**INFORMATION SHEET**

**No. M-06**

**DATE :** October 18, 2019

**SUBJECT** **:** Mechanical

**TITLE** **: Compliance with Title-24 Installation, Verification, and Acceptance Requirements and SFGBC AB-093 Attachment E Requirements**

**PURPOSE :** The purpose of this Information Sheet is to explain compliance requirements for the Title-24 installation, verification, and acceptance energy certificates and San Francisco Green Building Code (SFGBC) AB-093 Attachment E requirements.

**REFERENCE :** 2016 California Energy Code Title 24, Part 1 and Part 6

 2016 San Francisco Green Building Code AB-093

Information Sheets G-01, GB-01, M-02, M-03, M-04, and M-05

**DISCUSSION :** The 2016 California Energy Code (CEC) takes effect on January 1, 2016. The SFGBC AB-093 Attachment E form is required for new construction and major alteration permits that have a final certificate of occupancy after January 1, 2019. Appropriate *Certificates of Installation, Acceptance, and Verification and the SFGBC AB-093 Attachment E form* 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/Green 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/title24/2016standards/>. Questions in regard to the certificates may be addressed by the California Energy Commission’s Energy Standard hotline at (800) 772-3300.

The San Francisco Green Building Code AB-093 Attachment E form is completed by the Design Professional of Record (Option 1)/Green Building Compliance Professional of Record (Option 2) for new construction and major alterations. The Attachment E form can be found on the SFDBI website at <https://sfdbi.org/sites/default/files/AB-093.pdf>.

**Title-24 Energy 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.

An Owner/Builder may submit the final affidavit for R3 occupancies provided the building permit was obtained by the Owner. 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. For HERS items, the affidavit must be submitted by a certified HERS Rater. 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 together with license information
* Name (first and last), signature, and contact information of the design professional. This includes Engineers, Architects, Contractors, Owner/Builders (for Group R3 occupancy only), \*\*Energy Consultants, Certified Acceptance Test Technicians, or other responsible parties as allowed under Information Sheet G-01 (please specify which one in the letter).

We recommend you use the sample letter attached.

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/](http://www.cabec.org/%20)

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)

**San Francisco Green Building Compliance:**

For new construction and major alterations, as defined in SFGBC AB-093, it is the responsibility of the Design Professional of Record (for Option 1) or Green Building Compliance Professional of Record (for Option 2) to complete the SFGBC AB-093 Attachment E form.

Once the completed Attachment E form is received by DBI staff, the form code will be checked off against those listed in DBI’s Permit Tracking System database. The final Certificate of Occupancy will not be issued until the SFGBC AB-093 Attachment E form is cleared.

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

The provisions of the Title-24 energy inspection forms become effective for building permit applications submitted on or after January 1, 2017. The provisions of the SFGBC AB-093 Attachment E form is required for new construction and major alteration permits that have a final certificate of occupancy after January 1, 2019. For AB-093 Attachment E, the 2016 Energy/Green Inspection forms may be used for all previous code cycles.

**Notes:**

1. Refer to GB-01, Attachment H for projects required to exceed energy standards per San Francisco Green Building Code.
2. When the letter is submitted to DBI, State License number for Engineer, Architect or Contractor and Certificate number for Testers/Consultants and HERS Testers shall be provided in the letter.

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

Department of Building Inspection

Attachments:

1. Sample Compliance Letter (Affidavit)
2. Requirements for Submittals of Title 24 Compliance Letters (Table)
3. Sample Certificate Pg. 1
4. Sample Certificate Pg. 2
5. SFGBC AB-093 Attachment E

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

ATTACHMENT 1

TITLE 24 ENERGY INSPECTION – FINAL COMPLIANCE LETTER SUBMITTAL PROCESS ONLY

* Use letterhead with address and contact information
* Email the final compliance letter only to dbi.energyinspections@sfgov.org
* Allow 10 business days for review
* After 10 days, check online ([www.sfdbi.org](http://www.sfdbi.org)). If approved, there’s a date in “**Completed Date”** column with initials of the inspector in **“Inspected By”** column

# SAMPLE COMPLIANCE LETTER (AFFIDAVIT)

**Date**

**Title 24 Coordinator**

**Department of Building Inspection**

**1660 Mission Street**

**San Francisco, CA 94103**

This is to confirm that the required Certificate of Installation, Acceptance and Verification for the project below has been **completed and signed by the appropriate parties and is on file with the building owner. A copy will be available for Department review upon request.**

 **Project Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **Permit Application #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Include mechanical, electrical and plumbing permits, if any)

Below is a list of all the required certificates for this project (see example):

1. (AEI NRCA-LTI-02 LIGHTING CONTROLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sincerely,

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 (Name and Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title *[Engineer, Architect, Contractor, Energy Consultant, Owner Builder (for Group R3 occupancy only), Certified Acceptance Test Technician (ATT), etc. If ATT, include ATT number and expiration date]*

License/Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address & Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**NOTE: If not cleared after 10 business days, do not resubmit. Call 1(415)558-6132 and leave message explaining reason, permit application number and date of compliance letter. Special Inspections will return your call within 72 hours.**

**ATTACHMENT 2**

**Information Required for Submittal of**

**Compliance Letters**

|  |  |
| --- | --- |
| **PREPARER** | **LICENSE/INFORMATION REQUIED** |
| Architect | License No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Engineer | License No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contractor | License No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Energy Consultants**\*** | License No. & \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Home Owners**\*\*** | Contact Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\*** For HERS items, the Affidavit must be submitted by a licensed HERS rater

**\*\*** For R3 occupancies ONLY





