

# Submitting an Easy Upgrades Non Lighting Project for Pre-Approval



## Pre-Approval is required for:

- Projects with incentives of \$1,000 or greater
- All variable speed drive/frequency drive applications

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## Non Lighting Pre-Approval Application Process

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### 1. Complete the Pre-Approval Application and accompanying pages.

- Customer, supplier/contractor information filled in completely**
  - ✓ All required boxes must be filled out completely.
  - ✓ Customer (applicant) must sign and date the application that he/she has read and agrees to the program terms and conditions.
- Worksheet(s)**
  - ✓ Measure type and quantities must be accurate.
  - ✓ Accompanying manufacturer cut sheets must be submitted; must list how the measure meets the specifications for that measure.

### 2. Submit Project for Pre-Approval (prior to purchasing equipment or starting the project)

#### Pre-Approval Application Submittal Process

- Enter information on the electronic worksheet and Pre-Approval Application.
- Save the worksheet and Pre-Approval Application (select “save as” and name the file the project name).
- Obtain customer signature and submit the signed and dated Pre-Approval Application as an e-mail attachment in the same e-mail as you send the completed worksheet(s).
- Submit manufacturer cut sheets for all measures you’re applying for an incentive – submit as attachments to the same e-mail.
- E-mail the completed application, worksheet(s) and manufacturer specification sheets for each product to Idaho Power at [easyupgrades@idahopower.com](mailto:easyupgrades@idahopower.com).
- The subject line of the e-mail should read: Pre-Approval Application - (enter Project Name).  
*For example: Pre-Approval Application - Mike’s Auto.*

### 3. Selected project will receive pre-inspection.

### 4. Receive preapproval notification.

Idaho Power will notify the customer and the contractor of pre-approval via e-mail.

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## Pre-Inspections

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Idaho Power conducts pre-inspections of existing conditions prior to the energy efficient retrofit. The customer and the contractor listed on the application will be notified that a particular project is selected for pre-inspection. Contractors for certain applications (e.g., HVAC-related measures) may be requested to be present at the inspection. Idaho Power’s inspection results will be the basis for the pre-approval incentive amount. The following is a list of what Idaho Power looks for during a pre-inspection:

- ✓ Information on the paperwork and accompanying documentation matches the field inspection results.
- ✓ Customer comments regarding the project/process

**NOTE:** If there is a discrepancy between the application submitted and the inspection results, the inspector will go over this information with you or in some cases, the project will be returned to you by email with an explanation of what was found during the inspection. You will then be required to resubmit the corrected paperwork to [easyupgrades@idahopower.com](mailto:easyupgrades@idahopower.com) for review, or Idaho Power may inform you that the project cannot be pre-approved.