



**Attn. Rebate Program Manager**  
Stillwater Electric Utility  
411 E Third Ave.  
Stillwater, OK 74074

Office: 405.742.8370  
Email: [groach@stillwater.org](mailto:groach@stillwater.org)

## Commercial Heat Pump Rate Change Rebate Program General Information & Application

### General Information

#### 1. About the Program

- 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.
- Air Source heat pumps do not qualify for either a reduced heat pump rate or rebate.

#### 2. About the Rebate

- To qualify for the rebate, the heat pump selected must meet the following minimum rating standard for **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 gas log in a fireplace is acceptable.

#### 3. Contractor Requirements

- The contractor must contact the Development Services at **405.742.8220** or [digitals@stillwater.org](mailto: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.
- Rebate payment will be remitted after city code inspectors have approved the installation.

#### 5. 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 placed into service, or the site will be deemed ineligible for the rebate.

#### 6. 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.

***Rate Changes / Rebates will only be provided on systems that meet the current requirements for Stillwater Electric Utility.***

**Attn. Rebate Program Manager** Stillwater Electric Utility / 411 E Third Ave. Stillwater, OK 74074  
Office: 405.742.8370 Email: groach@stillwater.org

## Heat Pump Rate Change / Rebate Program Application

To receive your rebate, follow the instructions below:

- [ ] Submit this completed application and a Contractor's Verification Statement for each heat pump rebate request.
- [ ] The HVAC Contractor must complete the **Contractor's Verification Statement** with the details of the system installed at the physical address. Attach a photocopy of the receipt(s) for the purchase of the heat pump.
- [ ] 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 placed into service then the site will be deemed ineligible for the rebate. Return completed form, copy of the receipt(s), and 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 placed into service: \_\_\_\_\_

**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: \_\_\_\_\_