



COMMERICAL REMODELS/RENOVATIONS AND THE ENERGY CODE

Project Address: _____

Applicant: _____ Phone: _____ Email: _____

NOTE TO APPLICANT: Please complete this information sheet as accurately as possible. A customer service plans examiner can assist you if necessary. By checking each requirement, you are stating that you have supplied correct and complete information. If the required information is not contained in the submitted documents, you will be notified of the deficiency. **Failure to supply the additional requested information may result in delay of final inspection, the Certificate of occupancy, or revocation of permits.**

If you select **YES** for any of the items below, you may need to hire a Certified Third-Party Energy Code Provider for energy code plan reviews and inspections. A Special Inspections Form marked for Energy Code Compliance must be provided prior to the first requested inspection (T-Pole excluded). Submission of a completed Energy Code Compliance Certificate and a sign off by City Staff must be in the Permit File before the building final inspection may be approved

Description		YES	NO
1	The energy use or the interior lighting power is increasing		
2	Roof replacement involves all of the following: <i>Removing the existing roof covering, repairing any damage substrate, and installing a new roof covering.</i> <i>Note: Roof replacements shall comply with Section C402.1.3, C402.1.4, C402.1.5 or C407 where the existing roof assembly is part of the building thermal envelope and contains insulation entirely above the deck.</i>		
3	New heating, cooling, and duct systems		
4	Adding new exterior doors and windows		
5	Change from nonconditioned or low-energy space to conditioned space		
6	New lighting systems		
7	Replacement of more than 10% of the luminaires (light fixtures) in a space		
8	Glass only replacements		
9	Construction where the existing roof, wall or floor cavity is exposed. <i>Note on plans: fill cavities with insulation</i>		
10	Adding or relocating a <i>building entrance.</i> <i>Note: Only for spaces/buildings greater than 3,000 square feet in floor area, Section C402.5.9</i>		

Definitions from 2021 IECC Commercial Energy Chapter

Reroofing: The process of recovering or replacing an existing roof covering. See 'roof recover' and 'roof replacement.'

Roof recover: The process of installing an additional roof covering over an existing roof covering without removing the existing roof covering.

Roof repair: Reconstruction or renewal of any part of an existing roof for the purpose of its maintenance.

Roof replacement: The process of removing the existing roof covering, repairing any damaged substrate and installing a new roof covering

Note: If the applicant selects "Yes" for number 8 and/or 9, Energy code (EC) trade is NOT required.

I, _____ have read the above information and acknowledge that all information provided above is true and correct.

Signature _____ Date _____