

Appendix A – Supplementary Documentation Requirements

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In addition to a copy of the paid invoice, supplementary documentation is required for the upgrades listed below. Invoice requirements and sample invoices can be found at fortisbc.com/homerebates, bchydro.com/homerebates or betterhomesbc.ca.

Windows and doors

1. A photo of a least one label from the installed window/door showing one or more of the following:
 - a. Manufacturer model code/number
 - b. NRCan reference number or NFRC Certified Products Directory (CPD) number

Natural gas furnace, boiler, and combination heating and hot water systems

1. Commissioning sheet (Go to fortisbc.com/furnace and fortisbc.com/boiler for templates)
2. Photograph of the two-pipe direct vent system installed

Air source heat pumps

Note: Supplementary documentation is only required for Premises that convert from a fossil fuel primary heating system to an air source heat pump.

1. Proof of oil system removal or decommissioning or gas furnace removal, decommissioning or modification (where applicable). One of the following documents will be accepted:
 - a. Local government permit or inspection report, which must include:
 - i. Date of inspection
 - ii. Address where inspection took place
 - b. Invoice from the removal, decommissioning or modification company or heat pump installation company, which must include:
 - i. Description of work completed (e.g. the oil system, including oil tank, was removed according to applicable regulations and local government bylaws)
 - ii. Date of removal, decommissioning or modification
2. Copy of the heat load calculation based on program-approved methodology, if a heat pump is being integrated into a combination natural gas or propane furnace/electric heat pump

Electric heat pump water heaters

Note: Supplementary documentation is only required for Premises that convert from a fossil fuel primary water heating system to an electric heat pump water heater.

1. Proof of gas water heater removal. One of the following documents will be accepted:
 - a. Local government permit or inspection report, which must include:
 - i. Date of inspection
 - ii. Address where inspection took place
 - b. Invoice from the removal company or heat pump water heater installation company, which must include:
 - i. Description of work completed (e.g. the gas water heater was removed according to applicable regulations and local government bylaws)
 - ii. Date of removal

Electrical service upgrade

1. Utility bill or invoice for the electrical service upgrade (100, 200, or 400 amp service)
2. Any additional invoices for eligible electrical service upgrade expenses, which must include:
 - a. Contractor details, full address, phone number, GST number
 - b. Installation address
 - c. Electric permit number
 - d. Description of work completed to upgrade electrical service
 - e. Invoice number and date
 - f. Total cost (Including equipment and installation costs)
 - g. Proof of payment



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² EnerGuide is an official mark of Natural Resources Canada