DSA

403-PC

ENERGY CODE COMPLIANCE CHECKLIST FOR PRE-CHECKED (PC) BUILDING DESIGNS

The form/checklist is provided as a guide for submitting complete documents for plan review. Complete submittals must include this form completed (all applicable parts) and all applicable items listed in the *Procedure (PR) 18-02: Calgreen/Energy Code Review (CGE) FOR Pre-Check (PC) Building Designs and the Construction, Relocation and/or Alteration of Relocatable Buildings.* All projects submitted for review must be submitted electronically. This form must be signed by *architect/engineer in general responsible charge* and submitted to DSA with the plan review documents. See PR 18-02 for more information regarding the electronic plan review requirements. Non-conformance with these submittal requirements may result in a failed submittal and rejection of the plan review application.

COMPLIANCE STATEMENT BY ARCHITECT/ENGINEER IN GENERAL *RESPONSIBLE CHARGE*

SIGNATURE REQUIRED BELOW

As the architect/structural engineer in general responsible charge, I have reviewed the project plans and affirm that the documentation submitted is in compliance with the requirements of the California Energy Code (Title 24, Part 6). All required energy compliance forms are included in the project submittal and all mandatory measures for nonresidential buildings and energy measures required by the compliance forms are incorporated into the project design.

Signature: _____ Date: _____

Print Full Name: _____

PART 1: PROJECT INFORMATION		
Instructions: Indicate whether the project scope requires compliance with the California Energy Code (Energy Code). If the project is not required to comply with the Energy Code, select “No” and only submit the first page of this document. If the project is required to comply with the California Energy Code, select “Yes” and complete the applicable portions of this form. If the building(s) contain only unconditioned spaces, select “Unconditioned Building” and complete only Part 2. If the building(s) contains conditioned spaces or a combination of conditioned and unconditioned spaces, then select “Conditioned Building” and complete Parts 3A and 3B per PR 18-02. If the building(s) also contains Covered Processes, whether conditioned or unconditioned spaces also select “Covered Processes” and complete Part 4. Additionally complete part 5		
Compliance with Title 24 Part 6 California Energy Code indicated herein is required for the project. Reference California Energy code Section 100.0. - Scope	☐ Yes	☐ No
Submittal contains (Select all applicable):		DSA Application #:
☐ Unconditioned Building	☐ Conditioned Building	☐ Covered Process

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PART 2: UNCONDITIONED BUILDINGS

Instructions: Buildings that only contain unconditioned spaces may complete only Part 2. If plans also include Covered Processes, then additionally complete Part 4. The plans must include copies of the compliance forms in Part 2 and Part 4 if applicable. Compliance forms in the drawings must be signed prior to approval.

Certificate of Compliance	Certificate Name	Documents uploaded to project folder and in plans
NRCC-ELC-E	Electrical Power Distribution	☐
NRCC-LTI-E	Indoor Lighting	☐
NRCC-PLB-E	Water Heating Systems (Required only if a water heater is an option in unconditioned spaces	☐
Product manufacturer specifications (cut sheets) for electrical equipment, lighting equipment lighting controls and plumbing equipment (e.g. water heaters) uploaded to project folder.		☐

PART 3A: REQUIRED FORMS CERTIFICATES OF COMPLIANCE CHECKLIST FOR PRESCRIPTIVE METHOD

Instructions: The following compliance forms are required to be submitted if the project is using prescriptive compliance for any scope covered by each compliance form. If using the performance method for any scope also complete Part 3B indicating the building model include the analysis of those scopes utilizing the performance method (form NRCC-PRF-E). All scopes must either use the prescriptive method or the performance method. Compliance forms in the drawings must be signed prior to approval.

Certificate of Compliance	Certificate Name	Documents uploaded to project folder and in plans
NRCC-MCH-E	Mechanical Systems	☐
If using the NRCC-MCH-E for prescriptive compliance confirm heating and cooling load calculations using ASHRAE Handbook, Fundamentals or ASHRAE based (ACCA, SMACNA etc.) by selecting box.		☐
NRCC-ENV-E	Envelope	☐
NRCC-LTI-E	Indoor Lighting	☐
NRCC-PLB-E	Water Heating Systems	☐
The following forms are required for the prescriptive and performance methods.		
NRCC-CXR-E	Building Commissioning	☐
NRCC-ELC-E	Electrical Power Distribution	☐
NRCC-SAB-E	Solar and Battery	☐

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PART 3B: REQUIRED FORMS CERTIFICATES OF COMPLIANCE CHECKLIST FOR PERFORMANCE METHOD

Instructions: The following compliance form is required to be submitted if the project is using performance compliance for any scope indicated. If any scope indicated in the NRCC-PRF-E is not included in the performance model, the associated prescriptive compliance form must be submitted (see Part 3A). All scopes must either use the prescriptive method or the performance method. Compliance forms in the drawings must be signed prior to approval.

Certificate of Compliance	Certificate Name	Documents uploaded to project folder and/or in plans (as applicable)
NRCC-PRF-E	Certificate of Performance (Indicate scope modeled in compliance report). ☐ Mechanical Systems ☐ Envelope ☐ Indoor Lighting ☐ Water Heating Systems ☐ Solar and Battery	☐
Building energy analysis software files (energy runs) for each size building uploaded to the project folder. Only one run for each size building is required.		☐
For each size building all required orientation's (4 total ea. building and climate zone or climate zone group) compliance reports uploaded to the project folder. Use weather stations listed in the 18-02 Table 2-1.		☐
For each size building, compliance forms with the smallest compliance margin from the orientation tables included on the plans and not reduced more than 75%.		☐
All typical and optional fenestration shall be included in the compliance report.		☐
The following forms are required for the prescriptive and performance methods		
NRCC-CXR-E	Building Commissioning	☐
NRCC-ELC-E	Electrical Power Distribution	☐
NRCC-SAB-E	Solar and Battery	☐

PART 4: REQUIRED FORMS FOR COVERED PROCESSES

Instructions: Required forms if covered processes are included in design. Select only those that are applicable to scope of project. Compliance forms in the drawings must be signed prior to approval.

Certificate of Compliance	Process Name	Documents uploaded to project folder and in plans (as applicable)
NRCC-PRC-E	**Elevators**	☐
NRCC-PRC-E	**Computer Rooms**	☐
NRCC-PRC-E	**Commercial Kitchens**	☐
NRCC-PRC-E	**Laboratory**	☐

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PART 5: MANDATORY REQUIREMENTS AND DRAWING DOCUMENTATION

Instructions: For conditioned buildings PC design drawings shall incorporate all energy measures required by mandatory measures and the compliance forms. Not all mandatory requirements are required to be indicated in this form. Enter the drawing location (sheet number or drawing number) or select the check box as applicable indicating the inclusion in the drawings.

Are these buildings designed for all climate zones in California? ☐ Yes ☐ No

If "No," for which climate zone(s) or climate zone groups (Per PR 18-02) is(are) the building(s) designed?_____

GENERAL REQUIREMENT DESCRIPTION	Required	Enter sheet # or drawing or n/a
Cover Page shall specify the allowed California climate zones.	☐	
Orientation tables, if using the performance method.	☐	
Options index table indicating all major options and drawing references (as required per PR 07-01 and PR 18-02).	☐	
Detail(s) and/or plans indicating metal identification labels (required for relocatable buildings per IR 16-1)	☐	
General acceptance testing note on cover page. Reference PR 18-02	☐	
Product manufacturer specifications (cut sheets) for all mechanical equipment in the mechanical schedule, electrical equipment, lighting equipment, lighting controls, and plumbing equipment (e.g. water heaters) uploaded to project folder.	☐	
ENVELOPE – INSULATION AND AIR SEALING		
Architectural plans and details clearly indicate extent, location, thickness, R-value, and type for raised floor, walls, and ceiling/roof modeled in the energy compliance reports or required prescriptively.	☐	**Various**
Door and window schedule specifying Door/Window ID(coordinated with plans and energy compliance documents), Product Type, Frame Type, Size, U-factor, and Solar Heat Gain Coefficient (SHGC).	☐	
Table indicating maximum square footage of allowed fenestration per side of each size building.	☐	
Building envelope details indicate strategy to sealing of potential air-leakage.	☐	**Various**
Longitudinal and transverse building and wall sections indicating thermal envelope design. Sections to indicate location and extent of unconditioned spaces within, or adjacent to, the envelope (e.g. custodial closets or unconditioned bathrooms).	☐	
HVAC - VENTILATION & INDOOR AIR QUALITY		
Mechanical acceptance testing note. Reference PR 18-02	☐	
Mechanical equipment schedule which includes the make and model of: HVAC equipment, economizers, ventilation kit (if not using economizer), dampers, thermostats, Co2 sensor, Fault Detection and Diagnostics (FDD), and exhaust fans etc. used in the design.	☐	
Indication of Total Outdoor Air in cubic feet per minute (CFM) for each HVAC system or zone.	☐	

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For each HVAC system or zone that requires Demand Control Ventilation (DCV) or Occupant Sensing Control Devices (OSVC) specify the reduced airflow in CFM for those spaces. Indicate location of this requirement in the plans.	☐	
Mechanical plan showing air-distribution system design for each size building and type of HVAC system. Design to include optional rooms.	☐	
Detail for split HVAC systems showing equipment, supply, returns, outside air duct, dampers, and filter box.	☐	
Location of a table listing the HVAC system tonnage specified in the compliance documents for each size building. For each size building the table is to indicate number of systems and the tons of each system.	☐	
Information indicating the required minimum outdoor air rate supplied to occupiable spaces during all normally occupied times and programmed to provide a pre-occupancy purge one hour prior to the building being normally occupied.	☐	
Note(s) indicating that all joints, seams, and penetrations in the HVAC system, (i.e HVAC equipment, ducts, plenums, roof curbs etc). must be sealed using UL approved tape or mastic.	☐	
Indication of 2” minimum deep MERV 13 filter. Reference California Energy Code Section 120.1(c)1.	☐	
HVAC CONTROLS		
HVAC sequence of operation indicating compliance with 120.1(d). Include Pre-occupancy purge, and economizer mode in the sequence.	☐	
If applicable, DCV requirements specifying compliance with California Energy Code Sections 120.1(d)3 and 4. Sequence of operations shall specify how DCV is implemented.	☐	
If applicable, OSVC requirements and required locations per California Energy Code Section 120.1(d)5 and 120.2(e)3 when required. In the sequence of operations specify how OSVC is implemented. Enter N/A if not applicable.	☐	
Location of information requiring FDD for cooling systems greater than 33,000 Btu/hour (2.75 Tons) and include an air economizer. Enter N/A if not applicable.	☐	
LIGHTING CONTROLS		
Lighting controls acceptance testing note. Reference PR 18-02	☐	
Luminaire schedule. If a schedule is not used indicate location of luminaire specifications.	☐	
Lighting control diagram and sequence of operations.	☐	
SOLAR AND BATTERY		
Table indicating photovoltaic solar and battery requirements based on climate zone (if applicable). If solar and battery are exempted enter N/A	☐	
PROJECT MANUALS AND AS BUILT DRAWINGS		
Note on plans indicating that prior to submitting the Final Verified Report, all operation and maintenance documentation for all mechanical and lighting systems and controls shall be provided by the building manufacturer, or the general contractor for the permanent relocatable building and delivered to the owner. Reference California Administration Code, Chapter 10, Section 10-103(b)2 – Operating information.	☐	
Note on plans indicating that prior to submitting the Final Verified Report, record drawings be provided to the building owner. Reference California Administration Code, Chapter 10, Section 10-103(a)2.B.	☐	