

NEW CONSTRUCTION

Using the chart, find where you are in the planning process and submit the relevant documentation.
Not sure where to begin? Call 1 877 999 6035 or email info@efficiencyns.ca.

PHASE	STEP	DESCRIPTION	DELIVERABLES
CONCEPTUAL DESIGN	1. PRELIMINARY	CUSTOMER: a. Contacts Efficiency Nova Scotia b. Chooses Energy Modeler	CUSTOMER: Contact Efficiency Nova Scotia to discuss your project with a Business Development Manager
	2. APPLICATION	ENERGY MODELER: a. Prepares Feasibility Study Application	ENERGY MODELER: Submit Feasibility Study Application and proposal to Efficiency Nova Scotia
		CUSTOMER: a. Signs Feasibility Study Application	
	3. PROPOSAL	EFFICIENCY NOVA SCOTIA: a. Approves Feasibility Study Application	EFFICIENCY NOVA SCOTIA: Send customer copy of approved Feasibility Study Application
		ENERGY MODELER: a. Gathers information on Baseline Model	
		CUSTOMER: a. Discusses potential energy efficiency options with Energy Modeler	
DESIGN DEVELOPMENT	1. ENERGY MODEL	ENERGY MODELER: a. Completes & submits Feasibility Study and Energy Model Package to Efficiency Nova Scotia	ENERGY MODELER: Submit Feasibility Study and Energy Model Package to Efficiency Nova Scotia
	2. FEASIBILITY STUDY PAYMENT (1 ST)	EFFICIENCY NOVA SCOTIA: a. Reviews and approves Feasibility Study b. Pays first half of the Feasibility Study Incentive	EFFICIENCY NOVA SCOTIA: Pay first half of the Feasibility Study Incentive
	3. INCENTIVE OFFER	EFFICIENCY NOVA SCOTIA: a. Prepares Incentive Offer and sends to customer	EFFICIENCY NOVA SCOTIA: Prepare Incentive Offer and send to customer
		CUSTOMER: a. Reviews and confirms which energy efficiency measures to be included in design b. Accepts the Efficiency Nova Scotia Incentive Offer	CUSTOMER: Inform Efficiency Nova Scotia that Incentive Offer is accepted
4. PROJECT DEVELOPMENT AGREEMENT	EFFICIENCY NOVA SCOTIA: a. Prepares Project Development Agreement	EFFICIENCY NOVA SCOTIA: Send digital copy of Project Development Agreement to customer	
	CUSTOMER: a. Signs Project Development Agreement	CUSTOMER: Return a digital signed copy of the Project Development Agreement to Efficiency Nova Scotia	
CONSTRUCTION	1. FEASIBILITY STUDY PAYMENT (2 ND)	EFFICIENCY NOVA SCOTIA: a. Pays second half of the Feasibility Study Incentive	EFFICIENCY NOVA SCOTIA: Pay second half of the Feasibility Study Incentive
	2. TENDER	CUSTOMER: a. Includes energy efficiency measures in construction tender documents b. Ensures Architectural, Mechanical and Electrical drawings are included as "Issued for Construction" documents c. Provides Architectural, Mechanical and Electrical drawings & specifications to Energy Modeler for updates	CUSTOMER: Provide Architectural, Mechanical and Electrical drawings & specs to Energy Modeler
POST CONSTRUCTION	1. ENERGY MODEL UPDATE	CUSTOMER: a. Completes building construction and informs Efficiency Nova Scotia	CUSTOMER: Inform Efficiency Nova Scotia once the building is complete
		ENERGY MODELER: a. Updates Energy Model Package with any changes that occurred during the construction process	ENERGY MODELER: Submit updated Energy Model Package to Efficiency Nova Scotia
	2. SITE VISIT & CLOSE-OUT	EFFICIENCY NOVA SCOTIA: a. Conducts measurement and verification b. Pays Implementation Incentive	EFFICIENCY NOVA SCOTIA: Pay Implementation Incentive