



# Alteration Project Document Checklist

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

- Completed program participation agreement (complete via participant portal)
- 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)
  2. Photo of existing appliances data plate clearly indicating Brand and Model Number
  3. Photo of the newly installed appliance (should be panned out to see the entire appliance)
  4. Photo of newly installed appliance data plate clearly indicating Brand and Model Number
- Specification sheets for installed equipment
  - Please submit AHRI Certificates for HVAC and DHW systems
- Prior 12 months of gas utility data<sup>1</sup>
- Cost documentation for equipment, installation, and removal of the existing system
  - Invoices should include itemized details on the material and labor price for proposed equipment installation, infrastructure upgrade costs, and cost for demolition of the existing equipment
- Proof of Permit closure for HPWH and/or HP HVAC
  - Permits should be "Final/Closed" and show permit date, permit number, Building Official signature, and scope/description of work

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