



### 1. GETTING STARTED

- Contact Efficiency Services ([rebates@esgroupllc.com](mailto:rebates@esgroupllc.com)) regarding a potential non-residential (commercial or industrial building) lighting upgrade project.
- Efficiency Services provides the current BPA Lighting Calculator to the contractor. The calculator will determine the estimated incentive for the project based on kilowatt savings and total project costs.
- Forward the completed Rebate Application & BPA Lighting Calculator to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com). *Calculator must include hours of operation, heating and cooling source, existing fixture location, lighting equipment type, wattage, and number of fixtures. Include the make and model numbers for the proposed equipment in the measure notes section.*

### 2. PRE-INSTALLATION AUDIT

- Request an audit at [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) or call 503-266-1156. You will be contacted 2–3 days prior to the audit with your scheduled date and time. Auditor will need access to all areas that will be included in the project.
- Auditor visits the site to verify information from the Lighting Calculator.

### 3. PROJECT PRE-APPROVAL

- Efficiency Services sends a Notice to Proceed stating estimated rebate funds.
- Upon receipt of notice, project may begin and must be completed in three months.

### 4. POST-INSTALLATION INSPECTION

- Request an inspection at [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com) or call 503-266-1156. You will be contacted 2–3 days prior to the inspection with your scheduled date and time. Inspector will need access to all areas that will be included in the project.
- Based on equipment identified during the inspection, rebates will be adjusted and finalized.

### 5. DOCUMENTS REQUIRED TO PROCESS YOUR REBATE(S)!

- Contractor final invoice(s) or your receipt(s) if self-installed, with the following information:
  - Project site address and customer mailing address
  - Quantity of each fixture
  - Price of each fixture
  - Description of each fixture, including part/model numbers – these should match numbers on cut sheets
  - Equipment purchase orders/invoices
  - Other related project costs
  - Total project costs
- Completed Non-Residential Lighting Rebate Application
- Manufacturer cut sheets for installed equipment

Documents can also be mailed to the address on the rebate application, faxed to 503-263-8621, or emailed to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com).

### 6. RECEIVE YOUR REBATE

You can expect to receive your rebate 8–10 weeks after the final inspection and receipt of all required documentation.

**All work must meet Bonneville Power Administration (BPA) and Canby Utility program and installation requirements.**

**For additional questions, call 503-266-1156.**



Office Use Only  
Rebate:  
  
Month/Year:

## Non-Residential Lighting Rebate Application

Complete form and sign/date below. All information is required to process rebate(s).  
***Incomplete forms will be returned to the applicant. This will delay rebate processing.***

CUSTOMER INFORMATION				
Account No. (required)		Date		
Company Name on Account		Contact Name		
Installation Address		Contact Phone		
City		State	Zip	
Mailing Address (if different)		Contact Email		
City		State	Zip	
<b>Estimated Rebate Amount</b> - See completed Canby Utility Non-Residential Lighting Calculator. Call 1-888-883-9879 to request (note rebate amount is subject to change based on adjustments from final inspection).			\$	

***Rebate(s) will not exceed 70% of total installed cost.***

***To ensure availability of funds, project must be pre-approved.***

*Before Installation: Audit and prior approval are required. Call 503-266-1156 to schedule.*

*After Installation: Final inspection is required. Call 503-266-1156 to schedule.*

**Upon signing this agreement, customer acknowledges the following:**

Rebate offer(s) may be changed or discontinued at any time by Canby Utility (CU). Canby Utility disclaims any warranty, whether expressed or implied, regarding the energy efficient upgrade(s) listed on this application for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with use.

I understand that the energy efficient upgrade(s) must be installed to CU specifications, and certify that I, or my contractor, have reviewed the specifications prior to beginning work. When selecting a contractor, I understand that it is the homeowner's responsibility to request proof of insurance and licensing that meets the statutes and rules of the Oregon Construction Contractors Board. CU strongly recommends validating qualifications before work begins.

I understand the above and certify that I am a customer of Canby Utility, that the energy efficient upgrade(s) are installed at the address indicated and that this address is within CU service territory.

**CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

Mail original completed rebate application and copy of the Non-Residential Lighting Calculator for project to:

**Canby Utility  
PO Box 1070  
Canby, OR 97013  
FAX: 503-263-8621**

*Participation in this energy efficiency program allows Canby Utility to use your electrical energy consumption history for energy savings research. Your consumption history may be shared anonymously with Bonneville Power Administration for energy savings verification and research.*

**Rebate Applications are due within three (3) months of purchase to qualify.**

**Allow 8-10 weeks for rebate processing.**

**Call 503-266-1156 to learn about additional energy efficiency programs.**