

Instructions to Solar Company for Initiating Solar Request

The City allows the interconnection of renewable energy generation equipment at residences. We established a Distributed Generation (DG) program in April of 2018 that includes modified electric rates. I have attached the DG packet of customer information to this email for your reference.

When your company contacts a customer on our system, you need to let them know that Ponca City has a DG program and special electric rates. We also need for you to inform the customer that they must go to the Billing Office in order to initiate the solar connection process with the City.

Ponca City Billing Office
City Hall, 516 E. Grand
Ponca City, OK 74601
580-767-0311

At the Billing Office, the customer will receive the DG packet and get an explanation about how the solar installation pre-approval, inspection, and billing rates work. They must submit the DG Application to the Billing Office. Your company may assist the customer in completing the application, but they will be required to submit it.

Once the customer has done this, the Billing Office will contact me with a request to review the application as well as visit the site and examine the existing metering. I will contact the customer and verify that they know how the City handles behind-the-meter generation. I will contact your company to determine how the to-be-installed equipment will meter solar generation, customer usage off of the grid, and customer generation onto the grid. I will let the billing office know when the application is approved.

The billing office will then contact you with instructions for applying for a construction permit. You will apply for the permit with the Development Services office who also does the electrical inspection. When the permit is approved, you will be given consent to begin construction.

When your company notifies Development Services that construction is complete, and before energizing, the City's electrical inspector and I will visit the site and approve the installation. Then you will be authorized to energize. We will install a dual-register meter at that time.