

BUILDING ENERGY RETROFIT ACCELERATOR PRE-APPROVAL APPLICATION CHECKLIST



We strongly recommend that you seek approval for your project before installation. Getting pre-approval provides certainty for participant and equipment eligibility and reserves your rebate funding. However, we also accept applications for post-installation approval. Please follow the steps in the *Post-Installation Application Checklist*.

STEP 1 PLAN YOUR PROJECT

Go to change4climate.ca/buildingretrofitrebate and review the [Program Manual, Terms and Conditions](#), and [Eligible Measure List](#). Signing the Terms and Conditions is required.
Receive contractor quote for qualified equipment.
Seek building owner consent (if tenant) for the project and participate in the [Building Energy Benchmarking](#) Program.

STEP 2 APPLY FOR PRE-APPROVAL

Submit an **online application** for pre-approval with required documentation (see list below).
Your application will be reviewed, after which a pre-approval email and the pre-approved rebate amount(s) will be provided.

STEP 3 PURCHASE AND INSTALL EQUIPMENT

Purchase and have licensed or qualified professionals install the equipment.
Complete final payment for the project to equipment supplier and contractor.

STEP 4 SUBMIT POST-INSTALLATION DOCUMENTATION

No later than nine months after date of pre-approval (as indicated on pre-approval email) unless an extension was granted:
Submit post-installation documentation (see list below).
After you have submitted required documentation, your application will be reviewed and you will be asked for additional or updated documentation as needed.
Upon approval, you will receive an email notification with your approved rebate amount(s) and expected cheque delivery date.

STEP 5 CLOSE OUT

After receiving your rebate cheque, you are invited to complete the program survey to provide feedback about how the program may be improved.

PRE-APPROVAL DOCUMENTATION

- **Project Quote.** Must include equipment price, quantity, and building address.
- **Utility Bill.** Must be from within the preceding two months of application submission date and include the building's address.
- **Signed Terms and Conditions.** If you are a tenant/leaseholder, owner permission is required. If you are a third party submitting on behalf of another party, participant sign-off is required.
- **Registration in the Building Energy Benchmarking Program.** A copy of your registration confirmation email from the program.
- **Equipment Specification Sheets.** If required by the [Eligible Measure List](#) measure requirements.

POST-INSTALLATION DOCUMENTATION

- **Project Invoice.** Must include equipment price, quantity, and building address.
- **Photos of Installed Equipment.** Photos must include the installed equipment and equipment nameplate(s).

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BUILDING ENERGY RETROFIT ACCELERATOR POST-INSTALLATION APPLICATION CHECKLIST



We strongly recommend that you seek approval for your project before installation. Getting pre-approval provides certainty for participant and equipment eligibility and reserves your rebate funding. See the *Pre-Approval Application Checklist* for details. If you choose to seek post-installation approval instead of pre-installation approval, you will need to follow the below steps.

STEP 1 PLAN YOUR PROJECT

Go to change4climate.ca/buildingretrofitrebate and review the [Program Manual, Terms and Conditions](#), and [Eligible Measure List](#). Signing the Terms and Conditions is required.
Receive contractor quote for qualified equipment.
Seek building owner consent (if tenant) and participate in the [Building Energy Benchmarking](#) Program.

STEP 2 PURCHASE AND INSTALL EQUIPMENT

Purchase and have licensed or qualified professionals install the equipment.
Complete final payment for the project to equipment supplier and contractor.

STEP 3 APPLY FOR POST-INSTALLATION APPROVAL

No later than 30 days from final invoice date:

Submit Post-Installation [online application](#) with supporting documentation (see list below).
After you have submitted required documentation, your application will be reviewed and you will be asked for additional or updated documentation as needed.
Upon approval, you will receive an email notification with your approved rebate amount(s) and expected cheque delivery date.

STEP 4 CLOSE OUT

After receiving your rebate cheque, you are invited to complete the program survey to provide feedback about how the program may be improved.

POST-INSTALLATION DOCUMENTATION

- **Project Invoice.** Must include equipment price, quantity, and building address.
- **Photos of Installed Equipment.** Photos must include the installed equipment and equipment nameplate(s).
- **Utility Bill.** Must be from within the preceding two months of application submission date and include the building's address.
- **Signed Terms and Conditions.** If you are a tenant/leaseholder, owner permission is required. If you are a third party submitting on behalf of another party, participant sign-off is required.
- **Registration in the Building Energy Benchmarking Program.** A copy of your registration confirmation email from the program.
- **Equipment Specification Sheets.** If required by the [Eligible Measure List](#) measure requirements.

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