

Ductless Heat Pump

For small commercial locations with electric resistance heat

Business Owner Information Form

To be completed by utility account holder and installation contractor. Answer the following questions based on the small commercial location. All fields are required. This program is focused on energy savings for small commercial spaces that are upgrading an HVAC system.

Contact Information

Contact name:		
Primary phone:	Alternative phone: Cell Work	Email address:
Site address:	City/ State/ Zip code:	
Mailing address: (if different from site address)	City/ State/ Zip code:	

Site Requirements

Check each box to verify the following requirements have been met:

<input type="checkbox"/> The building is not larger than 20,000 square feet or built after 2007.
<input type="checkbox"/> The zone served by the DHP does not have an existing heat pump and only uses electric heating.
<input type="checkbox"/> The building has a dedicated or separate electrical meter.
<input type="checkbox"/> The zone served by the DHP does not have large process loads, including commercial kitchen, refrigeration or data loads over 5W per square foot.

Site Information

Business Type? Please describe:					
Hours of operation:					
What is the building construction style?					
Stand Alone	Shared Walls	Number of shared walls:			
What is the building shell framing type?					
Wood Frame	Masonry	Other:			
What is the square footage of the conditioned floor area of the building?					
Number of stories:					
Does the site have a natural gas meter? Yes No					
List any gas uses (stoves, fireplace, grill, heat, etc):					
Has the same tenant or business occupied the building for at least 24 months? Yes No					
Year building was constructed:					
Does the zone have air conditioning? Central Zonal None					
Has the building been weatherized/insulated? Yes No If yes, what year?					
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
What type of heat does the zone have?					
List any large electrical equipment in this zone					
Building level location of DHP					

Return completed form to your local utility.

Signature is required on following page.

Installation Information

Contractor company name:				Date of installation:		
Distributor name:				Branch location:		
Total installed cost, including: equipment, labor, electrical, tax, permit and other (prior to rebate): \$						
Equipment cost:	Labor Cost:	Electrical Cost:	Permit Cost:	Tax Cost:	Other Cost:	
Total number of indoor units installed:			Total nominal heating capacity of outdoor units installed (Btu/hr):			

Detailed Description of System Installed to Serve Main Occupied Area:

Outdoor unit manufacturer:			Outdoor unit model number:		Refrigerant added (over manufacturer's pre-charge):	
Associated indoor units	Indoor unit model number(s)	Energy efficiency rating	Heating capacity (Btu/hr)	Installed line set length (ft)	Zone square footage (ft)	Zone room description
Indoor unit 1						
Unit 2 (if installed)						
Unit 3 (if installed)						
Unit 4 (if installed)						
Unit 5 (if installed)						

Note: Equipment installed **MUST** be either a dual zone or single zone system, or two single zone systems.

Billing Release To be filled out by the electrical utility account holder.

<p>INFORMATION TO BE RELEASED: The undersigned utility customer requests and authorizes the specified utility to release billing and usage information for the account listed below to Bonneville Power Administration. With this authorization, Bonneville Power Administration can request billing information for at least two years pre-installation and one year post-installation. The utility customer also hereby releases the utility company from any and all liability arising from or connected with providing this information.</p>		
Electric utility name:		Electric utility account number:
Account holder signature: (by typing your name you agree to release the information described above)		Account holder name: Date:

Business Owner Signature

By signing (or typing your name), the business owner certifies that he/she is in compliance with the site requirements, terms and conditions.	
Signature	Date

Building Owner Signature If different from business owner

By signing (or typing your name), the business owner certifies that he/she is in compliance with the site requirements, terms and conditions.													
Signature	Date												
<p>Where did you hear about ductless heat pump systems?</p> <table border="0"> <tr> <td>Utility Bill Insert</td> <td>Utility Website</td> <td>Direct Mail from a Contractor</td> <td>Door Hanger</td> </tr> <tr> <td>Radio</td> <td>Newspaper Ad</td> <td>Newspaper Story</td> <td>Search Engine</td> </tr> <tr> <td>Internet Ad</td> <td>In a Store (retail)</td> <td>Family or Friend</td> <td>Other</td> </tr> </table>		Utility Bill Insert	Utility Website	Direct Mail from a Contractor	Door Hanger	Radio	Newspaper Ad	Newspaper Story	Search Engine	Internet Ad	In a Store (retail)	Family or Friend	Other
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