



STATE OF CONNECTICUT
PUBLIC UTILITIES REGULATORY AUTHORITY
OFFICE OF EDUCATION, OUTREACH, & ENFORCEMENT

APPLICATION INSTRUCTIONS FOR
CHANGES TO AN APPROVED ELECTRIC SUBMETERING SYSTEM

The Application to Change an Approved Electric Submetering System (Change Application) is to be used in limited circumstances only by Applicants whose Application to install and use an electric submetering system was previously approved by the Public Utilities Regulatory Authority (Authority) in a prior docket. In order to use the Change Application, the proposed change must regard **a Facility that was previously approved** and can be used only when the following are being proposed:

1. Change of **owner or landlord**, and/or
2. Change of **vendor**, and/or
3. Change of **fee(s)**.

Applicants submitting the Change Application 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.

Applicants should follow these instructions when requesting the approval of changes to an owner/landlord, vendor, or fee(s) to an electric submetering system previously approved by the Authority. If the Applicant was not previously approved to submeter electricity, or if they are proposing other changes, they must instead submit an *Application for Approval to Install and Use an Electric Submetering System*. The Application and Instructions can be found on the Authority's website at <https://portal.ct.gov/PURA/About/Filing-and-Forms/PURA-Forms>.

NOTE: Where the Applicant intends to make changes in a facility that is already occupied, the Applicant must notify the tenants that the Applicant has applied to the Authority for permission to change the owner/landlord, vendor, or fees of a previously approved docket and that it is currently under review by PURA. The Applicant shall provide a notice to the residents on or before the tenth calendar day after the Applicant has submitted its Change Application to the Authority.

If the tenant has any concerns or objections about the Applicant's proposal to make changes, he or she (a) should first discuss those concerns with the Applicant, and (b) may thereafter submit written comments to the Authority.

Applicants who incur costs associated with making changes to previously approved electric submetering 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 Change Application, the costs incurred or resources expended by the Applicant regarding the proposed changes.

- Applicants may seek an exemption from filing a particular exhibit or item in the Change 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 Change Application. Further, approval of the Change 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.
- Filing instructions are listed below to assist Applicants in the change application process. Please note that the Authority requires all filings to be submitted.
- Not more than 30 days after the Change Application is filed, the Authority will notify the Applicant whether the Change Application is complete, accepted, or additional information is required. The Authority will make reasonable efforts to issue its ruling regarding the Change Application no later than 60 days after the Change Application is deemed complete. **In no event shall failure of the Authority to act in such period be deemed an automatic approval of the Application.**

FILING INSTRUCTIONS FOR CHANGES TO AN APPROVED ELECTRIC SUBMETERING SYSTEM

I. **HOW TO FILE:** Applicants must file the Change Application in the Authority's Web Filing System as an attachment to a Motion to Reopen in the docket in which the original Application was approved. Instructions regarding electronic filing with the Authority can be found at <https://portal.ct.gov/pura/about/filing-and-forms/make-an-electronic-filing>.

If you need assistance in completing the Change Application or with the change application process, please contact the Office of Education, Outreach, and Enforcement (EOE) via:

Toll Free Number (in Connecticut): 1-800-382-4586
Toll Number Outside Connecticut: 1-860-827-2622
Email: pura.information@ct.gov

II. **WHAT TO FILE:** The Applicant must submit to the Authority the Change Application, Exhibits, Affidavits, and any other attachments. All attachments, including Exhibits and Affidavits, should be clearly identified. All pages attached should be numbered in sequential order.

III. **CHANGE APPLICATION FORM:** The Change Application is available on the Authority's website at <http://www.ct.gov/pura>.

IV. **GOVERNING LAW:** The Authority will review applications and change 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 electric submetering that are later enacted or adopted. By submitting a Change 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 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 the Applicant 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 the Applicant with respect to their submetering activities to the extent 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).

V. 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.

PERFORMANCE STANDARDS

Class I Renewable Energy Sources

- Fuel cells must meet at least eighty percent (80%) of the annual kWh needs of the facility;
- Solar photovoltaic systems must meet at least fifty percent (50%) of the annual kWh needs of the facility;
- Run-of-the-river hydropower facilities must meet at least fifty percent (50%) of the annual kWh needs of the facility;
- Wind systems must provide at least fifty percent (50%) of the annual kWh needs of the facility.

CHP systems must:

- Meet the definition of a Class III source, pursuant to Conn. Gen. Stat. § 16 1(a)(38), including the fifty percent (50%) efficiency level;
- Contribute at least twenty percent (20%) to the peak demand of the facility;
- Contribute at least twenty percent (20%) to the annual thermal energy needs; and
- Must provide at least fifty percent (50%) of the annual kWh needs of the facility.