



## Commercial Packaged Terminal Heat Pump Retrofit Rebate Program

45 River Street, PO Box 248  
Cathlamet, WA 98612

*Wahkiakum PUD is helping our commercial customers reduce electric bills and make their businesses more comfortable through our Packaged Terminal Heat Pumps Rebate Program. Commercial Packaged Terminal Heat Pumps (PTHPs) are an HVAC equipment type commonly used in lodging applications. A PTHP retrofit replaces a Packaged Terminal Air Conditioner (PTAC) or zonal electric-resistance heating system.*



### PROGRAM GUIDELINES

#### Customer eligibility:

- **Pre-approval is required for all utility rebate programs prior to** installation and expires sixty (60) days after approval – projects that require longer than sixty days to complete must obtain special approval from Wahkiakum PUD.
- Must be a current commercial electric customer of Wahkiakum PUD.
- Customer must participate in onsite inspection(s) and documentation as required by utility to verify eligibility and installation of materials and/or equipment.
- Funds for this program are limited. This program is offered on a first-come, first-served basis and is effective until funding is expended or the program ends. Wahkiakum PUD reserves the right to deny an application, modify or discontinue this program without prior notice at the PUD's sole discretion and reserves the right to determine eligibility and the right to verify equipment and materials installed. Incomplete projects may not qualify for rebates.

#### Pre-condition characteristics of conditioned space:

- Must be used primarily for commercial purposes.
- This measure is eligible to be installed in the following (no other building types are allowed):
  - A lodging building type which, for the purposes of this measure, includes hotel, motel, bed and breakfast, boarding/rooming house, hotel, dormitory, and shelter; or
  - In a residential care building type which, for the purposes of this measure, includes nursing home, retirement home, and assisted living facilities.
- The space is conditioned by a Packaged Terminal Air Conditioner (PTAC) or zonal electric resistance heat as the primary heating source. No other heating sources are eligible.
- Spaces without heating, such as a garage or basement are not eligible for rebate.
- Must have a minimum of one year of active, electric services (new construction is not eligible).

#### Post-condition, qualifying contractor and equipment selection:

- The installed PTHP must have an AHRI certificate of product rating. All AHRI certified PTHPs qualify for this incentive regardless of the rated COP.
- Installation contractor must be licensed, insured and bonded to work in Washington State (self-install does not qualify for rebate); visit [WA State Department of Labor & Industries](https://www.wa.gov/departments/labor-industries) or contact Wahkiakum PUD to confirm contractor eligibility.
- Customer is responsible for checking with and fulfilling any state, county, city government and/or homeowner's association codes, ordinances, local conditions, restrictions, rules and regulations and obtaining any required building permits when installing measures.

## REBATE RATES

Rebate amount cannot exceed the total cost of the project.

- Packaged Terminal Heat Pump Retrofit – \$600 per Packaged Terminal Heat Pump

## DOCUMENTATION CHECKLIST

### Prior to Installation

To receive pre-approval submit the following documentation to Wahkiakum PUD before installation of equipment:

1. Wahkiakum PUD Commercial Packaged Terminal Heat Pump Prequalification Request Form
2. AHRI Certificate of Product Ratings

### After Installation

The following documentation must be provided to Wahkiakum PUD within 14 days of installation:

1. Equipment/contractor invoice showing:
  - measure requirements have been met (i.e. manufacturer, model number, type and quantity of equipment or product installed/used)
  - order/purchase date
  - size
  - quantity of equipment installed
  - actual cost
2. Verification installation has cleared all required building and/or electrical permits

**To learn more, contact Wahkiakum PUD at  
360-795-3266 or 360-465-2171 or visit [www.wahkiakumpud.org](http://www.wahkiakumpud.org)**





## Commercial Packaged Terminal Heat Pump Pre-Qualification Request Form

**PRE-QUALIFICATION REQUEST:** Pre-approval is required and expires sixty (60) days after approval.

Name of business		Estimated Install Date	
Physical address		PUD Account Number	
Mailing address			
Primary contact		Phone	
Secondary contact		Phone	
Year building built		Square Footage	
Primary use of conditioned space. Please describe the nature of your business (i.e. what services or goods do you provide, grow or manufacture in this conditioned space)			

### INSTALLATION INFORMATION

Installation company		Phone		Estimated cost	
<b>Retrofit</b>	<b>Space 1</b>	<b>Space 2</b>	<b>Space 3</b>		
The space to be conditioned by the new PTHP is currently heated by (select one)	<input type="checkbox"/> Zonal electric-resistance heat <input type="checkbox"/> Packaged Terminal Air Conditioner (PTAC)	<input type="checkbox"/> Zonal electric-resistance heat <input type="checkbox"/> Packaged Terminal Air Conditioner (PTAC)	<input type="checkbox"/> Zonal electric-resistance heat <input type="checkbox"/> Packaged Terminal Air Conditioner (PTAC)		
Location (i.e. apartment number, kitchen, common room, etc)					
AHRI number					
<b>SIGNATURE and DISCLAIMER</b> Applicant is responsible for adhering to Program Guidelines. Wahkiakum PUD hereby disclaims any and all implied warranties (including but not limited to implied warranties of merchantability or fitness for a particular purpose) and shall not be responsible for any representation or promise with respect to the equipment, materials or labor required for the installation of energy efficiency measures on the premises, or the cost of such equipment, materials and labor. By signing this form, I understand that Wahkiakum PUD will make the final determination of any incentive that I may receive. Programs are subject to change without notice.					
<b>Business Owner signature:</b> 				<b>Date:</b>	
<b>Optional Payment Release:</b> By owner signing below I release my utility rebate to be paid directly to the installation company. 					

#### To obtain pre-approval, submit form to Wahkiakum PUD:

By Fax: 360-795-8441 or Email: [cs@wahkiakumpud.org](mailto:cs@wahkiakumpud.org)

By Mail: PO Box 248, Cathlamet WA 98612

In Person: 45 River Street, Cathlamet WA 98612

#### Questions? Contact Wahkiakum PUD:

Phone: (360) 795-3266 or (360) 465-2171

Visit us on the web at [www.wahkiakumpud.org](http://www.wahkiakumpud.org)