

AIR CONDITIONING TO HEAT PUMP UNREASONABLE HARDSHIP FORM

Community Development – Building Division
 701 Laurel St., Menlo Park, CA 94025
 Tel 650-330-6704



Determination Worksheet

The City of Menlo Park has adopted a local amendment to the 2025 California Green Building Standards Code (CALGreen) Section 4.507.3 - Municipal Code § 12.18.110 that requires a heat pump to be installed in lieu of air conditioning condensing unit when the proposed project scope includes the replacement/upgrade of an existing air conditioning condensing unit.

There is an exception to the requirement for when the differential cost between the total cost of installation for a heat pump condensing unit(s) exceeds 20% or more of the total cost of the installation of an air conditioning condensing unit. In these situations, the additional cost is determined to be an unreasonable hardship, and a heat pump is not required to be installed.

Please complete the following worksheet for the determination of an Unreasonable Hardship.

The following information is required for an Unreasonable Hardship determination:

1. Three independent estimates to replace the existing air conditioning (AC) condensing unit(s) with a comparable air conditioning unit(s) and three independent estimates to replace the existing air conditioning condensing unit(s) with a comparable heat pump (HP) unit(s). *Please note that a single company can provide an estimate for both the new AC condensing unit and for the heat pump;*
2. List of Federal, State or local available incentives for which the project qualifies. Please check the City's [Building Electrification Resource](#) web page for available incentives; and
3. Completion of this form.

PROJECT INFORMATION	
Job Address:	Permit #:
AC CONDENSING TO AC CONDENSING UNIT REPLACEMENT ESTIMATES	
Company Name and Telephone	Amount
Line 1 - Average air conditioning estimates: _____	

AC CONDENSING TO HEAT PUMP ESTIMATES	
Company Name and Telephone	Amount
Line 2 - Average Heat Pump estimates: _____	

PROJECT QUALIFIED INCENTIVES/FEE WAIVERS	
Type	Amount
Federal	
State	
Local	
Line 3 - Total of all available incentives: _____	

Line 4 – Subtract Line 2 from Line 3, this is your Adjusted Heat Pump Cost: _____

When the increase in cost to install a heat pump (Heat Pump Cost (Line 4) exceeds the cost of the Average Air Conditioning Estimate (Line 1) by twenty percent (20%) or more, as determined in the table below, an unreasonable hardship is created and the AC condensing unit is allowed to be replaced with another AC condensing unit.

UNREASONABLE HARDSHIP CALCULATION		
Adjusted Heat Pump Cost	Line 4 =	
Ave. Air Conditioning Est.	Line 1 =	
Unreasonable Hardship Calc.	(Line 4 divided Line 1) x100 =	

FOR OFFICIAL USE ONLY			
	Name	Title	Dated
Reviewed By:			
Approved By:			