

Commercial Heat Pump Rate Change Rebate Program General Information & Application

General Information

1. About the Program

- Air Source heat pumps do **not** qualify for either a reduced heat pump rate or rebate, for commercial customers.
- After a commercial customer installs a Ground Source heat pump, and the Stillwater Electric Utility accepts it, the customer is now eligible to apply for the **Ground Source Heat Pump (GSHP) rate**. This rate was developed specifically for commercial customers and is lower than the standard GS rate on an annual basis.
 - Commercial customers may qualify for a rebate, if the heat pump installed meets minimum program requirements.
 - Applying for the GSHP rate and rebate are made by completing the application.
 - For locations where multiple heat pumps are installed, an application must be completed for each unit.

2. About the Rebate

- A completed Form W-9 (IRS) is required in order to process the check for your rebate.
 - If desired you can wait till your application has been accepted to send the W-9.
- To qualify for the rebate, the heat pump selected must meet the following minimum rating standard.
- **Ground Source Heat Pumps**; an Energy Efficiency Ratio (EER) of 25.0 or greater is required.
- You may **not** have a 'dual fueled' heat pump that uses natural gas, LP gas, fuel oil, or wood burning furnaces as heat sources or auxiliary heat sources for cold weather operations. The use of a wood log, natural gas log, or LP (liquid propane) gas log in a fireplace is acceptable.

3. Permit Requirements

- Rebate payment will be remitted **only** after city code inspectors have approved the installation.
- The contractor must contact the Development Services at **405.742.8220** or **digitals@stillwater.org** to request a permit for the installation of the heat pump.
- After installation is complete, the permit holder must contact Development Services to inspect and approve the completed installation.

4. Document Checklist

- The contractor must complete the Heat Pump Rate Change/Rebate Program Application, and provide the City of Stillwater with documents verifying the information about the heat pump installation.
- The application must be received by the City of Stillwater within 60 days of the date the unit was installed, or the site will be deemed ineligible for the rebate.

5. Amount of Rebate

- After verification that the heat pump and its installation comply with all requirements, a rebate will be remitted.
- For a Closed Loop, Ground Source Heat Pump system, the city will rebate \$200 per ton of installed capacity.

Attn. Rebate Program Manager Stillwater Electric Utility / 411 E Third Ave. Stillwater, OK 74074
Office: 405.742.8333

Heat Pump Rate Change / Rebate Program Application

To receive your rebate, follow the instructions below:

- Submit Completed Application Submit Contractor's Verification Statement for each rebate request.
- Photocopy of receipts for purchase (and installation) of each unit is required. The HVAC Contractor must complete the **Contractor's Verification Statement** with details of the system installed at the physical address.
- Attach a photograph(s) of the manufacturer's data plate legibly showing model number and serial number, etc., of the unit. For locations where multiple units are installed, a photograph of the manufacturer's data plate(s) for **each unit** is required. **The serial number on the Contractor's Verification Statement must match the serial number on the data plate photo.**
- If the application is not received within 60 days of the date the unit was installed then the site will be deemed ineligible for the rebate. Completed W-9 (Needed to generate rebate.)
- Return completed form, copy of original receipt(s) and data plate photograph(s) to:
Attn: Rebate Program Manager / Stillwater Electric Utility / 411 E Third Ave / Stillwater, OK 74074

Physical address where heat pump is installed:

Property Owner: _____
Street Address: _____ Apt: _____
City: _____ State: _____ Zip: _____

Mailing address where rebate is to be sent:

Name: _____
Address: _____ Apt: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____

The installed heat pump is a/an:

___ Air source unit
___ Closed loop ground source unit

For:

___ Commercial ___ General Service Heat
pump capacity in tons ____

I hereby request a Heat Pump Rate Change / Rebate for the above listed property:

Signature: _____ Date: _____

Contractor's Verification Statement

(To be completed by HVAC Contractor or Authorized Installation Representative)

Air Source Heat Pump:

Heat Pump Unit:

Manufacturer: _____

Model Number: _____

Serial Number: _____

Ton Rating: _____

BTU Capacity: _____

Coil:

Manufacturer: _____

Model Number: _____

SEER: _____

Closed Loop Ground Source Heat Pump:

Heat Pump Unit:

Manufacturer: _____

Model Number: _____

Serial Number: _____

Ton Rating: _____

BTU Capacity: _____

EER: _____

HVAC Contractor:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Date unit was installed: _____

Under penalty of law, I hereby state that the above entered information concerning the heat pump installation at _____ (address), _____ (city, state) was installed by same or authorized representative of said business, that the information is true and correct, that the heat pump is now operational or in operation, and that the heat pump is not a dual fueled system.

Signature: _____ Date: _____

(Signature of HVAC Contractor or Authorized Installation Representative)

CITY USE ONLY / Application qualifies for: _____ Rate: _____ Rebate Reviewed by: _____