

Owner-Occupied Documents Checklist

REBATES

	Heating (CHP, DHP)	Duct Sealing	Weatherization		Heat Pump Water Heater
			Windows	Insulation	
Owner-Occupied Application • Sign and date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment of Funds form • Signed by owner and Tacoma Power Participating Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bid(s)			<input type="checkbox"/>	<input type="checkbox"/>	
Knob & Tube Inspection Report • Required if K&T wiring is present				<input type="checkbox"/>	
Invoice for work • See invoice requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed Prescriptive Duct Sealing form		<input type="checkbox"/>			
Completed PTCS Air Source Heat Pump form	<input type="checkbox"/> CHP only				
Heat pump sizing and balance point calculations	<input type="checkbox"/> CHP only				
BPA approved PTCS form • Print copy from online registration	<input type="checkbox"/> CHP only	<input type="checkbox"/>			
Mechanical permit	<input type="checkbox"/>				
Electrical permit	<input type="checkbox"/>				
AHRI certificate	<input type="checkbox"/>				
Insulation certificate				<input type="checkbox"/>	
Window permit (where required)			<input type="checkbox"/>		
Window shipping slip			<input type="checkbox"/>		