

# Net Energy Metering VALIDATION & REVISION INSTRUCTIONS

Hawaiian Electric  
Maui Electric  
Hawai'i Electric Light



This Validation & Revision Form is designed to assist you in finalizing all requirements to execute or revise a Net Energy Metering (NEM) agreement. Please read the instructions below carefully. Complete all applicable fields

## Page 1: INSTRUCTIONS

*For your records only; please do not submit.*

## Page 2: VALIDATION & REVISION FORM

Submit with every request for NEM validation and/or revision. Complete the appropriate sections and sign. **Attach all required documents.**

### **SECTION A: Customer-Generator & Project Developer Information**

The *Authorized Signatory* on the form is the person signing on behalf of a trust, company, etc. The *Project Developer* is the company responsible for the installation of the system.

### **SECTION B: Validation for NEM Agreement**

All outstanding validation requirements must be submitted *at the same time*. A Witness Verification Test or system inspection, where applicable, will be scheduled upon receipt of all required items.

**Permits:** For Hawaiian Electric and Maui Electric, print closed permits off the County websites:

*Hawaiian Electric:* <http://dppweb.honolulu.gov/DPPWeb/default.aspx?PossePresentation=BuildingPermitSearch>.

*Maui Electric:* <http://kivanet10g.co.maui.hi.us/kivanet/2/>

*Hawai'i Electric Light:* Provide a copy of the inspection summary of the electrical permit from the Hawaii County Building Dept.

### **SECTION C: Revision to NEM Agreement**

Be advised that all revisions are subject to review and may change the interconnection requirements and/or status of an application. *Increases to a NEM system's export capacity (rated system size) are not allowed.*

#### **Appendix I Agreements:**

- ♦ **Changing Equipment (All Companies):** Submit a revised page 1 of the NEM Appendix I agreement and a revised single line drawing.
- ♦ **Changing Contractor (Hawaiian Electric and Maui Electric only):** Submit a complete and correct NEM Appendix I agreement and all required documentation.
- ♦ **Changing Contractor (Hawaii Electric Light only):** Submit only pages 1 and 2 of the NEM Appendix I agreement with a wet signature from the electrician and revised drawing if applicable.
- ♦ **Changing the Customer-Generator (Hawaiian Electric only):** Submit a complete and correct NEM Appendix I agreement and required documentation, including proof of property ownership (e.g. deed or HUD statement).
- ♦ **Changing the Owner/Operator (All Companies):** Submit revised and complete pages 1 and 7 of the NEM Appendix I agreement. If removing the Owner/Operator, only put the Customer-Generator information and signature.

#### **Appendix II Agreements:**

- ♦ **Changing Equipment (Hawaiian Electric and Maui Electric):** Submit any revised sheets of the NEM Appendix II agreement and a revised electrical line drawing.
- ♦ **Changing Contractors (Hawaiian Electric and Maui Electric only):** Submit a complete and correct NEM Appendix II agreement, drawings and spec sheets.
- ♦ **Changing the Customer-Generator (Hawaiian Electric only):** Submit a complete and correct NEM Appendix II agreement and required documentation, including proof of property ownership (e.g. deed or HUD statement).
- ♦ **Changing the Owner/Operator (Hawaiian Electric and Maui Electric):** Submit revised and complete pages 1, 11 and 12 of the NEM Appendix II agreement. If removing the Owner/Operator, only put the Customer-Generator information and signature.
- ♦ **Any Changes (Hawaii Electric Light only):** Submit any and all sheets of the NEM Appendix II agreement, completed and correct, for any changes made to the application.

If needed, please use the back of the form to note any special circumstances or pertinent information for this project.

Please mail your validation or revision packet to the correct address below. Hawai'i Electric Light submittals may also be dropped off at their offices.

<b><u>Hawaiian Electric:</u></b>	<b><u>Maui Electric:</u></b>	<b><u>Hawaii Electric Light: Mail or drop off</u></b>	
Hawaiian Electric Distributed Energy Resources P.O. Box 2750, CP12-SE Honolulu, HI 96840	Maui Electric Renewable Projects P.O. Box 398 Kahului, HI 96733	<b>East Hawaii</b> Hawai'i Electric Light Hilo Engineering Dept. 54 Halekauila Street Hilo, HI 96720	<b>West Hawaii</b> Hawai'i Electric Light Kona Engineering Dept. 74-5519 Kaiwi Street Kailua-Kona, HI 96740

# Net Energy Metering VALIDATION & REVISION FORM

Hawaiian Electric  
Maui Electric  
Hawai'i Electric Light



## SECTION A: Customer Generator & Project Developer Information

Customer-Generator:		Agreement ID:	
Authorized Signatory:		Tax Map Key:	
Service Address:		Phone:	
		Email:	
Project Developer:		Point of Contact:	
Email:		Phone:	

## SECTION B: Validation for NEM Agreement (check and attach all that apply)

### ALL VALIDATION REQUIREMENTS AND ATTACHMENTS MUST BE SUBMITTED TOGETHER

- |  |  |
|--|--|
| <input type="checkbox"/> *All building and electrical permits for this project are closed and attached: Permit(s) #: _____<br><input type="checkbox"/> *The installed system's inverters comply with the Company's <i>inverter technical requirements</i> and proof of compliance (check with manufacturer for instructions) is attached for validation. The signed addendum is attached (if applicable).<br><input type="checkbox"/> *Current <i>Certificate of Insurance</i> is attached (Appendix II only). | <input type="checkbox"/> *Photos of the installed system, required signage, utility meter, and name plate of equipment being used are attached for validation (if applicable, per company specific requirements).<br><input type="checkbox"/> Payment and paperwork for a <i>circuit upgrade</i> , as required per the conditions of approval, has been submitted to the Company separately from this form. ( <i>Payments must not be attached to this form</i> : see instructions sent with circuit upgrade notice).<br><input type="checkbox"/> Other: |
|--|--|

**\*Items must be attached to submittal. Missing items may delay processing.**

To be completed by the Project Developer or their authorized representative. Please check the box and sign below.

- I hereby acknowledge and agree that the distributed generation facility meets the Hawaiian Electric Companies' Interconnection Standards stated in Appendix I to Rule 14H, and that all items checked in this document are true and accurate to the best of my knowledge.

Project Developer's Signature:		Printed Name:	
Date:		Company:	
		License #:	

## Property and Equipment Accessibility (check all that apply)

Is the installed equipment, disconnect, and electrical meter readily accessible to the Hawaiian Electric Companies' personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all pets tied up or contained away from the equipment, disconnect, and electrical meter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If there is a gate, is it unlocked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Contact Person:		Phone:	
Special instructions:			

## SECTION C: Revision to NEM Agreement (check all that apply)

### ALL revisions are subject to review and may change status or requirements.

Revision Type:	<input type="checkbox"/> Changing Equipment <input type="checkbox"/> Changing Project Developer	<input type="checkbox"/> Changing Customer-Generator <input type="checkbox"/> Changing Owner/Operator	
Changing inverters?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Revised Capacity:	

**If inverters are revised, the new inverters must meet TrOV-2 and Full Ride-Through settings**

## Customer Generator Acknowledgement (only if changing contractor)

I, \_\_\_\_\_ (print name) confirm I have changed my contractor to \_\_\_\_\_ and request that all correspondence regarding my project be forwarded accordingly.

Customer-Generator's Signature:		Date:	
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