**INFORMATION SHEET**

**No. M-06** **:** (Previously numbered MEP-06)

**DATE :** July 28, 2015

**SUBJECT** **:** Mechanical

**TITLE** **: Submittal of 2013 Title-24 Installation, Verification, and Acceptance**

**Energy Certificates**

**PURPOSE :** The purpose of this Information Sheet is to provide submittal instructions for the Title-24 installation, verification, and acceptance energy certificates.

**REFERENCE :** 2013 California Energy Code Title 24, Part 1 & Part 6

Information Sheets G-01; GB-01; M-02, M-03, M-04, & M-05 (previously MEP’s)

**DISCUSSION :** The 2013 California Energy Code (CEC) took effect on July 1, 2014. Appropriate *Certificates of Installation, Acceptance, and Verification* are to be completed by the responsible parties and documentation of compliance shall be submitted to Department of Building Inspection (DBI).

**Required Certificates:**

Applicable *Title-24 Energy Inspection Requirements* forms are prepared as per Information Sheets *M-03* and/or *M-04* and affixed to the plans for permit submittal. The appropriate *Certificates of Installation, Acceptance, and Verification* forms that are to be completed prior to final inspection are indicated on the applicable *Title-24 Energy Inspection Requirements* form by the design professional, \*\*energy consultant or other responsible party as allowed under Information Sheet G-01.

**Note:**  For alterations to existing residential buildings for which Home Energy Rating System (HERS) field verification is not required; such as, water heater and window replacements; for additions to existing residential buildings that are less than 300 square feet for which HERS field verification is not required; the Certificate of Installation (forms listed on M-03 and M-04) documentation is not required.

The *Certificate of Installation, Acceptance, and Verification* forms can be found on the California Energy Commission website at <http://energy.ca.gov/title24/2013standards/>. Questions in regard to the certificates may be addressed by the California Energy Commission’s Energy Standard hotline at (800) 772-3300.

**Final Compliance Letter: (Affidavit)**

It is the responsibility of the contractors, acceptance testers, and HERS raters to provide all the appropriate completed and signed certificates to the design professional, \*\*energy consultant or other responsible party as allowed under Information Sheet G-01. Once verified, the design professional, \*\*energy consultant or other responsible party as allowed under Information Sheet G-01 shall email a compliance letter to the DBI Energy Inspection staff at [dbi.energyinspections@sfgov.org](mailto:dbi.energyinspections@sfgov.org). The compliance letter shall include the following:

* Letterhead of Engineer, Architect, \*\*Energy Consultant, or other responsible party

Note: DBI may accept the Final Compliance Letter from a Mechanical, Electrical, or Plumbing contractor on Mechanical, Electrical or Plumbing work, respectively.

* Project Data – Project address, scope of work, Building permit application number, and if applicable, Mechanical, Electrical, or Plumbing permit numbers
* A list of the required certificates as per the Energy Inspection forms - This shall include the forms code at the end of each item specified [i.e. NRCI-LTI-01-E Certification of Installation-Indoor Lighting (IE6), NRCA-LTI-02 Lighting Controls (AE1)]
* A statement indicating all required certificates have been completed and signed
* Name (first and last), signature, and contact information of the design professional, \*\*Energy Consultant, Certified Acceptance Test Technician (ATT) with current ATT number and expiration date, or other responsible party as allowed under Information Sheet G-01 (please specify which one in the letter).

Upon request all forms shall be available for review by DBI.

The completed and signed Certificates of Installation, Acceptance, and Verification forms shall be provided and maintained by the building owner.

Once the letter is received by DBI staff, the form codes will be checked off against those listed in DBI’s Permit Tracking System database. The final certificate of occupancy will not be issued until all required Title-24 energy installation/acceptance/verification items are cleared.

\*\*Examples of Energy Consultants include:

Certified Energy Plans Examiner (CEPE): as issued by the California

Association of Building Energy Consultants (CABEC) http://www.cabec.org/

Certified Energy Analyst (CEA): as issued by the California

Association of Building Energy Consultants (CABEC) http://www.cabec.org/

Home Energy Rating System (HERS): as issued by the CalCERTS <https://www.calcerts.com/>

Acceptance Test Technician (ATT) certified by a California Energy Commission Acceptance Test Technician Certification Provider (ATTCHP)

**Effective date of the provisions of this Information Sheet:**

The provisions of this information sheet become effective for building permit applications submitted on or after July 1, 2014.

**Note:** Refer to GB-01, Attachment H for projects required to exceed energy standards per San Francisco Green Building Code.

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Tom C. Hui, S.E., C.B.O., Director Date

Department of Building Inspection

This Information Sheet is subject to modification at any time. For the most current version, visit our website at http://www.sfdbi.org