



# Alternative Compliance Completed Retro-Commissioning Project



For OSE Use Only

Please use this form to request alternative compliance from a Seattle Building Tune-Ups compliance cycle for completion of a retro-commissioning project. Projects completed without a utility incentive must be at least as stringent as the utility program requirements and certified by a qualified Tune-Up Specialist.

Buildings owners must submit a signed request form, along with required documentation as specified on the form, no later than 180 days prior to a building's Tune-Up compliance date. For more information on the requirements for this pathway and timeframe eligibility, please visit [seattle.gov/buildingtuneups](http://seattle.gov/buildingtuneups).

**A. General Building Information** *Required for all applications*

### BUILDING DETAILS

Building Name: \_\_\_\_\_ Building Address: \_\_\_\_\_

Portfolio Manager ID: \_\_\_\_\_ Seattle Building ID: \_\_\_\_\_ Compliance Year: \_\_\_\_\_

Nonresidential Sq Footage: \_\_\_\_\_ Parking Sq Footage: \_\_\_\_\_

### BUILDING OWNER

First name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company/Organization/LLC: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### BUILDING OWNER REPRESENTATIVE — *Required if submitting on behalf of the building ownership.*

First name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Role with building (e.g. property manager): \_\_\_\_\_

Company/Organization/LLC: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Questions? We Can Help!

Call the Seattle Building Tune-Ups Help Desk at (206) 727-8863 (TUNE) or email [buildingtuneups@seattle.gov](mailto:buildingtuneups@seattle.gov)

**B. Type of Retro-commissioning** *Required for all applications*

Retro-commissioning for this building has been completed via one of the following, within three years of the building's Tune-Up compliance year. Indicate whether the project included utility incentives or was completed independent of utility programs and process to the corresponding section.

- Utility incentive program *(skip to Section C)*
- Independent retro-commissioning without utility incentives *(skip to Section D)*

**C. Utility Incentive Program**

- This building received Seattle City Light Retro-Commissioning incentives for building scoping study and energy savings measures *(required)*
- This building received Puget Sound Energy Commercial Building Tune-Ups (CBTU) incentives for building assessment, commissioning and energy efficiency improvements *(required for gas-heated buildings)*

**ATTACH REQUIRED DOCUMENTATION:**

- Seattle City Light's Retro-Commissioning Project Overview form, Retro-commissioning Scoping & Services Completion Verification form, and Retro-commissioning completion letter (Contact Seattle City Light for letter)
- If natural gas heating, Puget Sound Energy's CBTU Summary Form of Energy Efficiency Improvements

**D. Independent Retro-Commissioning Without Utility Incentives**

Projects completed without utility incentives must submit a cover letter, completed by a Tune-Up Specialist, describing the project and certifying its stringency.

- A Tune-Up Specialist has verified and signed a cover letter to a completed retro-commissioning report certifying that it was no less stringent than the utility incentive programs of Seattle City Light and Puget Sound Energy.

**ATTACH REQUIRED DOCUMENTATION:**

- Tune-Up Specialist Information Form
- Retro-commissioning report with cover sheet signed by Tune-Up Specialist certifying its stringency as described above

**E. Statement of Owner or Building Representative** *Required for all applications*

By checking the box below, I, the undersigned representative of the building affirm and attest to the accuracy, truthfulness and completeness of the statements of material fact provided in this form. I understand these statements are subject to verification.

- Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. By clicking this box, I intend to submit my signature.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**F. Statement of Tune-Up Specialist** *Required for Projects Completed Without Utility Incentives*

By checking the box below, I, the undersigned Tune-Up Specialist, affirm and attest to the accuracy, truthfulness and completeness of the statements of material fact provided in this form. I understand these statements are subject to verification.

*Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. By clicking this box, I intend to submit my signature.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

