

# Owner-Occupied Documents Checklist

## REBATES

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