

# NEW BUILDING CHECKLIST

Do not send to Resource Innovations unless all boxes are checked.

Send project documents as a single emailed package to **NewBuildings@resource-innovations.com**.

<b>LIGHTING APPLICATION</b>	<b>X</b>
ComCheck or IECC calculations	
Fixture Schedule	
Reflected Ceiling Plans	
Pay Apps and/or Invoices with Matching Product Part Numbers and Quantities	
SRP Lighting Application with Customer Information Tab Filled Out	
Ink-Signed and Scanned Terms & Conditions and W-9*	
DLC Screenshots (Look to Manufacturer’s Rep Agency)	
Lighting Fixture Submissions/Cut Sheets	

<b>NON-LIGHTING &amp; CUSTOM APPLICATIONS</b>	<b>X</b>
Pay Apps and/or Invoices with Matching Product Part Numbers and Quantities	
As-Built Mechanical/Architectural/Structural Drawings and Submittals	
Building Envelope ComCheck	
Mechanical equipment submittals	
Ink-Signed and Scanned Terms & Conditions and W-9	
SRP Non-Lighting and Custom Applications with Customer Information Tab Filled Out	

**\*Program allows digital signatures from approved electronic signature tools.**

For the New Construction Solutions program, please consult the program manual available at [savewithsrpbiz.com](http://savewithsrpbiz.com).

