

Washington Wattsmart Business Retrofit Lighting Project Process

Summary: Retrofit lighting projects for Wattsmart Business incentives require “pre-approval” before proceeding with material order or construction. **Projects started prior to incentive offers issuance may not be eligible for incentive funds.** A complete list of all requirements and incentives are available in the [lighting catalog](#) posted on Pacific Power’s (PP) website at www.bewattsmart.com.

Process:

1. Wattsmart Business Vendor/Participant completes a Pacific Power Lighting Project Proposal Form (software tool). E-mail the Project Proposal Form to PP Coordinator with the following items:
 - [General Application](#) (GA) signed by the customer
 - Customer IRS form W-9
 - Copy of the participant’s Pacific Power bill to identify the account and rate schedule (or fill out account info on GA)
2. A **Pre-Installation Inspection** may be required to verify fixture counts, wattages, annual operating hours, etc. PP Coordinator will initiate this inspection process and inspections typically complete within two weeks.
3. When the pre-installation inspection has been completed (if needed), PP Coordinator will prepare the **Pacific Power Wattsmart Business Estimated Incentive Offer** and forward it to the Wattsmart Business Vendor/Participant and the Customer.
4. When the project is fully complete, please email the following information to PP Coordinator:
 - Revised **Project Proposal Form** noting the final fixture counts. On the Project Summary sheet, record the total eligible cost for materials and the total eligible cost for labor.
 - Copy of the **participant’s invoice(s)**.
Note: PP Coordinator will determine if a final inspection is required.
5. Participant will receive their incentive check from Pacific Power within 45 days after the completed project materials are reviewed and approved. Congratulations!

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Washington Wattsmart Business

New Construction Lighting Project Process

Summary: To encourage energy-efficient lighting design and installation in new construction, Pacific Power's (PP) Wattsmart Business program offers financial incentives for qualified lighting projects. Interior lighting LED products that exceed industry-standard and fall within the Lighting Catalog listed categories must be used. For that purpose, the use of DLC Premium designated products must be installed in order to qualify for incentives. Exterior lighting requires Advanced Lighting Controls. There are no incentives for exterior lighting fixtures, however there are incentives for Advanced Dimming Controls as long as they meet performance requirements as specified in the Lighting Catalog. You can find more information on Pacific Power's website at www.BeWattsmart.com.

Process:

1. Wattsmart Business Vendor / Participant enters the appropriate data in the Wattsmart Business New Construction software and submits to your PP Coordinator electronically (email).
2. Wattsmart Business Vendor / Participant submits a [General Application](#) signed by the customer to your PP Coordinator. Both the application form and the software tool should be submitted no later than 30 days after all lighting has been installed. [Note: PP Coordinator will be available to review the software prior to actual installation to verify that the proposed design will meet program compliance.]
3. After the software tool is reviewed and approved, PP Coordinator will schedule a third-party inspector for an on-site review of the installed fixtures **if determined required**.
4. After the inspection, PP Coordinator will finalize Pacific Power documents and submit the project file for payment processing. The Participant should receive a Pacific Power incentive check within 45 days.

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