



RESIDENTIAL WEATHERIZATION & HEAT PUMPS CONTRACTOR REGISTRATION INSTRUCTIONS

Thank you for your interest in becoming a Registered Contractor with the PUD. This document outlines the steps required to become eligible for installing weatherization and heat pumps through our programs. Documents are located on the Trade Ally Resources page, at www.snopud.com/TAResources.

STEP 1: ATTEND A PUD ORIENTATION MEETING:

Orientations are held 2 times per year. Send an email to ce@snopud.com to request an invitation to the next scheduled meeting. The Orientation is intended to provide an overview of program benefits and expectations, so that you can decide whether your company wants to commit to joining. Before attending, please review the documents and requirements outlined on this page, as well as the Trade Ally and Weatherization program information found on our website. (www.snopud.com/weatherization, and www.snopud.com/tradeallies)

STEP 2: Should you decide to continue with your application to join the program after attending the Orientation, the following steps must be completed **within 30 days**.

- COMPLETE CONTRACTOR AGREEMENT & REVIEW MONITORING PROCEDURES:**
 - Read the Agreement and the PUD Monitoring Procedures to understand requirements for joining and the program, and for continuing your participation. Note Qualification requirements (section 2).
 - Fill in your company information where indicated.
 - Initial each page (including the last page). Sign the last page.
- ATTEND PUD INSTALLATION & SALES TRAINING MEETING(S):** Trainings are held for Windows, Insulation/Duct Sealing, and Heat Pumps within 3 weeks of the Orientation meeting. Send your installation and sales staff for each type of work your company wishes to be authorized to perform through the program.
- COMPLETE CONTRACTOR QUESTIONNAIRE:** The Contractor Questionnaire is found on the reverse of this form, and provides information for your online listing and for program administration.
- PROVIDE WASHINGTON STATE LICENSES:** Provide a copy of your Washington State Master License (also known as "Business License") and your Contractor License (issued by the Department of Labor & Industries)
- OBTAIN INSURANCE:** Obtain the following types of insurance policies naming Public Utility District No. 1 of Snohomish County as an additionally insured party with the amounts specified in the Contractor's Agreement, and provide copies of the certificates and endorsements:
 - General Liability – including Endorsement
 - Automobile Insurance – including Endorsement
- COMPLETE W-9:** Return a completed [W-9 IRS Form](#) for required taxpayer information.
- ATTEND "GOING DUCTLESS" ORIENTATION & BEST PRACTICES WEBINARS:** Contractors installing DHPs must attend these webinars, hosted by the Northwest Energy Efficiency Alliance (NEEA). Register at <http://goingductless.com/partners>

Documents may be delivered by any of these methods:

| Mail to: | Hand Deliver to: | Email to: | Fax to: |
|---|--|--|--------------|
| Cathy Anderson E2 Snohomish PUD P.O. Box 1107 Everett, WA 98206-1107 | Cathy Anderson Snohomish PUD 2320 California Street Everett, WA 98201 | cjanderson@snopud.com | 425-267-6762 |

You will be notified when your application has been approved. Once you've completed four (4) jobs, we will add your company to the Registered Contractors Online Directory.



CONTRACTOR QUESTIONNAIRE

An Online Directory of active PUD Registered Contractors is updated monthly. The information you provide below will be used for your listing and for PUD communications with your company.

Company name: _____

Location address: _____

Mailing address: _____

Phone numbers: _____ Fax Number: _____

Website: _____

Email Address (for person responsible for sales leads): _____

Company Description: (200 words or less):

Check the boxes representing the work you wish to do through our programs:

- | | | |
|--|---|--|
| <input type="checkbox"/> Ceiling insulation | <input type="checkbox"/> Windows | <input type="checkbox"/> Heat Pump Water Heaters |
| <input type="checkbox"/> Wall insulation (blown) | <input type="checkbox"/> Heat pumps, ductless | |
| <input type="checkbox"/> Floor insulation | <input type="checkbox"/> Heat pumps, air to air | |
| <input type="checkbox"/> Duct sealing | <input type="checkbox"/> Heat pumps, geothermal | |

Company's "office" contact person for PUD: _____

Phone Number for PUD Contact: _____

Email for PUD Contact: _____