

## Commercial Ductless Heat Pump Customer Checklist

Qualifying commercial buildings must have electric resistance heat as its primary heat source. To see if your building qualifies, please contact the PUD 3 conservation department at (360) 426-0777.

Choose a licensed HVAC contractor. Licensed installers can be found at [secure.lni.wa.gov/verify](http://secure.lni.wa.gov/verify). PUD 3 recommends getting at least three quotes.

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

The ductless heat pump system you have chosen must be listed on the Bonneville Power Administration (BPA) qualified ductless heat pump list found at [www.bpa.gov](http://www.bpa.gov), and must be fully ductless. The ductless heat pump must be installed according to the manufacturer's specifications and the [Northwest Ductless Heat Pump Best Practices Guide](#).

OUTDOOR UNIT: \_\_\_\_\_ INDOOR UNIT(S): \_\_\_\_\_

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

Once your new ductless heat pump is installed, the certified contractor must fill out and submit a Commercial Ductless Heat Pump Installation Form to the PUD 3 conservation department. This form can be found at [www.pud3.org/ductless](http://www.pud3.org/ductless).

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

Once your new ductless 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.