



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 kW or Less

1. Complete the [Standard Distributed Generation Application Form](#) detailing your proposed distributed generation equipment and submit to Polk-Burnett.
 - A Polk-Burnett engineering technician will review your plans and determine if an upgrade to your electrical service is necessary. If an upgrade is necessary, the costs will be the responsibility of the member. If an upgrade is not necessary, a letter of approval for interconnection with Polk-Burnett's system will be sent detailing the remaining paperwork.
 - Any distributed generation system will be required to have a 240-volt inverter with automatic shutdown, which means that when there is a power outage on Polk-Burnett's system, the equipment can no longer generate power. This is a safety feature designed to protect utility field personnel from back feed on Polk-Burnett lines.
2. Complete and return the [Distributed Generation Interconnection Agreement](#).
3. Provide a certificate of liability insurance in the amount of at least \$300,000 naming Polk-Burnett as a certificate holder.
4. Install and label an electric disconnect switch that is accessible to utility line personnel.
5. The system needs to be inspected by a commercial electrical inspector and an [Electrical Inspection Certificate](#) needs to be returned to Polk-Burnett Electric Cooperative.
6. Contact Polk-Burnett when the system installation is complete and you are ready to schedule the interconnection and test.
 - 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.
 - A bidirectional 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. These registers will be trued up at the end of the billing cycle. If there is any excess energy being sold to Polk-Burnett it will be purchased at avoided cost.
7. Polk-Burnett will send a letter stating that a successful shut down test has been completed, along with the invoice for the work.

All paperwork can be returned by email to solar@polkburnett.com, fax 715-646-2404 or by mail.