



Eugene Water & Electric Board Energy Smart Design – New Construction 2012 Commercial Lighting Application Checklist

Please use this Checklist for every project. The [Energy Smart Design Lighting Worksheet](#) must be submitted **before** equipment is installed to qualify for incentives.

- Facility name and address verified. If the exact address is unknown, describe the location. The facility must be located in EWEB's service area.
- Building use and square footage verified and listed.
- Applicant company name listed with signature. EWEB will notify applicant and customer in writing upon approval.
- Business owner or representative's name, phone number, and signature provided. EWEB must be able to notify customer in writing upon approval.
- Copy of Oregon Energy Efficiency Code Interior and/or Exterior Lighting Compliance Certificate <http://www.cbs.state.or.us/bcd/programs/energy.html>
- Application sent to EWEB Energy Management Services, P. O. Box 10148, Eugene, Oregon 97440, or faxed to Energy Management Services at 541-685-7303, or email to business.rebates@eweb.org. EWEB will review and give notice of project approval.
- Notify EWEB of any changes in an approved project.

After the project is completed:

- Notify EWEB when project is complete. Project may require Completion of Work Certification form by applicant.



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