

Building Efficiency Incentive Application Checklist



A Step-by-Step Guide to Receiving your Building Efficiency Incentive Payment

To ensure prompt processing of your incentive payment, complete the following steps.

When initially considering a project:

1. **Submit a Preliminary Application**

A preliminary application is required prior to project completion. This process is easy and can be done before you know all the project details. There's a simple online form, [Preliminary Application](#), at www.idahopower.com/BuildingEfficiency.

2. **Share Qualifying Specifications with your Design Team**

This is another critical step. If the architects, engineers, and contractors know the details of what qualifies for an incentive, the proper equipment can be specified and installed. More details are available in the Building Efficiency Program Overview document at www.idahopower.com/BuildingEfficiency.

3. **Consult with the Integrated Design Lab (IDL)**

Unless you're considering daylighting with integrated photo controls, this step is optional. However, to receive an incentive for Daylight Photo Controls you will need to consult with IDL. You can learn more about the services they offer at www.uiweb.uidaho.edu/idl or by calling 208-429-0220.

Upon project completion:

4. **Fill Out and Sign Incentive Final Application Form**

Completely fill out the [Final Application](#) and submit it within 90 days of project completion. Any questions on the application can be answered by sending an e-mail to buildingefficiency@idahopower.com.

5. **Provide Equipment Specifications or other Energy Performance Details**

Attach proof of performance (product cut sheets or other documentation) to show that the product(s) installed meet the requirements for an incentive payment. This is especially critical for exit signs, reflective roof treatment, windows, variable speed drives, and air-conditioning equipment.

6. **Attach Billing Invoices or Proof of Payment for Each Measure**

To verify your purchase of the products you're applying for incentives on, you'll need to provide proof of payment. Proof of payment can be a purchase order, billing invoice, or any other document that shows the quantity of goods purchased and that the amount due has been paid.

7. **Attach a COMcheck™ Lighting Application Worksheet**

Comcheck is required to show that you meet the building code's lighting power density for your space type. It is also required to show that your design exceeds the code by the minimum percent required for the incentive. Note the expected lighting operating hours on this page and the application form. The free COMcheck software can be downloaded at www.energycodes.gov/comcheck/download.stm.

8. **Attach Daylighting Review Letter from IDL**

If you're applying for an incentive on "Daylight Photo Controls," your design will need be reviewed by IDL. Once IDL has reviewed the design and installation, IDL will provide a letter that must be submitted with your final application. This review will ensure an effective daylighting design, adequate controls, and be the basis to determine quantity of sensors and incentive.

9. **Attach Control Strategy Summary**

If you're applying for an energy management control system you will need to provide a control strategy summary. This summary can be provided by your control contractor, design engineer, or anyone else familiar with the controls. The summary should list the equipment controlled, its electrical load (kW), and that it meets the [C1 Energy Management Controls Requirements](#) needed to qualify.