



# Permit Process

## When do you need a permit?

Whether the project is residential or nonresidential, many construction processes will require that a permit is obtained from the local Building Department. Work on new construction or existing buildings that require permitting include installation, additions, and alterations of systems such as building envelope, plumbing, mechanical, and electrical.

**TIP: Even though the building code is developed at the state level, permit requirements vary by jurisdiction. Contact your local building department to ensure that all code compliance requirements are being met. Use your local building department as a resource!**

Permits for some types of simple projects may be issued at the building department counter with minimal documentation, while other more extensive projects require longer review by a plans examiner. In addition to regular field inspections by a building inspector, verification of specific systems may be needed by a HERS Rater and testing of certain equipment by an Acceptance Test Technician may be necessary when triggered by the code.

## Permit Application

Depending on the scope of the project, obtaining a permit can be as simple as visiting the counter technician, while larger projects will require an appointment with a plans examiner to look at detailed plans and forms. If a plan review is required, proper preparation saves significant time.

**TIP: Some jurisdictions have online permitting available for common small projects such as changing out a water heater.**

### Getting Ready for a Permit Application:

- ✦ **Assemble complete documentation**
  - ✧ Scope of work
  - ✧ Plan set (or equipment schedule depending on building department and scope of work)
  - ✧ Title 24 part 6 compliance paperwork (included within plan set if plans are submitted)
- ✦ **Budget for services**
  - ✧ Permit fees
  - ✧ Energy Consultant if needed
- ✦ **Schedule considerations**
  - ✧ Permit application turnaround time
  - ✧ Energy Consultant to complete paperwork
  - ✧ Contact HERS Rater to incorporate verification into schedule (<http://www.energy.ca.gov/HERS/providers.html>)

## Installation & Inspection

Once construction is underway the general contractor and specialty contractors are responsible for completing and submitting various Certificates of Installation that certify regulated energy features such as windows, skylights, water heater and plumbing, insulation, HVAC

systems, etc. are installed according to code. If a change order occurs it is the responsibility of the permit applicant to verify that the change does not affect code compliance.

**TIP: Getting the Certificates of Installation from specialty contractors such as HVAC, plumbing, or insulation prior to their leaving the site is strongly recommended!**

**Additional Residential Requirements.** When HERS verification is required, Certificates of Installation must be registered with an approved HERS provider data registry. Upon registry of the Certificates, the builder or installing contractor must electronically sign the form and provide a copy to the HERS Rater and homeowner, as well as post onsite for review by the local enforcement agency's inspector.

**Additional Nonresidential Requirements.** New for the 2013 code, Building Commissioning will be required for all new nonresidential buildings. For buildings that are less than 10,000 ft<sup>2</sup>, only the design review sections must be completed. A data registry is in development, to be released at a later date.

## Acceptance Testing & Field Verification

Certain systems and equipment must be field tested to ensure proper calibration, installation, and operational efficiency. These requirements differ between residential and nonresidential projects, as outlined below.

**Residential.** Called "Field Verification and/or Diagnostic Testing", these must be completed by a HERS Rater and reported to a HERS registry.

All newly constructed homes must have tested:

- ✦ Duct sealing (leakage testing)
- ✦ Duct system airflow (and installed hsp/pspp)
- ✦ Fan watt draw
- ✦ Whole House Ventilation

**Nonresidential.** Called "Acceptance Testing", these tests must be completed by an Acceptance Test Technician, HERS Rater, or Installer as indicated by the forms. A completed Certificate of Acceptance is provided by the installing contractor or Acceptance Test Technician. Upon development of a data registry, Certificates of Acceptance will be required to be registered.

**TIP: It is very important to have this available onsite before the inspector arrives for final inspection.**

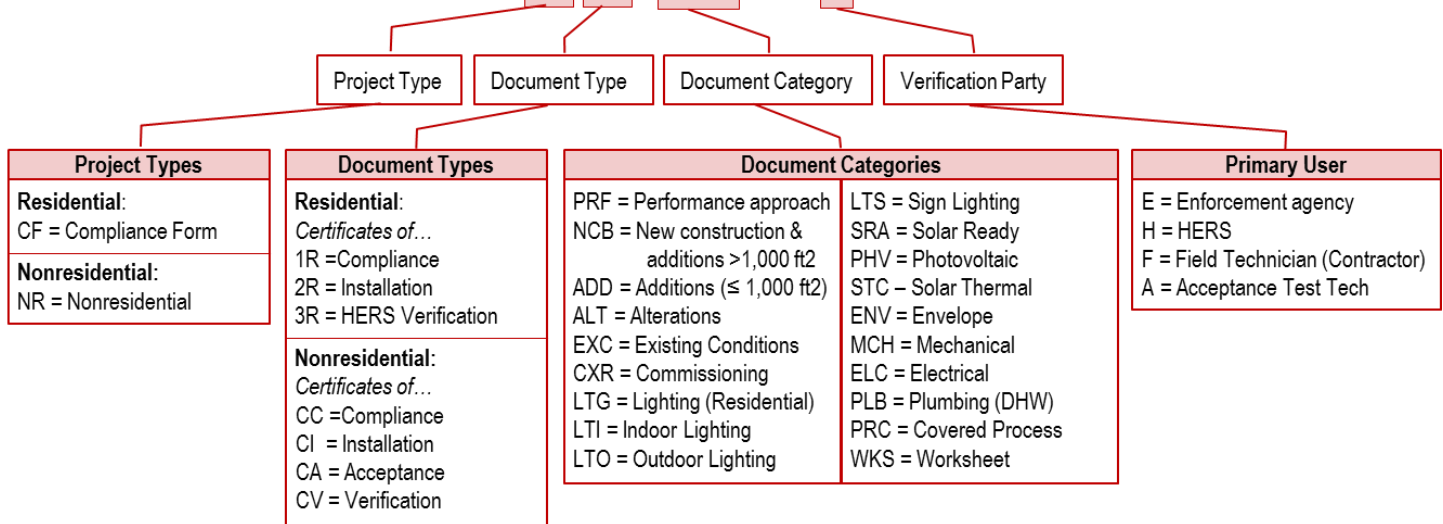
Some examples of Nonresidential systems requiring "Acceptance Testing" include:

- ✦ Lighting
- ✦ HVAC
- ✦ Controls
- ✦ Air distribution ducts
- ✦ Envelope features

The final step in the permit process is issuance of an Occupancy Permit. Upon project completion, the general contractor or design team is required to leave Certificates of Compliance, Installation, Acceptance, and Field and Diagnostic Testing with the building owner.

## Forms Names:

Residential C F 1 R - A L T - 0 1 - E  
 Nonresidential N R C C - P R F - 0 1 - E



## Forms Process:

### Residential

When	Who	Documents	Tasks
Permit Application	Building department matches to plans; alerts others as to what is expected	★ CF1Rs	<ul style="list-style-type: none"> <li>Prescriptive or Performance Approach</li> <li>HERS Registered if necessary</li> <li>Compliance documents must be included on plans if scope of work includes plans</li> </ul>
Construction	Builders refer to plans and compliance forms (part of the plan set)	★ CF2Rs	<ul style="list-style-type: none"> <li>Contractors must complete the Certificates of Installation</li> </ul>
Inspection, Field Verification, and Diagnostic Testing	Building Inspectors' and HERS Raters' activities are guided by plan set	★ CF3Rs	<ul style="list-style-type: none"> <li>Must be completed, registered, and signed/certified by the HERS rater</li> </ul>

### Nonresidential

When	Who	Documents	Tasks
Permit Application	Building department match to plans; alert others as to what is expected	★ NRCCs	<ul style="list-style-type: none"> <li>Prescriptive or Performance Approach</li> </ul>
Construction	Builders refer to plans and compliance forms (part of the plan set)	★ NRCCs ★ NRCIs	<ul style="list-style-type: none"> <li>Contractors must complete the CI's</li> </ul>
Inspection, Field Verification, and Diagnostic Testing	Building Inspectors' and HERS Raters' activities are guided by plan set	★ NRCCs ★ NRCIs ★ NRCAs ★ NRCVs	<ul style="list-style-type: none"> <li>NRCCs and NRCIs reviewed by Building Inspector (BI)</li> <li>NRCA completed by installing contractor or Acceptance Test Technician and reviewed by BI</li> <li>NRCVs completed by HERS Rater and reviewed by BI</li> </ul>



[www.energycodeace.com](http://www.energycodeace.com)

A new site developed by the California Statewide Codes & Standards Program here to help you meet the requirements of Title 24, Part 6.

