

Ductless Heat Pump Program

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 prior to installation of the ductless heat pumps(s). All fields are required for approval.

Official Use Only:
Customer ID

This program is focused on energy savings, for converted houses and strip malls that are upgrading their HVAC system.

Contact Information

1. Contact name:		
2. Primary phone:	3. Alternative phone: <input type="checkbox"/> Cell <input type="checkbox"/> Work	4. Email address:
5. Site address:	6. City/ State/ Zip code:	
7. Mailing address: <i>(if different from site address)</i>	8. City/ State/ Zip code:	

Site Information

9. Business Type? <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Beauty Salon <input type="checkbox"/> Other <i>Please Describe:</i>	
10. What is the business' construction type? <input type="checkbox"/> Converted House <input type="checkbox"/> Small Strip Mall w/1 Shared Wall <input type="checkbox"/> Small Strip Mall w/2 Shared Walls	<input type="checkbox"/> Small Strip Mall w/ 3 Shared Walls <input type="checkbox"/> Other
11. What is the square footage of the conditioned floor area of the small commercial location? Enter number of sq. ft (1 - 4,999 sq. ft.)	<input type="checkbox"/> Over 5,000 sq. ft. You are <u>NOT</u> eligible for incentives.
12. What type of heat does the location have? <input type="checkbox"/> Ceiling <input type="checkbox"/> Wall <input type="checkbox"/> Baseboard <input type="checkbox"/> Radiant <input type="checkbox"/> Other Electric Heat	<input type="checkbox"/> Heat pump You are <u>NOT</u> eligible for incentives. <input type="checkbox"/> Non-electric heat, including gas You are <u>NOT</u> eligible for incentives.
13. Does the participant have a dedicated separate electrical meter? <input type="checkbox"/> Yes	<input type="checkbox"/> No You are <u>NOT</u> eligible for incentives.
14. Does the business contain other large process loads as part of the occupancy, including commercial kitchen and refrigeration or process loads over 5 W per square foot? <input type="checkbox"/> No	<input type="checkbox"/> Yes Sites with commercial kitchens are <u>NOT</u> eligible. Businesses with residential-size kitchens will be considered.
14a. List any large electrical equipment that is metered or sub-metered:	
14b. Are any of these sub-metered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15a. Does the site have a natural gas meter? <input type="checkbox"/> No <input type="checkbox"/> Yes	<i>Please note that natural gas is only permitted for non-primary space heating and other purposes.</i>
15b. List any gas uses (stoves, fireplace, grill, heat, etc):	
16. Number of stories in location:	<i>If building type is a strip mall, building must be single story</i>
17. Has the same tenant or business type occupied the site for at least 24 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	
17a. If no, please explain:	
18. Year building was constructed:	
19. Does the site have air conditioning? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what type? (Choose one) <input type="checkbox"/> Central <input type="checkbox"/> Zonal <input type="checkbox"/> Evaporative	
20. Has the site been weatherized/insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what year?</i>	

Return completed form to your local utility.

Digital signature is required on reverse

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: \$	Tax cost: \$	Permit 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): oz	
Associated indoor units	Indoor unit model number(s)	Heating capacity (Btu/hr)	Installed line set length (ft)	Zone square footage (ft)	Zone room description
Indoor unit 1 <i>(in main occupied area)</i>					
Unit 2 <i>(if installed)</i>					

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.*

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.

Electric utility name:		Electric utility account number:	
Account holder signature: <i>(by typing your name you agree to release the information described above)</i>		Account holder name:	Date:

Business Owner Signature

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

Signature	Date
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Building Owner Signature *If different from business owner*

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

Signature	Date
Where did you hear about ductless heat pump systems? <input type="checkbox"/> Utility Bill Insert <input type="checkbox"/> Utility Website <input type="checkbox"/> Direct Mail from a Contractor <input type="checkbox"/> Door Hanger <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Newspaper Story <input type="checkbox"/> Search Engine <input type="checkbox"/> Internet Ad <input type="checkbox"/> In a Store (retail) <input type="checkbox"/> Family or Friend <input type="checkbox"/> Other	

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