



Alteration Project Document Checklist

Alterations projects will submit documents listed below as part of the Alteration Incentive application process:

- Completed program participation agreement (complete during application submittal or TRC to provide)
- Completed enrollment survey (TRC to provide to each applicant upon enrollment)
- W9 for project payee
- Contractor license number
- Photos of existing equipment and photos of newly installed equipment. Specifically, please submit the following photos for each measure:
 1. Photo of existing appliances (should be panned out to see the entire appliance)
 - Electric or Heat Pump Clothes Dryer installations require a photo of the old gas clothes dryer clearly showing the vent
 - Mini-Split Heat Pump installations require photos of each wall furnace being removed in accordance with each indoor unit replacing them
 - Residential Central Heat Pump installation requires photos of the old central AC system and the gas furnace being removed; photos of data plates will be required for these appliances being removed as well
 - Heat Pump Water installation requires a photo of the old natural gas water heater
 - Electric or induction cooking installation requires photos both the previously existing cooktop, including a clear view of the burners, and the oven interior including nameplate (nameplate can often be found either along the interior edge of the door of the oven or broiler)
 2. Photo of existing appliances data plate clearly indicating Brand and Model Number for each of the removed systems.
 3. Photo of the newly installed appliance(s) (should be panned out to see the entire appliance):
 - HVAC installation requires photos of both the outdoor and all indoor units installed
 - Electric or induction cooking installation requires photos of both the new cooktop and oven interior
 4. Photo of newly installed appliance data plate clearly indicating Brand and Model Number for each installed system.



5. Single Family projects require photos for each measure being installed and replaced, Multifamily Low-rise projects are subject to a sampling protocol. See section 4.6 of the Alteration Participant Handbook for Multifamily Low-rise alteration sampling requirements.
 6. Energy-Smart Homes provides photo verification forms on our website under [Resources](#), which you can use to upload your project's required photo documentation into and submit as an attachment with your application package. For questions regarding accessing or using the form, please reach out to your program representative.
- Specification sheets for installed equipment
 - Please submit AHRI Certificates for HVAC and DHW systems
 - Utility Bill and prior 12 months of gas utility data¹
 - Cost documentation for equipment, installation, and removal of the existing system
 - Energy-Smart Homes requires an itemized invoice that includes material and installation/labor cost per measure installed
 - Invoices should include itemized details on the material and labor price for proposed equipment installation, electrical infrastructure upgrade costs, and cost for demolition of the existing equipment
 - For projects seeking the electrical infrastructure upgrade bonus, invoices should include the same itemized breakdown for electrical infrastructure upgrade costs per the measure the electrical upgrades were associated with
 - Proof of Permit closure for HPWH and/or HP HVAC and/or Electric Panel Upgrade for electrical infrastructure upgrades
 - Permits should be "Final/Closed" and show permit date, permit number, Building Official signature, and scope/description of work

¹ for homes/buildings under new ownership the full 12 months may not be attainable