



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

**APPLICATION INSTRUCTIONS FOR**  
**APPROVAL TO INSTALL AND USE AN ELECTRIC 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 the 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.

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 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-1.

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.

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 Authority'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 their Interconnection Agreement(s), as defined by the appropriate electric distribution company (EDC). The final Interconnection Agreement(s) must be approved by the EDC and provided to the Authority before initiating submetering.

□ Applicants may seek an exemption for filing 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. **Certain changes to approved submetering require submission of an *Application to Change an Approved Electric Submetering System (Change Application)* which can be found on the Authority's website at <https://portal.ct.gov/PURA/About/Filing-and-Forms/PURA-Forms>.**

- Submetering approval is not transferrable to a new owner, landlord, or vendor without Authority approval. **In the event of a change to owner, landlord, or vendor, the new Applicant must submit a Change Application** to continue submetering activities after taking control of the building. Only after receipt of Authority approval may the new Applicant conduct submetering activities at the building.
- **In the event of proposed change of fee(s) charged by Applicant to tenants, Applicant must submit a Change Application** prior to changing fee(s). Only after receipt of Authority approval for the change in fee(s) may the Applicant proceed to charge the new fee(s) to tenants.
- **Applicants can find the instructions for the Change Application here: <https://portal.ct.gov/PURA/About/Filing-and-Forms/PURA-Forms>.**

□ Filing instructions are listed below to assist Applicants in the application process. Please note that the Authority requires all filings to be submitted electronically.

□ Not more than 30 days after the Application is filed, the Authority will notify the Applicant whether the Application is complete, accepted, or additional information is required. The Authority will make reasonable efforts to issue its Decision regarding the Application no later than 60 days after the 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  
APPLICATION FOR APPROVAL TO INSTALL AND USE  
AN ELECTRIC SUBMETERING SYSTEM**

I. HOW TO FILE: Applicants must file the Application as a New Docket Application in the Authority's Web Filing System. 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 Application or with the 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](mailto:pura.information@ct.gov)

II. WHAT TO FILE: The Applicant must submit to the Authority the 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. APPLICATION FORM: The Application is available on the Authority's website at <http://www.ct.gov/pura>.

IV. 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 electric 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 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.