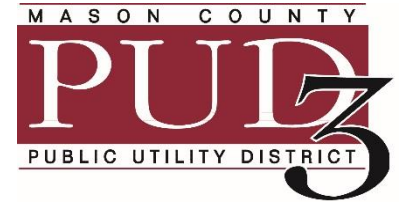


PO Box 2148 Shelton, WA 98584  
Conservation Department 360-426-0777  
www.pud3.org



### Commercial Ducted Heat Pump Customer Checklist

Qualifying commercial buildings must have electric resistance heat as its only heat source, have less than 50,000 square feet of conditioned floor area and consume less than 600,000 kWh/year. This program is intended to convert existing electric forced air furnace heated commercial buildings to high efficiency heat pump. To see if your building qualifies, please contact the PUD 3 conservation department at (360) 426-0777.

Choose a licensed heating and cooling contractor and get a quote on recommended equipment and heating/cooling strategies. PUD 3 recommends getting at least three quotes.

Installation Company: \_\_\_\_\_  
Contractor Name & Phone: \_\_\_\_\_

The ducted heat pump system you have chosen must meet CEE Tier 1 minimum efficiency level. The higher the tier, the more efficient the equipment.

OUTDOOR UNIT (COMPRESSOR): \_\_\_\_\_  
INDOOR UNIT (AIR HANDLER): \_\_\_\_\_

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 #: \_\_\_\_\_

If your building's existing duct work is in unconditioned space, PUD 3 strongly recommends the duct work is tested and sealed to ensure your system is operating at maximum efficiency. A heating contractor can often do the work or make a recommendation.

A copy of your invoice showing the make and model number of qualifying equipment is required.

Once your new heat pump is installed, schedule an equipment installation verification appointment with the PUD 3 conservation department at (360) 426-0777. This may also be a good time to have the PUD 3 energy efficiency advisor perform a lighting survey.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Advisor's Name: \_\_\_\_\_

When all the necessary information is collected, verified, and approved, PUD 3 will process the incentive check to either the customer or the contractor, as specified by the customer. Please allow six to eight weeks for payment delivery. One reimbursement per business is allowed.

Please call the PUD 3 conservation department at (360) 426-0777 if you have any questions or need assistance with the program requirements.