);
§16-11-126 (Meter Tests—Special, Customer request);
§16-11-127 (Meter Tests—Special, Commission directive);
§16-11-128 (Meter Tests—Regular, Location of tests);
§16-11-129 (Meter Tests—Regular, Installation test);
§16-11-133 (Meter Tests—Regular, Types of meters);
§16-11-237 (Installation and Maintenance of Submeters); and
§16-11-238 (Meter Tests and Record Retention).

VII. CONNECTICUT CLASS I RENEWABLE ENERGY SOURCE: The Application adopts and incorporates the “Class I renewable energy source” and “combined heat and power system” definitions set forth under Conn. Gen. Stat. §16-1.