

# Business Energy Saving Incentives getting started checklist

## Before you buy

### MAKE A LIST OF:

- The current technologies you would like to upgrade at your customer's facility
- The retrofit technologies that you plan to install
- Where the technologies are located (Eg. Parking lot, third floor meeting room, etc.)

## Submit the application for pre-approval

Either you or your customer can start the online application process

### HAVE THE FOLLOWING INFORMATION HANDY:

- Customer's PIN if you are creating an application on their behalf from start to finish
- Customer's BC Hydro account number(s) for each participating site
- The list of existing and retrofit technologies

## Complete your project

- You have 12 months from the day your application is pre-approved by BC Hydro to complete the project installation and submit the project declaration
- Ensure you follow BC Hydro's installation standards. Refer to the e.Catalog Product Acceptance Criteria document

## Submit the declaration

### HAVE THE FOLLOWING INFORMATION HANDY:

- Detailed invoices that outline the configurations, model numbers, and quantities installed
- Updated project cost information. Project cost includes products, labour, permits, etc.

### EMAIL OR MAIL INVOICES AND SUPPORTING DOCUMENTS TO:

- Email: [pspx.invoices@bchydro.com](mailto:pspx.invoices@bchydro.com)
- Mail: BESI Invoicing  
c/o Conservation and Energy Management Operations  
333 Dunsmuir St, 5th floor  
Vancouver, BC V6B 5R3

## Contact us today

If you have any questions or comments about Business Energy Saving Incentives, please visit [bchydro.com/alliance](http://bchydro.com/alliance), call 604 522 4713 (in the Lower Mainland) or 1 866 522 4713 (toll free) or email [alliance@bchydro.com](mailto:alliance@bchydro.com).

### e.Catalog

Consult e.Catalog for the list of eligible retrofits and the corresponding energy-efficient products at [bchydro.com/ecatalog](http://bchydro.com/ecatalog)

### Pre-approval

You may purchase and install equipment only after BC Hydro has pre-approved the application.

### Site inspections

Where a pre or post-site inspection has been selected for the application, it is recommended that you or an individual familiar with the project be available to guide the inspector through the site.