



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.

A.	General Building Information <i>Required for all applications</i>
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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: _____

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: _____

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

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 <i>Required for Projects Completed Without Utility Incentives</i>
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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