

PRE-PROJECT SUBMISSION CHECKLIST

STEP 1

Review eligibility criteria

Review the [Eligibility Criteria Document](#) to ensure that your project is eligible for a **Save on Energy RETROFIT** incentive.

STEP 2

Create a SaveonEnergy.ca user account

If you need help [creating your account](#), watch our [User Account video tutorial](#) or contact a Program Officer at 613-738-5474.

STEP 3

Start your Retrofit Program application

Login into your [User Account](#), and start your application. If you need help with the application process, watch our [Save on Energy account tutorials](#).

STEP 4

Provide supporting documentation for your Retrofit

Once you have entered your project details and information, determine the appropriate track (prescriptive or custom), please proceed to upload the following required documentation within your application. Alternatively, you may email the documents.

Prescriptive projects

- Manufacturer technical specification sheet(s) for each new applicable measure
- Equipment cost estimates, quotes, or proposals (please do not include labour costs)
- Completed [Prescriptive Worksheet\(s\)](#)

Custom projects

- Manufacturer technical specification sheet(s) for each existing measure
- Manufacturer technical specification sheet(s) for each new applicable measure
- Equipment cost estimates, quotes, or proposals
- Completed [Custom Worksheet\(s\)](#)
- Supporting calculations for energy (kWh) and demand (kW) savings
- Custom Project Measurement & Verification Plan (required for projects with estimated incentive amounts > \$10,000)

WE'RE HERE TO HELP!

Contact us today at **613.738.5474**
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