



# 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 final documents submittal to [RConservation@cityoftacoma.org](mailto: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 the photo requirements for individual projects:

### Heat Pumps:

- old heating system
- installed outdoor unit
- outdoor unit showing model numbers
- installed air handler and/or each DHP heads
- air handler and/or DHP showing model numbers on units
- thermostat screen showing auxiliary lock out temperature setting (not required if no auxiliary heat strips installed)
- condensate drain location

### Hybrid Water Heaters:

- old water heater
- installed tank
- model number on the tank
- condensate drain location

### Windows:

- pre-installation photos of each side of the home showing original windows
- photo 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
- two photos of each area after insulation completed (attic: include depth ruler)
- photo of walls being insulated

### Duct Sealing:

- photo of ducts before sealing/insulation
- main trunk after duct seal
- three photos of branch ducts after duct seal