

# Business Lighting Rebate Program



## STEP 1 - Reserve funds for your lighting project

Reserve funds before the materials are purchased and work has begun. Installation may begin after the project is approved and the reservation is confirmed by Roseville Electric Utility.

- Applicants should contact the City of Roseville's Building Department (916-774-5332) for building permit requirements and the 2022 Title 24 requirements. Permits are required. A finalized permit is required for rebates to be completed.
- Complete and submit **Reservation Request – Form A**, including the **Reservation Check-List**.
- Provide an approved lighting schedule.
  - Download and fill out lighting schedule: [Roseville Electric Utility Lighting Schedule Download](#)
- Provide the manufacturer's specification sheets for all proposed new equipment.
- Design Light Consortium (DLC) version 5.1 proof of approval is required. Manufacturer's literature is not acceptable as proof.
- Provide site map, with legend, for all projects greater than 30 fixtures.
- This rebate program can cover up to \$25,000 for any one project/customer address.
- **Submit [Reservation - Form A](#)**

## STEP 2 - Installation confirmation

After the installation is complete:

- Submit any changes in quantity or products from what was reserved on an updated Reservation Request Form A, Lighting Schedule, and supporting documents regarding the changes.
- **Complete, sign and submit [Installation Confirmation – Form B](#) to Roseville Electric Utility.**
- Roseville Electric Utility will review package and perform necessary audits to verify project compliance for rebates.



### By Email

Scan Application  
(PDF/Worksheet files):

[elecbizrebates@roseville.ca.us](mailto:elecbizrebates@roseville.ca.us)

## STEP 3 - Request rebate payment

After the project installation is complete: (Form B and Form C can be submitted at the same time if no changes have occurred.)

- **Complete, sign and submit [Payment Request – Form C](#) to Roseville Electric Utility.**
- Attach the itemized invoices for products, labor and rebates. The manufacturer name and model number of each item installed must appear on the invoice. If the contractor is receiving the incentive, a credit for the rebate amount shall be on final invoice.
- **Rebate payments will only be paid to the customer of record, their third party corporate office/ energy processor, or the installing contractor.** Payments to a third-party will require a release letter from the customer of record. Once approved, rebate payments take approximately 6-8 weeks.

## General Requirements

- For non-residential lighting projects only. All equipment must be new and UL approved. Used or rebuilt equipment is not eligible.
- Rebate items must be installed at the premise of the Roseville Electric Utility account listed on the application.
- Rebate reservations are good for up to 90 days for projects with rebates less than \$10,000 and 120 days for larger than \$10,000.
- Reservations will be accepted on a first come, first serve basis, until funds are depleted.
- This rebate program can cover up to \$25,000 for any one project/customer address. Reservations will be accepted on a first come, first serve basis, until funds are depleted.
- Roseville Electric Utility reserves the right to pre- and/or post-inspect the customer facility for existing and installed materials listed on this rebate application.
- Equipment must meet the technical requirements listed in this application. Roseville Electric Utility reserves the right to withhold payment for products that do not meet the requirements.
- All customers and/or contractors must ensure new

equipment is compatible with existing equipment and controls and fits into existing equipment; resulting light level is adequate and acceptable for the tasks being performed; and that all required state and local energy codes are met.

- Installing contractors must follow proper disposal and recycling procedures with removed materials. Resale of removed equipment is prohibited.
- Pre and Post photos of each style of lighting is required. If a UL Type A+B (dual mode) lamp is installed, a photo of it wired in a Type B configuration with the existing ballast removed is also required.
- A permit is required for all commercial lighting projects. A finalized permit is required for rebate to be paid out.

## Technical Specifications

- Contact the City of Roseville's Building Department (916-774-5332) for building permit and 2022 Title 24 requirements.
- All installing contractors shall provide current contractor license information and agree to Roseville Electric Utility's and City of Roseville business license Contractor Code of Conduct.

## Lighting Measure Details

### LED T8 Lamps

- The LED tube must be 4-foot and designated as UL Type B, UL Type A+B, or UL Type C. UL Type A+B (dual mode) lamps must be installed in a Type B configuration with the existing ballast removed.
- The lamp must be listed under the Primary Use Category "Internal Driver/Line Voltage (UL Type B) Lamps", "Dual Mode Internal Driver (UL Type A and Type B)", "2-Lamp External Driver (UL Type C) Lamps", "3-Lamp External Driver (UL Type C) Lamps", "4-Lamp External Driver (UL Type C) Lamps" on the current Design Lights Consortium qualified product list (<https://www.designlights.org/search/>).
- The LED tube must be compatible with the installed system lighting controls. For example, if the lighting system includes dimming controls, the new LED tube must be dimmable and compatible with the installed dimming system.

### LED, High or Low Bay

- LED High or Low Bays must replace a lumen equivalent fixture of higher wattage.
- The LED fixture or retrofit kit must be listed in the Technical Requirements table (V5.1) by the DLC under the General Category "High Bay" and under the Primary Use Designations as follows:
  - High-Bay Aisle Luminaires
  - High-Bay Luminaires for Commercial and Industrial Buildings
  - Low-Bay Luminaires for Commercial and Industrial Buildings
  - Retrofit Kits for High-Bay Luminaires for Commercial and Industrial Buildings
  - Retrofit Kits for Low-Bay Luminaires for Commercial and Industrial Buildings
- Exclusions
  - Horticultural installations are not eligible.
  - Screw-based lamps are not eligible.
  - Tube LEDs (TLEDs) are not eligible for the rebate.

**Contact us at 916.746.1618 for any custom or specialized lighting installation projects.**

# Form A - Reservation Request Form

## Business Lighting Rebate Program



Customer Information				
Business Name		Account Number		
Project Address		Business Type		
Contact Name		Contact Title		
Phone		Email		

Installing Contractor Information				
Check here if project will be customer installed	Proposed Installation Date		Contractor Name	
Mailing Address		City	State	Zip
Contact Name		Contact Title		
Phone		Email		

Third-Party Information				
Third-Party Name		Contact Name		
Mailing Address		City	State	Zip
Phone		Email		

# Reservation Checklist

## Business Lighting Rebate Program



Reservation Checklist	
	Manufacturer's Specification Sheet
	Detailed lighting schedule by area, include: area name, quantity, type of lighting, fixture quantity, lamps per fixture wattage and total wattage for the existing and the proposed systems. Excel spreadsheet preferred.
	Detailed lighting map showing location and fixture type is required on projects larger than 30 fixtures.
	Proof of Design Lights Consortium version 5.1 qualification from the agency's website; clearly identify on the document the product(s) you are using. Manufacturer's literature is not acceptable proof.
	Pre and Post photos of each style of lighting is required. If a UL Type A+B (dual mode) lamp is installed, a photo of it wired in a Type B configuration with the existing ballast removed is also required.
	City of Roseville Permit.
	If payment will be made to a THIRD-PARTY, a release letter from the customer on the account will be required before rebate can be finalized.

# FORM B - Installation Confirmation

## Business Lighting Rebate Program



### Customer's project information

Business Name	Project Address
Customer Contact Name	Project Completion Date

**Customer install - Customer to complete and sign section #1 and  
Contractor install - Contractor to complete and sign section #2**

### (1) Customer Employee Installation

1. I certify that the products for which rebates are being requested were installed by company employees, and the installed equipment is working properly.
2. The project was completed with **no changes** **changes** from the reservation.  
**Changes require re-submittal of Form A, lighting schedule and required project documentation.**
3. I have received the warranty information for products that have been installed.
4. Attach a copy of the itemized project invoice, include model numbers of installed equipment.

Customer Signature		Date
Print Name	Phone Number	Email

### (2) Contractor Installation

Contractor Business Name	Contractor Project Manager Name
Contractor PM Phone Number	Contractor PM Email

#### Contractor Agrees:

1. Contractors must comply with the Roseville Electric Utility's Contractor Code of Conduct.
2. I certify that employees of, or subcontractors to, the Installing Contractor listed above have installed the products for which rebates are being requested, and the installed equipment is working properly.
3. The project was completed with **no changes** **changes** from the reservation.  
**Changes require re-submittal of FORM A and required project documentation.**
4. Warranty information for products installed has been provided to the customer.
5. Attach a copy of the itemized project invoice, include model numbers of installed equipment.

Contractor Signature		Date
Print Name	Phone Number	Email

# FORM C - Payment Request Form

## Business Lighting Rebate Program



Customer Information	
Business Name	Project Address
Customer Contact Name	Project Completion Date

### Customer to check all that apply:

- ☐ A copy of the project itemized invoice is attached.
- ☐ The equipment on this project was installed and is operating satisfactorily.
- ☐ I received warranty information from the contractor for each of the products installed on this project.
- ☐ I have the contractor's contact information for warranty questions or issues.
- ☐ I am satisfied with the results from this project.

### Rebate Payment Instructions (select one):

- ☐ Send check to customer installation address, information provided on **RESERVATION REQUEST - FORM A**.
- ☐ Send check to a different customer location or property management firm:
- ☐ Send check to the INSTALLING CONTRACTOR, information provided on INSTALLATION CONFIRMATION – FORM A. Contractor invoice must show total cost of project without rebates, rebate amount, permit fees and net balance due from customer. This option is only available when contractors install the items being rebated. Payments shall only be sent to the INSTALLING CONTRACTOR, the CUSTOMER OF RECORD or THIRD-PARTY CORPORATE OFFICE OR ENERGY PROCESSOR.

Company Name	Customer Project Reference		
Mailing Address	City	State	Zip

### Terms and Conditions

I have read and understand the program requirements set forth in these application forms and agree to abide by these requirements. I have attached the required documentation for the program under which I am applying. I certify that the information provided on this application and associated required documentation is true and correct.

As a qualified Roseville Electric Utility customer, I certify that I purchased and installed the indicated energy-saving products for use in my business facility and not for resale, and that all equipment installed is new, not rebuilt, re-manufactured or used equipment. I agree to participate in project evaluation surveys conducted in person, by phone or in writing and to mandatory project inspections by Roseville Electric Utility and/or their designees for installed efficiency measures verification and evaluation.

Additionally, as a program participant I agree to allow Roseville Electric Utility to release my company business name and my contact name as a Roseville Electric Utility business customer that has benefited from receiving rebate funds for energy efficiency improvements.

I also agree to receive digital and postal materials from Roseville Electric Utility in regards to services and offerings.

I agree that the selection, purchase, and ownership of the equipment are my sole responsibility. Roseville Electric Utility makes no representation as to the safety, reliability and /or efficiency of the equipment selected or components selected to meet the programs intent.

I agree that if I cease to be a distribution customer of Roseville Electric Utility, or I do not provide Roseville Electric Utility with 100% of the related energy benefits for the life of the product or for a period of five (5) years from receipt of rebate, whichever comes first, I shall refund a prorated amount of the rebate dollars to Roseville Electric Utility.

Tax Liability—you are urged to consult your tax advisor concerning the taxability of rebates. Roseville Electric Utility is not responsible for any taxes that may be imposed on your business as a result of your receipt of this rebate.

I certify that Roseville Electric Utility's rebate influenced the purchase of a higher efficiency product than I otherwise would have purchased.

Customer Signature		Date
Print Name	Phone Number	Email