



Email project pre-approval items to:
conservation@inlandpower.com

Commercial Lighting Incentive Checklist

- Conduct Lighting Audit / Complete Inland Power (IPL) Audit Worksheet**
 - May be completed by a lighting contractor, electrician, building owner/tenant, lighting supplier or BPA Trade Ally.
 - Complete the IPL Lighting Audit Work Sheet. Information will be used to complete the IPL Lighting Calculator

- Complete the Inland Power Lighting Calculator**
 - Energy savings, simple payback and proposed Incentives will be calculated for you
 - Information required to complete the IPL Lighting Calculator
 - Basic project information
 - Building operating schedules
 - Space specific details: Operation schedules, HVAC type
 - Lighting details: Space specific, existing lighting details/proposed lighting details
 - Project cost estimate, including labor, materials and equipment

- Submit Lighting Project to Inland Power for Pre-Approval**
 - Items Required for Pre-Approval
 - Completed IPL Lighting Audit Worksheet
 - Completed IPL Lighting Calculator
 - Cut sheets for fixtures, lamps, ballasts, fixture lenses, and lighting controls not listed in the CEE Equipment List (link to CEE list in the lighting calculator)
 - Project cost estimate, including labor, materials and equipment

- Upon Project Approval, Initiate the Lighting Project**
 - Installations should match the measures listed in the lighting calculator. Project changes could significantly change the project incentive
 - PCB ballasts and lamp disposal must meet environmental requirements

- Submit Completed Project to Inland Power for Incentive Payment**
 - Required documents
 - Final IPL Lighting Calculator matching installed equipment
 - Copy of original IPL Lighting Audit Worksheet
 - Cut sheets for fixtures, lamps, ballasts, fixture lenses, and lighting controls
 - Invoices stating project costs including labor. Invoices should state the installed equipment quantities and model numbers