



Tehama County  
Air Pollution Control District  
Wood Stove Change-out Program  
Handbook

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## Wood Stove Change-out Program Goals:

Goals/Objectives of the District's Wood Stove Change-out Program are:

- Reduce PM<sub>10</sub> air pollutant emissions from stationary sources.
- Mitigate effects of growth through quality planning measures.
- Climate change benefits (reduction in methane, black carbon and CO<sub>2</sub>) from improved combustion efficiency and reduced use of fuel wood.
- Market and promote the positive impacts the District is making on air quality in Tehama County.
- Provide cost effective and quality service to the citizens and industries of Tehama County by improving District business processes and internal operations.

## Role of Rule 2:11D and Non-Certified Appliances:

During winter months, Tehama County experiences increased levels of particulate matter ("PM") and poorer air quality. This increase is, in large part, due to the increased use of wood burning stoves and fireplaces as a source of heat. Particulate matter is a mixture of small liquid and solid particles suspended in the air, at levels deemed unhealthy by the Environmental Protection Agency ("EPA") and the California Air Resources Board ("CARB"). According to the EPA, exposure to PM is linked to several significant health problems, including:

- Increased severity of respiratory symptoms, such as irritation of the airways, coughing, or difficulty breathing;
- Decreased lung function;
- Aggravated asthma;
- Pneumonia;
- Development of chronic bronchitis;
- Irregular heartbeat;
- Nonfatal heart attacks; and
- Premature death in people with heart or lung disease.

Fees are collected from new development in Tehama County, as required by Rule 2:11D, in order to provide a source of funds to be allocated for projects with a sound method for mitigating PM<sub>10</sub> (particulate matter up to 10 micrometers in size) emissions. Non-Certified Appliances contribute to PM<sub>10</sub> emissions; Non-Certified Appliances emit PM<sub>10</sub> emissions at a rate of 25.8lbs/ton while EPA Phase II Appliances have emission rates as low as 14.6 lbs/ton.

This voluntary Wood Stove Change-out Program serves to reduce PM<sub>10</sub> emissions in Tehama County and thereby reduce exposure to PM<sub>10</sub> and its related health consequences.

## Program Definitions:

1. Program: District is offering Vouchers to property owners (residential or commercial) in Tehama County, California to replace Non-Certified Appliances with new, cleaner burning EPA Phase II Appliances (wood or pellet) or Natural Gas Stoves. Vouchers are applied as a discount to the purchase price; the Voucher is intended to provide an incentive and does not cover the total cost of purchase and installation of the EPA Phase II Appliance or Natural Gas Stove.
2. Voucher: A form authorizing Applicant to purchase an EPA Phase II Appliance or Natural Gas Stove through the Program using Program Funding issued by the District.
3. Program Funding: Program is currently funded by District Funding established by Rule 2:11D Fees. Additional funding may become available if grant money is awarded for the Program. For example, there is potential to receive grant funds from other sources such as EPA and CARB.
4. District: Tehama County Air Pollution Control District.
5. Applicant: Must be the legal owner of the property which contains the Non-Certified Appliance being replaced by the Program and have the legal authority to participate in the Program.
6. Appliance: Any wood stove, pellet stove, fireplace insert (gas or wood), fireplace, or any other heating device associated with this Program.
  - i. Wood stove: Any enclosed wood-burning device capable of an intended for space heating or domestic water heating. This term does not include fireplaces. May be free standing or zero clearance.
  - ii. Fireplace: Any permanently installed masonry or factory built device designed to be used with an air-to-fuel ratio greater than or equal to 35-to-1. Used for space-heating purposes in a private residence or commercial establishment which has heat input less than one million British thermal units per hour.
    - a. Masonry Fireplace: A brick or stone fireplace that is not prefabricated or manufactured, typically with a sheet metal firebox.
    - b. Factory Built Fireplace: A prefabricated or manufactured fireplace, typically with a sheet metal firebox.
    - c. Definition does not include fireplaces installed with a dedicated natural gas connection as decorative units under the Uniform Building Code section 3707 (n).
7. Non-Certified Appliance: Any (uncontrolled) appliance that does not meet the definition of an EPA Phase II Appliance.
8. EPA Phase II Appliance: Any wood burning appliance that meets current EPA emission standards for particulate matter. An EPA Phase II Appliance must not exceed an emission rating of 7.5 grams per hour.
9. Natural Gas Stove: Any free standing, fireplace insert or fire place using natural gas or propane as its source of fuel.
10. Participating Retailer: Retailer participating in the Program and has executed a Retailer Agreement with the District.
11. Retailer Agreement: Agreement signed by Participating Retailer and the District for District to issue Vouchers to qualified Applicant and for Participating Retailer to provide services detailed in the agreement to implement the Program.

12. **Installer:** The party responsible for installing the EPA Phase II Appliance or Natural Gas Stove and removing/rendering inoperable the Non-Certified Appliance. Installer may be the same party as the Participating Retailer, or may be a third party. If the Installer is a third party, Participating Retailer's agreement with the third party Installer must contain the same terms and conditions in the Retailer Agreement. In addition, the third party Installer must be licensed. Applicant cannot be considered the Installer. The EPA recommends that Installers be National Fireplace Institute or Chimney Safety Institute of America certified (or an equivalent organization).
13. **Refund:** District will send money to Participating Retailer after reviewing and accepting completed Request for Reimbursement.
14. **Request for Reimbursement:** Voucher form completed by Participating Retailer after Applicant redeemed Voucher, i.e., received discount on purchase price of an EPA Phase II Appliance or Natural Gas Stove.
15. **Render Inoperable:** There are two options to render a Non-Certified Appliance inoperable:
  - i. Label the door of the Non-Certified Appliance with the Program issued Voucher number and take a photo. Remove the Non-Certified Appliance's door, leaving the label in place, and take a photo of the Non-Certified Appliance without its door. Bring Non-Certified Appliance's door to the Participating Retailer's place of business to remain there for not less than 30 days for inspection by District staff. District staff will dispose of the door after inspection. If this method is chosen, the remaining portion of the Non-Certified Appliance may be left at the property or taken to a recycler or landfill; or
  - ii. Label Non-Certified Appliance with the Program issued Voucher number and take it to recycler or landfill, take a photo of the Non-Certified Appliance before drilling a hole (at least 2 inches in diameter) into the firebox, and then take a photo of the Non-Certified Appliance after the hole has been drilled. Obtain a certificate of scrap from recycler or landfill and submit to the District.

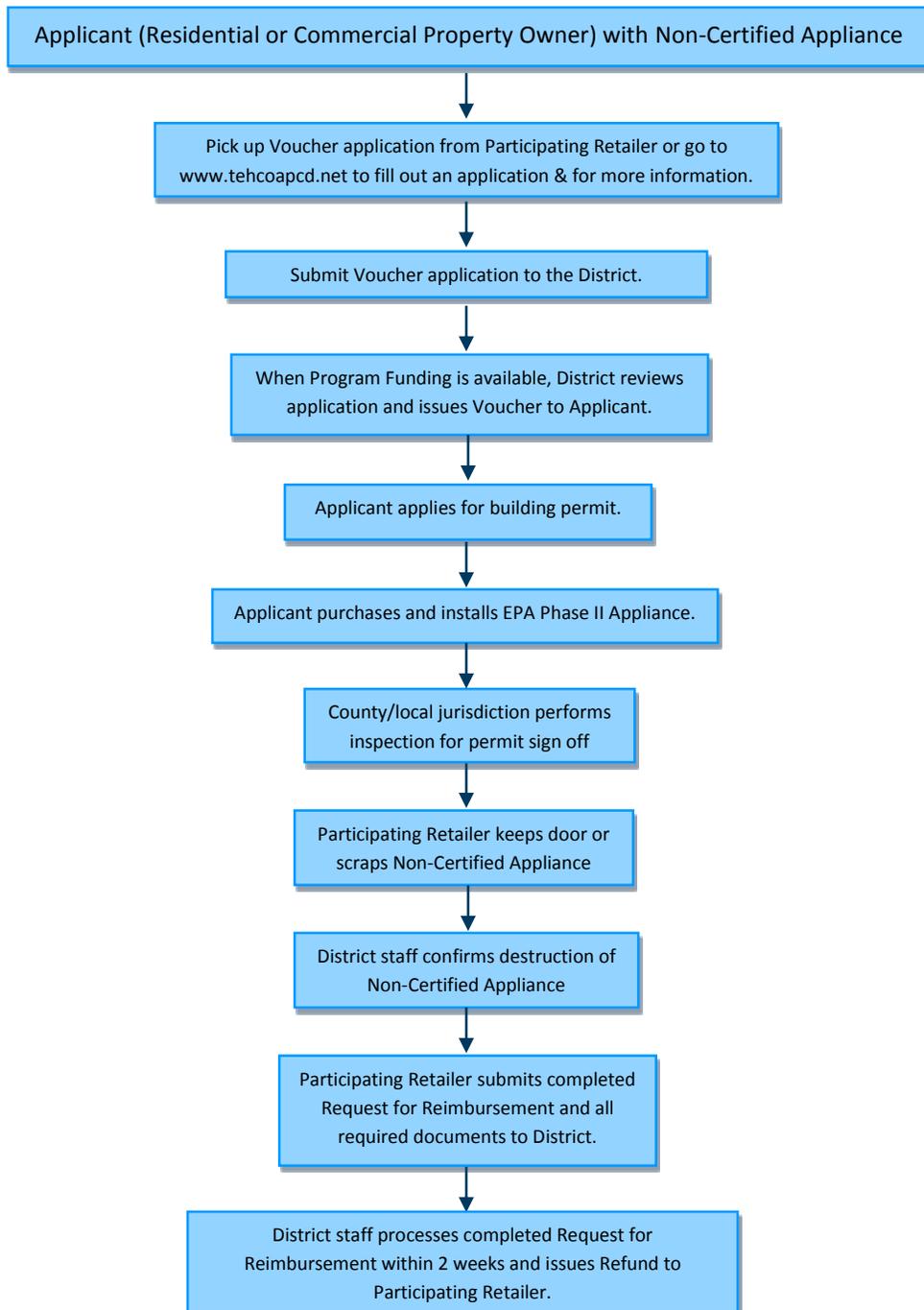
NOTE: This requirement excludes masonry fireplaces, which cannot be easily destroyed. A masonry fireplace will be considered inoperable if an EPA Phase II Appliance or Natural Gas Stove is installed.

NOTE: A factory built fireplace will be considered inoperable if an EPA Phase II Appliance or Natural Gas Stove is installed.



## Wood Stove Change-out Program Overview

### How the Program Works:



## About the Program

### Property Owner Eligibility

The goal of the Program is to encourage Tehama County property owners (residential and commercial) to replace Non-Certified Appliance with new, cleaner burning EPA Phase II Appliances (wood or pellet) or Natural Gas Stoves by incentivizing purchase through issuance of Vouchers. Replacing Non-Certified Appliance with EPA Phase II Appliances or Natural Gas Stoves will help reduce PM within the air and help the District maintain compliance with state and federal PM standards.

**Voucher Amounts:** As an incentive to replace Non-Certified Appliances, the District is offering Applicants:

\$500 toward the purchase of a wood EPA Phase II Appliance.

\$750 toward the purchase of a pellet EPA Phase II Appliance.

\$1000 toward the purchase of a Natural Gas Stove.

Eligible low-income Applicants (residential property owners only) may receive an additional \$250 voucher toward the purchase of any of the foregoing options. Applicant must submit his or her most recent federal tax return to the District in order to verify annual gross income.

**Eligibility:** Vouchers are available only to Tehama County property owners with a currently installed and operational Non-Certified Appliance.

**Program Funding:** The Program is currently funded by Air Pollution Control District Funding, General Budget Unit 601, and Rule 2:11D Fees. Additional funding may become available if grant money is awarded for the Program. For example, there is potential to receive grant funds from other sources such as EPA and CARB.

**Voucher Period:** Voucher applications will be accepted when Program Funding is available. Once Program Funding is exhausted, the Voucher Period will close.

**Voucher Issuance:** District will issue Vouchers to qualified Applicants until Program Funding is exhausted. Thereafter, Applicants will be placed on a waitlist until additional Program Funding becomes available.

**Program Phases:** There are three main phases to the Program:

Applicant Applies      →      Voucher Issued to Applicant      →      Retailer Reimbursed

## General Guidelines

### Program Requirement for Applicants and Participating Retailers:

1. Property (residential or commercial) must be located within Tehama County.
2. Applicant must meet all Program requirements.
3. Applicant must be the legal owner of the property and have the legal authority to participate in the Program.
4. Applicant must comply with all government and/or home owner's association (if any) requirements in his/her area regarding local conditions, restrictions, codes, ordinances, rules, and regulations prior to installation.
5. Applicant must submit an original completed application to the District. Incomplete applications may lead to Program disqualification.
6. Fraud or misrepresentation on application will result in automatic disqualification or, if already issued, return of Voucher funds to the District.
7. Application must be either hand delivered or mailed to the District. No faxes or emails.
8. Non-Certified Appliance must be operational and currently installed on the subject property.
9. Only EPA Phase II Appliances or Natural Gas Stoves are allowed to be purchased and installed under the Program.
10. Program is "first come first serve" and Program Funds are not guaranteed.
11. Pending available Program Funding and eligibility, Applicant will receive a Voucher toward the purchase of a EPA Phase II Appliance or Natural Gas Stove (to replace Non-Certified Appliance). Only one Voucher will be issued per property per year.
12. Vouchers are non-transferrable.
13. Voucher expires four (4) weeks after issuance and remains valid only so long as all Program requirements are met.
14. Program is not retroactive. Prior to purchase, Applicant must receive Voucher from the District.
15. Applicant must purchase EPA Phase II Appliance or Natural Gas Stove and redeem Voucher through a Participating Retailer.
16. Voucher cannot exceed the purchase price of the EPA Phase II Appliance or Natural Gas Stove.
17. Voucher cannot be applied to installation costs, stove piping, or any other expense accrued due to the participation in the Program.
18. Participating Retailer must accept the Voucher apply its value as a discount to the purchase price of the EPA Phase II Appliance or Natural Gas Stove at the time of purchase.
19. Participating Retailer shall not inflate EPA Phase II Appliance or Natural Gas Stove prices due to the issuance of Vouchers under the Program.
20. Participating Retailers shall help Applicant understand Program requirements during all stages of the Program.
21. Participating Retailer shall coordinate and certify the installation of the EPA Phase II Appliance or Natural Gas Stove. The installation must be completed by the Installer ONLY; Applicants shall

neither install the EPA Phase II Appliance or Natural Gas Stove, nor remove and render inoperable the Non-Certified Appliance.

22. EPA Phase II Appliance or Natural Gas Stove must be installed within 90 days of the purchase agreement with the applicant. This time period may be extended with written approval from the District.
23. Participating Retailer shall render Non-Certified Appliance inoperable by either of the following:
  - i. Label the door of the Non-Certified Appliance with the Program issued Voucher number and take a photo. Remove the Non-Certified Appliance's door, leaving the label in place, and take a photo of the Non-Certified Appliance without its door. Bring the Non-Certified Appliance's door to the Participating Retailer's place of business to remain there for not less than 30 days for inspection by District staff. District staff will dispose of the door after inspection. If this method is chosen, the remaining portion of the Non-Certified Appliance may be left at the property or taken to a recycler or landfill.; or
  - ii. Label Non-Certified Appliance with the Program issued Voucher number and take it to recycler or landfill, take a photo of the Non-Certified Appliance before drilling a hole (at least 2 inches in diameter) into the firebox, and then take a photo of the Non-Certified Appliance after the hole has been drilled. Obtain a certificate of scrap from recycler or landfill and submit to the District.

NOTE: This requirement excludes masonry fireplaces, which cannot be easily destroyed. A masonry fireplace will be considered inoperable if an EPA Phase II Appliance or Natural Gas Stove is installed.

NOTE: A factory built fireplace will be considered inoperable if an EPA Phase II Appliance or Natural Gas Stove is installed.

24. If mailed, Requests for Reimbursement must be post marked by the expiration date of the redeemed Voucher.
25. District will process completed Requests for Reimbursement within 2 weeks and issue a Refund to Participating Retailer.
26. Refund is paid directly to Participating Retailer. Refund will be issued after all Program requirements have been met.
27. District makes no representations regarding retailers, manufacturers, dealers, contractors, materials, and workmanship.
28. Applicant waives any claims against the District arising out of the installation and/or use of the EPA Phase II Appliance or Natural Gas Stove partially funded through the Program.
29. District is not responsible for items lost or destroyed in the mail.

### Low-Income Applicant Qualifications

For Applicants whose households are at or below 60% of median income in Tehama County, the District may provide additional incentive amounts (\$250) to assist in EPA Phase II Appliance or Natural Gas Stove purchases for residential property owners only. The following are Income Standards based on family size:

Low Income Qualification:	
Number of Persons in Household	Annual Gross Income
1	\$22,980
2	\$31,020
3	\$39,060
4	\$47,100
5	\$55,140
6	\$63,180
7	\$71,220
8	\$79,260
For families with more than 8 persons, add \$8,040 for each additional Person.	

NOTE: These Income Standards are updated annually and subject to change

To be considered for additional financial assistance, Applicants must provide a copy of their most recent federal tax return, in order to verify annual gross income.

### Building Permit and Inspection Requirements

Applicant must obtain a building permit when replacing a Non-Certified Appliance. Applicant should contact the Building Department in the local jurisdiction where the installation of the EPA Phase II Appliance or Natural Gas Stove is taking place to ensure all building code requirements, as well as necessary inspections, are complied with. The County or local jurisdiction may require additional permit and/or inspection fees related to the installation of the EPA Phase II Appliance or Natural Gas Stove partially funded through the Program. In order to qualify for Refund, a copy of the completed building inspection report must be submitted by the Participating Retailer to the District

### Disposal of Non-Certified Appliance

All Non-Certified Appliance replaced under this Program must be rendered inoperable by either of these two options:

- iii. Label the door of the Non-Certified Appliance with the Program issued Voucher number and take a photo. Remove the Non-Certified Appliance's door, leaving the label in place, and take a photo of the Non-Certified Appliance without its door. Bring the Non-Certified Appliance's door to the Participating Retailer's place of business to remain there for not less than 30 days for inspection by District staff. District staff will dispose of the door after inspection. If this method is chosen, the remaining portion of the Non-Certified Appliance may be left at the property or taken to a recycler or landfill.; or
- iv. Label Non-Certified Appliance with the Program issued Voucher number and take it to recycler or landfill, take a photo of the Non-Certified Appliance before drilling a hole (at least 2 inches in diameter) into the firebox, and then take a photo of the Non-Certified Appliance after the hole has been drilled. Obtain a certificate of scrap from recycler or landfill and submit to the District.

NOTE: This requirement excludes masonry fireplaces, which cannot be easily destroyed. A masonry fireplace will be considered inoperable if an EPA Phase II Appliance or Natural Gas Stove is installed.

NOTE: A factory built fireplace will be considered inoperable if an EPA Phase II Appliance or Natural Gas Stove is installed.

### Participating Retailer Obligations:

Participating Retailer must agree and sign a Retailer Agreement with the District.

Participating Retailer must accept the Voucher and apply its value as a discount to the purchase price of the EPA Phase II Appliance or Natural Gas Stove at the time of purchase.

Participating Retailer shall coordinate and certify the installation of the EPA Phase II Appliance or Natural Gas Stove. The installation must be completed by the Installer ONLY; Applicants shall neither install the EPA Phase II Appliance or Natural Gas Stove, nor remove and render inoperable the Non-Certified Appliance.

In order to qualify for Refund, Participating Retailer must submit a Request for Reimbursement within 30 days of installation to the District, which includes the following:

- Signed original Voucher
- Copy of invoice or sales receipt
- Copy of Building Permit
- Proof Non-Certified Appliance removed and rendered inoperable:
  - Label the door of the Non-Certified Appliance with the Program issued Voucher number and take a photo. Remove the Non-Certified Appliance's door, leaving the label in place, and take a photo of the Non-Certified Appliance without its door. Bring the Non-Certified Appliance's door to the Participating Retailer's place of business to remain there for not less than 30 days for inspection by District staff. District staff will dispose of the door after inspection. If this method is chosen, the remaining portion of the Non-Certified Appliance may be left at the property or taken to a recycler or landfill.; or
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NOTE: A factory built fireplace will be considered inoperable if an EPA Phase II Appliance or Natural Gas Stove is installed.

- Photos of the Non-Certified Appliance before the EPA Phase II Appliance or Natural Gas Stove is installed and photos of the EPA Phase II Appliance or Natural Gas Stove after installation.

## **Contact Information**

### **Tehama County Air Pollution Control District**

1834 Walnut Street  
Red Bluff, CA 96080

(530) 527-3717

<http://www.tehcoapcd.net>

### **Building Departments - For Building Permit and Inspection Information**

#### **Tehama County Building Department**

444 Oak St Room H

Red Bluff, CA 96080

(530) 527-7002

<http://www.co.tehama.ca.us/building-department>

#### **City of Red Bluff Building Department**

555 Washington St

Red Bluff, CA 96080

(530) 527-2605

<http://www.cityofredbluff.org/citydepartments/building/>

#### **City of Corning Building Department**

794 Third St

Corning, CA 96021

(530) 824-7027

[http://www.corning.org/building\\_safety.html](http://www.corning.org/building_safety.html)