

Energy Services

625 Swift Blvd. MS-23, Richland, WA 99352

Phone: 509-942-7403

RichlandSolar@ci.richland.wa.us

RENEWABLE ENERGY ELECTRIC GENERATING SYSTEM APPLICATION INSTRUCTIONS

All renewable energy systems require an electrical permit from Washington State Department of [Labor & Industries](#) (L&I). Commercial, community solar, and residential systems that do not meet requirements of the Renewable Energy Electric Generating System Construction Affidavit require building permits. Customers must complete an interconnection agreement, ensure their systems pass all inspections and obtain City approval prior to connecting to the City's electrical grid.

Residential Rooftop Systems on Existing Residence – Complete the following:

- Renewable Energy Electric Generating System - Construction Affidavit
- Renewable Energy Electric Generating System – Application & Interconnection Agreement

Commercial System, Community Solar Project, or Residential Systems that do not meet Construction Affidavit Requirements – Complete the following:

- Permit - New or Existing Construction: Go to the City of Richland [Permit Portal](#).
 - For Commercial systems, search "Tenant Improvement" in the Permit Portal.
 - For Residential Systems, search "Residential Remodel" in the Permit Portal.
- Renewable Energy Electric Generating System – Application & Interconnection Agreement

Additional Items Required for Submittal

- Racking system cut sheets
- One-Line Interconnection Diagram (See [Example Diagram](#))
- Copy of the manufacturer's documentation showing compliance with UL 1741 and IEEE 1547
- Copy of site plan including locations for the meter, solar panels, required signage, and house or building location on the property.

Project Review

- Richland Energy Services (RES) will review the project submittals and email a notice to proceed for approved submittals, or a rejection notice for incomplete submittals within 10 business days of application. Systems must be installed and pass the L&I inspection within 90 days of approval. Applicants will receive an email prior to the deadline instructing them to complete installation or contact RES for an extension. Applicants who do not contact RES and exceed the 90-day timeframe will be required to submit a new application and fees.
- RES will provide metering capability within 7 business days of the notice to proceed and email the owner and contractor when net metering is completed.
- RES allows net metering for systems up to 100 kW according to [RCW 80.60](#). Systems greater than 100 kW are not allowed.

Fees

The following fees are due and payable to the **City of Richland** after project is submitted. For Construction Affidavit systems, Energy Services will email the contractor when fees are due.

- \$150 Net Metering Application Fee.
- Building Permit Process Fee – This is required for all commercial and community solar systems and residential systems that do not meet the requirements of the construction affidavit. The Building Department will determine this fee based on valuation of attachment to dwelling by using the [Valuation Table](#).

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How To Request An Invoice:

Email Permittech@ci.richland with: company name, customer name and address, and invoice request

Permit Issuance Hours

Monday - Friday
8:00 a.m. - 4:30 p.m.

Payments

Invoices are to be paid online via the Richland
[Permit Portal](#)

Inspections

The City requires the following inspections:

- Washington State Department of Labor & Industries (L&I) low voltage electrical inspection.
- City building permit inspection for attachment of system to dwelling if using Building Permit Process.

After the system is installed, inspected by L&I and/or the City, RES will program the electric meter for interconnection to the City's electrical system.

Net Metering Program Information

Customers will receive their existing utility bill and a separate net metering bill showing the net metering credit monthly. RCW 80.60.30 (5) requires the City zero customers' net metering accounts on March 31 each year any remaining unused credits for kWh accumulated during the previous year without compensating the customer.

Contacts:

Plans Examiner

Building code review – mounting system only
509-942-7602

Electrical Engineering

Electrical interconnection plan review and issuance of connection work order
RichlandSolar@ci.richland.wa.us
509-942-7403

Permit Technician

Permit questions
509-942-7794 or Permittech@ci.richland.wa.us

Permit Expeditor

Project review coordinator for new construction or commercial projects
509-942-7708

Labor & Industries

Low voltage [electrical permits & inspections](#)
4310 W. 24th Ave., Kennewick WA 99338
509-735-0100