



Office Use Only  
Pre-Approval:  
  
Rebate:  
  
Month/Year:  
  
Sq Ft:

## Commercial Building Insulation Rebate Application

Please complete application and sign/date. All information is required to process rebate(s).  
***Incomplete forms will be returned to the applicant. This will delay rebate processing.***

CONSUMER INFORMATION			
Contact Email	Installation Date		
Company Name on Account	Contact Name		
Site Address	Contact Phone		
City	State	Zip	
Mailing Address (if different than site address)	Account No		
City	State	Zip	
Building Information			
Electric Heat	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Electric Heat Source	<input type="checkbox"/> Wall Unit, Baseboard, Ceiling	<input type="checkbox"/> Forced Air Electric	
	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Hydronic	
Commercial Building Type	<input type="checkbox"/> Small Office (Less than 5,000 square feet)	<input type="checkbox"/> Medium Office (5,000-50,000 square feet)	
	<input type="checkbox"/> Small Retail(Less than 5,000 square feet)	<input type="checkbox"/> School K-12	
	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Hospital	
	<input type="checkbox"/> Medium Retail (5,000-50,000 square feet)	<input type="checkbox"/> Restaurant	
	<input type="checkbox"/> Large Retail (50,000-100,000 square feet)	<input type="checkbox"/> Lodging	<input type="checkbox"/> Other _____

To qualify, commercial buildings must have a permanently installed electric heat system capable of heating the entire structure. Insulation rebates apply to upgrades on existing buildings and are based on pre-condition wall, roof and attic levels. The existing insulation value must be R-5 or less. **New construction does not qualify.** Rebate(s) are available on a first come, first served basis and are subject to availability of funds. The final invoice and installation must be dated on or after October 1, 2019 to qualify for the current rebate amount.

**Before Installation:** An audit if the existing insulating is required before the work begins. Call 1-888-883-9879 to schedule an audit.

**After Installation:** Submit the final paperwork to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com), mail or fax to 503-344-6942. Your project will be added to the final inspection list. A final inspection is required to process the rebate. After you have submitted the final paperwork, you can call 1-888-883-9879 to verify that you will be on the schedule.

**All measures must be installed according to CBEC specifications.**

**If the customer or contractor is not familiar with program specifications, call 1-888-883-9879 prior to beginning work.**

Commercial Building Insulation Rebates			
Type	Existing Insulation	Final Insulation	Rebate
Attic	R-0 to R-5	Minimum R-19	\$1.35 per sq ft
Attic	R-0 to R-5	Minimum R-30	\$1.40 per sq ft
Attic	R-0 to R-5	Minimum R-49	\$1.50 per sq ft
Wall*	R-0	Minimum R-11	\$0.75 per sq ft
Wall*	R-0	Minimum R-19	\$1.00 per sq ft

**\*In-progress wall insulation pictures required before the installation, during the installation and after the installation.  
Please submit with the final paperwork.**

**Rebates will not exceed 70% of the installed job cost.  
Rebates for self-installed measures will not exceed 70% of the cost of materials.**

**Measure Information**

- |   |                       |                     |                    |
|---|-----------------------|---------------------|--------------------|
| <input type="checkbox"/> <b>Attic Insulation:</b> | Existing R-Value <R-5 | Final R-Value _____ | Area (sq ft) _____ |
| <input type="checkbox"/> <b>Wall Insulation:</b>  | Existing R-Value <R-5 | Final R-Value _____ | Area (sq ft) _____ |

All requests for rebate funds must be pre-approved. If the work is not completed within six-months of approval, customer must reapply for rebate(s). There is no guarantee that funds will be available after the six-month approval or that the incentive amount will remain the same.

**REBATE APPLICATION DOCUMENTS**

**Rebate(s) will be paid when CBEC has received the following required documents:**

- Contractor installed: copies of **contractor final invoice(s)** showing R-value of existing insulation, R-value of final insulation and square footage of added insulation. The date of the installation and final invoice must be on or after October 1, 2019 to qualify for the current rebate amount. If wall insulation is installed in-progress pictures are required of before wall insulation, during installation of the wall insulation and after the installation of the wall insulation. The wall insulation pictures must be submitted with the final paperwork.
- Self-installed: copies of **purchase receipt(s)** showing R-value of existing insulation, R-value of final insulation and square footage of added insulation. The date of the installation and final invoice must be on or after October 1, 2019 to qualify for the current rebate amount. If wall insulation is installed in-progress pictures are required of before wall insulation, during installation of the wall insulation and after the installation of the wall insulation. The wall insulation pictures must be submitted with the final paperwork.
- Completed **Commercial Insulation Rebate Application** form.

**A final inspection must be completed before the rebate is processed.**

**Please send final paperwork to:**

**Columbia Basin Electric Cooperative  
Attn: Energy Efficiency Rebates  
5625 NE Elam Young Parkway #100  
Hillsboro, OR 97124  
FAX: 1-503-344-6942  
rebates@esgroupllc.com**

**Upon signing this agreement, the consumer & contractor acknowledges the following:**

Rebate offer(s) may be changed or discontinued at any time by Columbia Basin Electric Cooperative (CBECE). CBECE disclaims any warranty, whether expressed or implied, regarding the measure(s) listed above for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with use.

I understand that the measure(s) must be installed to CBECE specifications, and certify that I, or my contractor, have reviewed the specifications prior to beginning work. When selecting a contractor, I understand that it is the building owner's responsibility to request proof of insurance and licensing that meets the statutes and rules of the Oregon State Construction Contractors Board. CBECE strongly recommends validating qualifications before work begins.

I understand the above information and certify that I am a consumer of CBECE, that the measure(s) are installed at the address indicated on this application, and that this address is within the CBECE service territory.

**CONSUMERS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**Allow 8 to 10 weeks after final inspection and the receipt of all final paperwork for processing.**

**Call 1-888-883-9879 to learn about additional energy efficiency programs.**

*Participation in this energy efficiency program allows Columbia Basin Electric Cooperative to use your electrical energy consumption history for energy savings research. Your consumption history may be shared anonymously with Bonneville Power Administration for energy savings verification and research.*



# COMMERCIAL INSULATION REBATE PROGRAM Steps to Participation

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## 1. Pre-Approval

- A CBEC Field Representative will perform a one-time audit to determine the existing condition of the building.
- After the site audit, you will receive a follow-up letter to confirm that rebate funds have been reserved for six months. If your project is not complete within the six-month timeframe, then you must reapply for rebate funds. Funds are available on a first come first serve basis and may not be available at the time you reapply.

## 2. Insulation Upgrade

- After the audit/pre-approval, the insulation project can begin.
- Existing insulation value must be less than R-5 and installed to a minimum of R-19 for attic/roof and less than R-5 installed to a minimum R-11 wall.
- Floor insulation does not qualify for an insulation rebate.
- Contractor must note the beginning and final R-value of insulation.
- Wall insulation requires in progress pictures before the project starts, middle of project and the end of the wall insulation project.

## 3. Request Your Rebate

**ALL DOCUMENTS ARE REQUIRED TO PROCESS YOUR REBATE(S)!** After the project is complete, please forward all the final paperwork to [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com), mail to the address on the form or fax to 503-344-6942.

- Contractor final invoice(s), or your receipt(s) if self-installed, showing the beginning and ending R-Value and the total square footage of upgraded insulation. The installation and invoice must be dated on or after October 1, 2019 to receive the current incentive.
- Completed Commercial Insulation Rebate Application.
- Wall insulation photos required of insulation before, during & after installation. Please submit with the final paperwork.

## 4. Post-Installation Inspection

- Once the final paperwork has been received at [rebates@esgroupllc.com](mailto:rebates@esgroupllc.com), the project will be added to the inspection list. After the final paperwork has been submitted, you can call 1-888-883-9879 to make sure that the project has been added to the no-cost final inspection list. You will be contacted 2 to 3 days prior to the inspection with your scheduled date and time. You do need to be available during the final inspection to provide access to all insulation upgrade areas.

## 5. Receive Your Rebate

You can expect to receive your rebate 8 to 10 weeks after the final inspection and receipt of all required documentation.

**All work must meet Bonneville Power Administration (BPA) and Columbia Basin Electric Cooperative program requirements.**

**For additional questions, call 888-883-9879**