



SMART BUSINESS PROGRAM

Lighting Contractor Procedures

I. INTRODUCTION

These are the policies and procedures for Seattle City Light's Smart Business Program, which offers funding for energy efficiency upgrades to lighting and other types of equipment in small commercial buildings. Lighting contractors and installers are responsible for following these guidelines in order to receive rebates.

Contact Information

If you have questions, please contact a Smart Business Program Coordinator:

- Charles Valentin (206) 684-4215 charles.valentin@seattle.gov
- Wayne Knipple (206) 684-4286 wayne.knipple@seattle.gov
- Debbi White (206) 684-4278 debbi.white@seattle.gov

To apply for funding under other Seattle City Light energy conservation funding programs, contact the Seattle City Light Energy Advisors at 206-684-3800.

Related Documents

In addition to following these guidelines, Smart Business projects must meet the “Seattle City Light Standard Lighting Specifications”. [Click here to download specifications.](#)

Non-Overlap with other Seattle City Light Funding Programs

Equipment funded by Seattle City Light at the point of sale or through the distributor (prior to installation) is not eligible for funding through Seattle City Light programs, such as the Smart Business Program, that issue payment after installation. Funding issued after installation requires submittal of itemized equipment invoices to allow the utility to determine whether or not the equipment purchase was supported by pre-installation funding.

II. PROGRAM DESCRIPTION

- The goal of the Smart Business program is to save electricity through the replacement of inefficient lighting fixtures with efficient fixtures, and/or all other equipment needing efficiency upgrade.
- Seattle City Light (SCL) offers a per-fixture rebate for small businesses located in the SCL service territory. Small business is defined as a commercial business with rate

codes beginning with ES such as ESMC or ESMS (small general service) and not part of a chain, institution or campus.

- There are no written contracts between SCL and the installer.
- Customers may use their licensed and bonded electrical contractor to do the retrofit work, or choose someone from SCL's Smart Business Contacts for Lighting Work List. **Contractor's license must be verified prior to coupon assignment and installation.**
- Contractors must complete at least one job annually to maintain their position on any contractor list.
- Contractors are encouraged to generate their own leads in this program.
- Completed or "*in progress*" retrofit work is subject to on-site verification.
- SCL provides a rebate check to the business owner after the work has been verified by SCL, unless business owner authorizes payment to the contractor.
- Historic neighborhoods (ie: Pioneer Square, International District, Pike Place Market) must have prior approval from their individual preservation boards before participation in SCL rebate programs.

III. HOW TO PARTICIPATE

1. Determine if the business is a Small General Service (rate code ESMC or ESMS). You can check for the code on their bill or call (206) 684-3800 with the exact billing address *or meter number*.
2. Conduct your lighting survey. Count number of eligible fixtures to be replaced. Use the Smart Business Rebate Worksheet to determine approximate amount of rebate.
3. Contact Smart Business staff and provide the following
 - a. Name and address of business
 - b. Contact person and phone numbers/Email addresses
 - c. Square footage of business and heat source
 - d. Number *and cost* of fixtures to be replaced or retrofitted and amount of rebate
 - e. If using LED products, the equipment submittals must demonstrate that the products are Energy Star rated, or found on a DLC or LDL list. [Click here to download specifications.](#)
4. Prior to issuing a coupon number, SCL will survey the project site and verify authenticity of electrical contractor not already on our list. **Do not start work until you receive a rebate coupon number.**
5. Submit bid and warranties to the business owner and complete the installation. All projects are subject to in-progress verifications. Any in progress changes, particularly involving product or wattage changes, must be submitted and approved prior to installation as they may affect the rebate amount.
6. Notify the business owner and SCL that the job is complete.

7. Mail, email or fax the following documents to SCL:
 - a. Copy of the **invoice** with tax calculated for the full amount without rebate deduction. List the manufacturer and model number of each new fixture, fixture modification kit and ballast on the invoice
 - b. **Survey and Rebate Form**
 - c. **Rebate Coupon**, signed and dated by owner
 - d. **Electrical Permit** (where required)
 - e. **W-9 taxpayer identification number** for the contractor (only with contractor's first rebate payment)
 - f. **Letter of Association** with electrical contractor's name, address and license number for any subcontracted electrical work (as required)
8. Upon receipt of all completed documents, SCL staff will visit the job site to verify fixture count, rebate eligibility and assignment of rebate payment if applicable.
9. SCL shall provide rebates only for retrofit and/or replacement of **existing** non-efficient fixtures as listed on the Rebate Worksheet.
10. Rebate check will be mailed to customer/contractor within 30 days of job verification and SCL's receipt of all required documents.
11. The project must be completed within 12 months of the date Seattle City Light issues a coupon number.
12. SCL reserves the right to limit the number of active coupon numbers to any one contractor pending the completion of any other outstanding SCL program work.

[Smart Business Program website.](#)

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