



Residential Programs Photograph Verification Requirements

Tacoma Power requires digital photographs to verify residential energy efficiency projects are completed. This does not apply to projects that are inspected with a Virtual Chat Inspection (VCI). Include pictures with each project's final documents submittal to RConservation@cityoftacoma.org. The combined total of attached photos cannot exceed 1 MB in size.

Photo Guidelines:

- All photos need a date stamp
- Photos need to be clear
- Do not include people or pets in photos
- Avoid photos that may reflect race, creed, religion, or national origin
- No photos containing inappropriate/graphic content

All projects: take an address verification photo (showing the house number or mailbox)
The following are photo requirements for individual projects:

Heat pumps:

- Old heating system
- Installed outdoor unit
- Outdoor unit showing model numbers (must be legible)
- Installed air handler and/or each DHP head(s)
- Air handler and/or DHP showing model number on units (must be legible)
- Thermostat screen pictures showing 1) auxiliary lock out temperature setting 35 degrees and 2) compressor lock out temperature setting 5 degrees or disabled (not required if no backup heat)
- Condensate drain location

Hybrid Water Heaters:

- Old water heater
- Installed tank
- Model number on the tank (must be legible)
- Condensate drain location

Windows:

- Pre-installation photos of each side of the home showing original windows
- Photos of all individual new windows installed
- Photos of each NFRC sticker (if that information is not provided on the sales/shipping slip)

Insulation:

- Photo of each area before insulating (attic, walls, floors if applicable)
- Two photos of air sealing (of different locations)
- Two photos of each area after insulation completed (attic: include depth ruler)
- Photos of walls being insulated

Duct Sealing and Duct Insulation:

- Photo of ducts before sealing/insulation
- Main trunk after duct seal and after insulating
- Three photos of branch ducts after duct seal and after insulating (of different locations)
- Three photos of newly insulated ducts (of different locations)