

PO Box 2148 Shelton, WA 98584
Conservation Department 360-426-0777
www.pud3.org



Air Source Heat Pump Customer Checklist

Qualifying single-family, site-built and manufactured homes must have an electric forced air furnace and must be converting it to an energy efficient heat pump. Incentives vary depending on the location and condition of your home's existing duct work. Duct sealing is required when 30% or more of duct work is located in unconditioned space.

Choose a licensed HVAC contractor to install your new air source heat pump. In order to qualify for an incentive, your new air source heat pump must have a Heating Seasonal Performance Factor (HSPF) rating of 9.0 or higher and a Seasonal Energy Efficiency Ratio (SEER) rating of 14 or higher and must be AHRI tested and certified. The heat pump must be installed according to the Air Source Heat Pump Installation Specifications found at www.bpa.gov/ResHVAC. PUD 3 recommends getting at least three quotes.

Choose a Performance Tested Comfort Systems (PTCS) certified technician to perform PTCS heat pump commissioning on your newly installed system. Successful heat pump commissioning is required for PUD 3 incentives to be paid. Your home may also need to have its duct work tested and sealed in order to qualify.

Installation Company: _____
Contractor Name & Phone: _____

Please ensure that the installing contractor and/or electrician secure a Washington State Labor & Industries (L&I) electrical permit AND a Mason County or City of Shelton mechanical permit BEFORE installation. Copies of the final and approved permits will be required before PUD 3 incentives can be paid. Manufactured homes only require L&I permits.

Washington State Labor & Industries (L&I) Electrical Permit (360) 902-5799: Permit #: _____

Mason County (360) 427-9670, City of Shelton (360) 426-9731 Mechanical Permit: Permit #: _____

Schedule an equipment installation verification appointment with PUD 3 at (360) 426-0777. This may also be a good time to have the PUD 3 energy efficiency advisor inspect your home's insulation levels.

Date: _____ Time: _____ Advisor's Name: _____

Once all information is collected, verified, and approved, PUD 3 will process the incentive check to either the customer or the contractor. Please allow six to eight weeks for delivery. One reimbursement per existing single family residence is allowed.

Please call the conservation office if you have any questions or need assistance with the program requirements.