



Distributed Energy Resource (DER) Connection Application Guidelines

These guidelines help to ensure efficient processing and implementation of the DER project. It is important that you read and understand the application guidelines before completing any forms. If you have any questions or concerns, please email der@torontohydro.com or call 416-542-3099.

For technical requirements associated with the connection of the DER project, please refer to the following documents, also located at www.torontohydro.com.

- The Toronto Hydro “**Conditions of Service Complete Document**”(i.e. including the reference documents) contains among other things information for the connection of distributed generation facilities.
- “**Distributed Generation Requirements**”, one of the reference documents attached to the Conditions of Service outlines the classifications and general terms and conditions for the connection of distributed generation facility to the distribution system.
- “**Toronto Hydro Parallel Generation Requirements**”, an attachment to the “Distributed Generation Requirements” document provides technical requirements for interconnecting parallel generation greater than 10 kW.
- “**Toronto Hydro Requirements for the Design & Construction of Customer-Owned High Voltage Substations**”, section 6, Reference #4 in the Conditions of Service provides guidance for the design and construction of 13.8 kV and 27.6 kV customer owned substations, including substation switchgear and primary cable.

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1. Submission of Application

- Payment is required for the processing of the application. Please attach a copy of your payment information with your application.
- Please submit the completed *DER Connection Application Form* with the required documents including **copy of payment information** to the attention of:

Gary Thompson, Generation Planning Section
500 Commissioners Street, 3rd Floor
Toronto, Ontario, M4M 3N7

- Electronic copies of all documents shall be submitted to der@torontohydro.com.

2. Connection Impact Assessment (CIA) Cost & Payment

- Please note that DER projects will require a Connection Impact Assessment. A CIA is a detailed assessment of the proposed project's impact on the Toronto Hydro electricity grid.
- The estimated cost for preparing the CIA for the DER project is as follows:

Size of DER Project	CIA Estimate
DER ≤ 10kW	\$500 + HST
10kW > DER ≤ 1MW	\$2,500 + HST
DER > 1MW	\$12,000 + HST

- Applicant will be advised of further costs associated with the processing and implementation of the DER project.
- Any material revisions to the design, planned equipment or plans for the DER facility shall be filed with Toronto Hydro and a new CIA will be prepared as per Distribution System Code (DSC) section 6.2.15. The new CIA will be performed at the Generator's expense.
- Please submit CIA payment fee payable to **Toronto Hydro-Electric System Limited**. Official invoice(s) stamped paid will be sent for your records.
- CIA payment fee **AND** first page of the *DER Connection Application Form* will be submitted directly to:

Toronto Hydro-Electric System Limited

500 Commissioners Street,
Toronto ON M4M 3N7

Attn: Accounts Receivable

****PLEASE NOTE THIS IMPORTANT CHANGE IN PROCEDURE****:

There is no longer an option to drop-off applications and payments. All applications and payments must be sent to Toronto Hydro via Canada Post, or courier, at the above address

3. Documents Required for Processing Connection Cost Agreement - Offer To Connect. (CCA/OTC)

Upon receiving CIA approval, Toronto Hydro will provide the applicant with the costs associated with connection to the Toronto Hydro grid in the CCA/OTC. The following is required for the processing of the CCA/OTC;

1. In the case where the supplier name and the Toronto Hydro customer name for the existing service are different, a signed agreement that authorizes the supplier to have access to the property of the DER is required. Typically this is referred to as an "Agreement".
2. Construction schedule indicating relevant project milestone dates.

Note: Revenue meters and instrument transformers can only be provided after there is an executed Connection Cost Agreement – Offer to Connect (CCA/OTC) between the parties.

4. Documents Required for Connection of DER Project to the Toronto Hydro Distribution Grid

Once there is an executed CCA/OTC, the following documentation is required in order to connect the DER facility to Toronto Hydro's distribution system:

1. A scanned copy of the ESA notice of inspection shall be emailed to Generation Planning section (der@torontohydro.com) as soon as the final ESA inspection is completed. Please specify in the email subject line: ESA Notice of inspection, project address and DER ID number.
2. Single line electrical drawing which identifies the as-constructed Connection Point (must be signed, dated and sealed by a Professional Engineer who is registered in the province of Ontario).
3. A Commissioning Report certified by an Independent Professional Engineer as per 'Toronto Hydro Distribution Generation Requirements' (section 4.7.4 Commissioning and Testing).



Any material revisions to the design, planned equipment or plans for the DER facility shall be filed with Toronto Hydro and a new CIA will be prepared as per Distribution System Code (DSC) section 6.2.15. The new CIA will be performed at the Generator's expense.