Use the following instructions as a guide to assist with preparing a Final Compliance Letter (Affidavit) to clear Title 24 Energy Inspections prior to obtaining a final inspection.

1. **Read** M-06 Information Sheet (attached).
2. **Locate** the forms needed for your project by doing one of the following:
   a. **Review** the Title 24 checklists located on the plans
   b. Search online [www.sfdbi.org](http://www.sfdbi.org)
      Follow these steps:
      i. Click on Permit Services > Track Permits and Complaints > Search for documents by Permit Application Number (e.g. 2015XXXXXXX) > Select Building Permit (Application) Number > Select Show Site Permit Details.
      ii. Scroll to the bottom of the page and to locate the Special Inspections section with a list of Energy Forms that are required for your permit.
3. **Print** the relevant certificates from [http://energy.ca.gov/title24/2013standards/](http://energy.ca.gov/title24/2013standards/), complete and sign them (See M-06 for more details).
4. **Prepare** a final compliance letter. We recommend you use the sample letter on Page 2 as a template.
5. Email the **Final Compliance letter** to dbi.energyinspections@sfgov.org. Do not submit the Energy Certificates. Please allow 10 business days for your letter to be reviewed by the assigned Inspector.
6. After 10 business days you may check online to see if your Title 24 Energy Inspections were cleared by following the steps listed in item #2b of these instructions. If approved, there should be a date in the “Completed Date” column and initials of a Building Inspector in the “Inspected By” column. For example,

<table>
<thead>
<tr>
<th>Addenda No.</th>
<th>Completed Date</th>
<th>Inspected By</th>
<th>Inspection Code</th>
<th>Description</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>6/9/2015</td>
<td>ABC</td>
<td>AE1</td>
<td>LIGHTING CONTROLS – NRCA-LTI-02-A</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>6/9/2015</td>
<td>ABC</td>
<td>IE1</td>
<td>LIGHTING - SINGLE FAMILY DWELLINGS – CF2R-LTG-01-E</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>6/9/2015</td>
<td>ABC</td>
<td>IE3</td>
<td>PHOTOVOLTAIC SYSTEMS COMPLIANCE CREDIT – CF2R-SPV-01A-E</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>6/9/2015</td>
<td>ABC</td>
<td>IB1</td>
<td>FENESTRATION/SITE-BUILT – CF2R-ENV-01-E</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>6/9/2015</td>
<td>ABC</td>
<td>VB11</td>
<td>HERS DUCT LEAKAGE MEASUREMENT- ALTERED (EXISTING) SYSTEM – CF3R-MCH-20D-H</td>
<td></td>
</tr>
</tbody>
</table>

If your Title 24 inspections have not cleared after 10 business days, do not resubmit the letter. Please call Special Inspections at 415-558-6132 and leave a detailed message including your contact information, the reason for your call, the date you sent the letter, and Permit Application number. We will return your call within 72 hours.
SAMPLE COMPLIANCE LETTER (AFFIDAVIT)

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:  

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,  

(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.  

Addresses & Phone Number  

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.