



## 2017 WOOD BURNING DEVICE CHANGE-OUT PROGRAM GUIDELINES\*

*\* Guidelines updated January 2019 to reflect eligible locations.*

To mitigate air emissions generated by the construction of several projects throughout San Luis Obispo County, the San Luis Obispo County Air Pollution Control District (APCD) is implementing air quality incentives for the communities of Paso Robles, Arroyo Grande, Pismo Beach, Shell Beach, and Oceano. The 2017 Wood Burning Device Change-out Program provides grants, as shown in the table below, to qualified applicants who replace existing wood burning fireplaces or stoves with clean, heater-rated gas fireplace inserts or stoves.

Type of Old Fireplace or Device to be Replaced	Maximum Incentive Amount
<b>Conventional masonry, prefabricated or zero-clearance open-hearth fireplace (Fireplace throughout the rest of these Guidelines)</b>	\$2,000
<b>Wood, pellet, or other solid-fuel burning stove or insert (Woodstove throughout the rest of these Guidelines)</b>	\$1,000

Type of Old Fireplace or Device Ineligible for Funding
<b>Gas or electric inserts, stoves or fireplaces</b>

### REQUIREMENTS AND ELIGIBILITY

#### Program Basics:

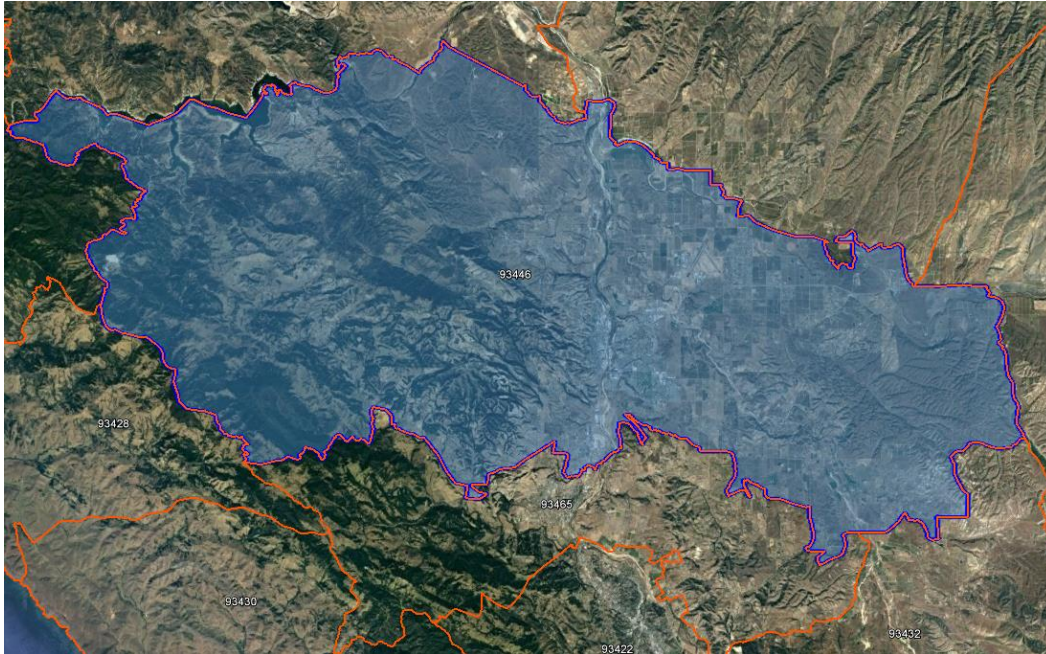
1. The funding for this program is "first-come, first-served," based on the date that the APCD deems the application complete.
2. Submission of an application is not a guarantee of funding.
3. Only one voucher may be redeemed per property.
4. The permitting process with your County/City Building Department **MUST** be started prior to ANY work being done on your insert.
5. Woodstoves or fireplaces must be in a residential or commercial property that is owned by the applicant.
6. APCD is not responsible for items lost or destroyed in the mail.
7. Fraud or misrepresentation will result in disqualification or return of voucher funds to the APCD if funding has already been issued, and may result in criminal prosecution.

**Order/Payment/Work Restrictions: Do not order or make any type of payment to your new device retailer or installer and do not begin any work on your change-out project until you receive a voucher from the APCD.**

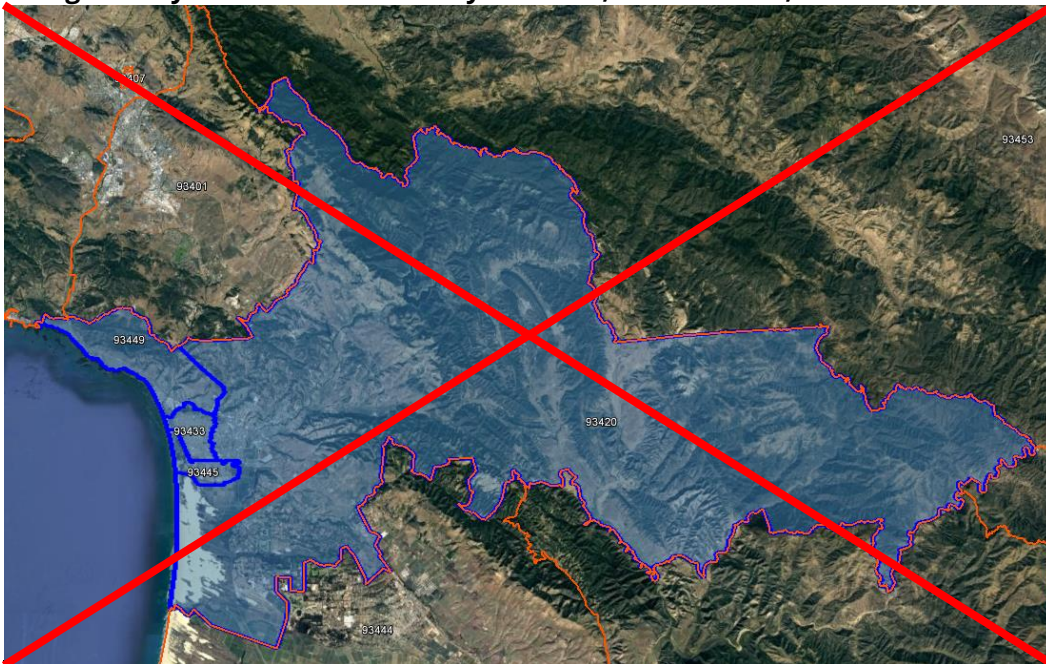
**Photos:** Before and after photos are required – see photo guidelines below.

**Old Device Requirements:** The project property must contain a currently installed and operational woodstove or fireplace, and must be located in Paso Robles (93446 – Figure 1), Arroyo Grande (93420 – Figure 2), Pismo Beach (93449 – Figure 2), Oceano (93445 – Figure 2), and Grover Beach (93433 – Figure 2). If mail is not delivered at the property address, other documentation of the project address may be required (i.e. **copy of a utility bill, etc.**).

**Figure 1: Eligible Physical ZIP Code – Paso Robles**



**Figure 2: Eligible Physical ZIP Codes – Arroyo Grande, Pismo Beach, Oceano and Grover Beach**



**Eligible Applicant:** The applicant must be the legal owner of the project property to have the authority to participate in this program.

**Compliance with Government Requirements:** The applicant is responsible for meeting all program requirements and for complying with all state/county/civic government and/or home owner association (if any) requirements regarding local conditions, restrictions, codes, ordinances, rules and regulations prior to installation.

**A building permit by the applicant's local jurisdiction is required for the installation of a gas fireplace insert or gas stove, as well as gas or electrical lines. The applicant MUST apply for a building permit PRIOR to any work being done on their project.**

**New Device:** The new device must be a natural gas or LPG (propane) fired freestanding stove or fireplace insert, certified as heater-rated, that complies with the American National Standard ANSI Z21.88/CSA 2.33 (Vented Gas Fireplace Heaters). Gas fireplace inserts or gas stoves that are designed exclusively for aesthetic and decorative use are not eligible. The new gas device may be purchased at any retailer; however, the installer must sign the applicant's voucher upon completion of installation.

**Voucher:** If your application is approved, a voucher will be sent to you that indicates the maximum reimbursement amount for your proposed project. A voucher is your authorization from APCD to begin the project. No ordering, payment of any type or work on the project can begin before you receive a voucher. Vouchers will not be issued retroactively for prior purchases. The voucher is only valid for the purchase and installation of the new device. The incentive amount reimbursed will not exceed the price of the new device, including sales tax and installation. Vouchers cannot be transferred.

**The old wood burning device must be destroyed/rendered permanently inoperable as follows:**

1. **Woodstoves:** The old woodstove must be removed from the premises by the installer, who will certify on the voucher that they will destroy and dispose of it, making it permanently inoperable.
2. **Fireplaces that will be Modified with a Gas Insert:** Fireplaces must have the old chimney permanently converted to gas-only operation by permanently installing a gas flue pipe or similar means which prevents conversion back to wood burning operation. When submitting the voucher to the APCD for reimbursement, participant must provide the APCD with photos of the outside of the converted chimney.
3. **Fireplaces that will be replaced by a gas device in a different location in the home:** In this case, the fireplace and chimney must be rendered permanently inoperable, and the applicant must provide the APCD with photographic evidence and a description of how the old fireplace and chimney were permanently disabled.

**Submissions:** Application forms must be completed and can be emailed, mailed faxed or hand delivered to APCD. Completed voucher materials must be either hand delivered or mailed to the APCD – no faxes or emails – as an original signature on voucher materials is required. However, all photos can be emailed to Meghan Field ([mfield@co.slo.ca.us](mailto:mfield@co.slo.ca.us)) as long as the combined file size of the photos being submitted is less than 8MBs. Include your name and address with email of photos.

**Possible Inspections:** Applicant gives authorization to APCD staff, its officers and agents, to conduct all necessary on-site inspections of the old device being replaced and of the new installed device, in order to verify that the requirements of this program have been met.

**Project Completion Requirements:** Within 180 days of issuance of the voucher, program participants must purchase the qualified gas fireplace insert or gas stove, have it installed, secure and finalize necessary permits from the applicant's local jurisdiction, then submit the required project completion materials and the completed voucher to APCD for review and reimbursement. A copy of the finalized Building Permit must be provided in the materials submitted to the APCD by the project applicant/participant.

## APPLICATION PROCESS

Interested applicants may contact the APCD or visit our website ([www.slocleanair.org](http://www.slocleanair.org)) to obtain a 2017 Wood Burning Device Change-out Program application form, specific to the applicant's location. The completed application must be returned to the APCD with a written quote for the new gas fireplace insert or gas stove, and photos of the old device.

### New gas fireplace insert or gas stove quotation guidelines:

- Quote must include the gas device vendor name, address, and contact information.
- Quote must identify the proposed replacement gas device by make and model. Device must be certified as heater-rated to the American National Standard ANSI Z21.88/CSA 2.33 (Vented Gas Fireplace Heaters).
- Quote must identify the purchase price; including taxes and installation (an estimate is acceptable).
- The manufacturer's specification sheet for the new device must be provided.
- If the installation contractor will be different than the replacement gas device dealer, a separate estimate for installation is required.

### Photo Guidelines - Old Wood Burning Device - BEFORE:

- Photos must be taken before any installation of parts for new device (e.g. new electrical outlets, gas lines, etc.).
- Photos must clearly show the existing wood fireplace or woodstove in its original location and with the background clearly shown. For freestanding stoves, a photo must show pipe and ventilation system intact.
- Photos including a close up with any screen doors open.
- Photo(s) of outside of chimney, including top, if possible.
- If the new gas device will be installed in a different location from the old wood device, also include before photos of the location where the gas device will be installed.
- Provide legible photos of any accessible manufacturer tags on the old device. If none are accessible, please include notification of this fact to the APCD in the application materials you submit.

APCD will review applications and issue each qualified applicant a voucher for reimbursement of a maximum of either \$2,000 or \$1,000 upon purchase and permitted installation of a qualifying replacement device, while funding lasts. Funding is "first-come, first-served," based on the date the **complete** application is received by the APCD, **with all requested information**. The voucher will be valid for 180 days. Should the below required materials not be submitted within the 180 day allowance, APCD reserves the right to disqualify your project and move on to other qualified applicants in line.

## VOUCHER REDEMPTION

Within 180 days of issuance of the voucher, the program participant must purchase the qualified gas fireplace insert or gas stove, have it installed, secure and finalize necessary permits from the applicant's local jurisdiction, and submit the required project completion materials and the voucher to APCD for reimbursement. The voucher must be signed by the participant and the installer, and must be accompanied by the following project completion materials:

### **Photo guidelines: Old wood burning device - AFTER**

- If applicable: Legible photos of any manufacturer tags that became accessible after the removal.
- For original fireplaces that were abandoned and a gas device was placed in a different location in the home: Photos clearly showing how the old fireplace and chimney were rendered permanently inoperable.

### **Photo guidelines: New gas fireplace insert or gas stove**

- Post-installation photos must clearly show the new gas fireplace insert or gas stove; please provide an explanation if the background is different (e.g. major reconstruction or new device was installed in a location that is different than the original wood burning device).
- Post-installation photo(s) showing outside top of chimney and gas flue pipe, if possible.
- A completed IRS form W-9 ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)).
- A copy of the sales receipt or paid invoice for the new gas fireplace insert or gas stove which identifies the device by make and model, showing payment in full, with a purchase date after the date the voucher was issued.
- A copy of the finalized Building Permit (must be signed by the County/City inspector). Please begin this process PRIOR to any work being done on your project.

The APCD will issue a check to the participant within 45 days of receiving all certification materials.