



## Commissioning Qualifications and Submittal Requirements 2024 Boulder Energy Code Commercial Provisions

### SCOPE

The 2024 City of Boulder Energy Conservation Code (CoBECC) contains separate provisions for *commercial buildings* and *residential buildings*. This policy outlines *approved agency* qualification requirements for systems commissioning in accordance with C408, and the commissioning letter needed to demonstrate compliance with the 2024 Boulder Energy Code *commercial provisions*.

### APPLICABILITY

The 2024 Boulder Energy Code addresses the design of an energy-efficient building envelope (consisting of the roof and ceiling, walls, floors, and foundation assemblies that surround the conditioned space) as well as the selection and installation of energy-efficient mechanical, lighting, and service water-heating systems.

The *commercial provisions* of the 2024 Boulder Energy Code apply to new buildings with conditioned space that are not defined as *Residential Buildings* (see definition below) and any such buildings undergoing an addition, remodel, alteration, repair, change of occupancy that would result in an increase in demand for either fossil fuel or electrical energy, or change of use.

The *residential provisions* of the 2024 Boulder Energy Code apply to residential buildings, defined as: *Residential Buildings* are detached one- and two-family dwellings and multiple single-family dwellings (townhouses) and Group R-3 and R-4 buildings three stories or less in height above grade plane.

## SECTION A. QUALIFICATION REQUIREMENTS

### Systems Commissioning Qualifications

An *approved agency* responsible for the execution of the commissioning process must have at least one of the following qualifications:

- A building commissioning certification from an ISO/IEC 17024-accredited agency or another entity that certifies building commissioning professionals; or
- Staff credentials recognized by the Building Commissioning Association, such as the Certified Commissioning Professional (CCP) or equivalent.

## SECTION B. SUBMITTAL REQUIREMENTS

If system commissioning is required in accordance with Section C408, submit a letter during construction drawing plan review that includes the information below. The review may not be approved without this letter.

- Project address and log number
- General contractor's name
- Name of the individual (if known) and/or company that will perform the envelope verification and/or system commissioning
- Describe whether the commissioning agent is a registered design professional or an approved

agency. Letters for design professionals must provide their specialty and license number. The design professional stamping the design cannot be same design professional performing the commissioning but can be in the same firm. Letters for approved agencies must indicate which of the qualification requirements are met to qualify them as an approved agency.

- For phased construction projects, identify the phase or phases when commissioning will occur at a level of completion expected to satisfy the requirements of the Preliminary Commissioning Report.
- The letter must be signed and dated by the project developer, owner, or authorized agent.

# 2024 Boulder Energy Code - Commercial



2024 City of  
Boulder Energy  
Conservation Code

**Applies to:** All New Buildings, Additions, Alterations and Repairs which require a permit from the City.

**Exception:** Mechanical systems in buildings where the total mechanical equipment capacity is less than 480,000 Btu/h (140,690 W) cooling capacity and 600,000 Btu/h (175,860 W) heating capacity.

**\*Supporting documentation as required for energy code compliance.**

- Air Leakage Testing Form and Report,
- Preliminary Commissioning Report (including issues log),
- Functional Testing Documentation, Lighting Controls
- Functional Testing Documentation, Mechanical and Service Water Heating Systems

Project Information	Project Name:
	Project Address:
	Commissioning agent, agency or authority that completed the commissioning work:
Air Leakage Testing*	The completed building was tested and the air leakage rate of the building envelope does not exceed 0.25 cfm/ft <sup>2</sup> at 0.3" water gauge: (owner representative to initial here) _____
Commissioning Plan	Commissioning Plan was used during construction and includes all items : (owner representative to initial here) _____
Systems Adjusting and Balancing*	Systems Adjusting and Balancing has been completed. Air and water flow rates have been measured and adjusted to deliver final flow rates within the tolerances provided in the product specifications.
Functional Testing*	<p>HVAC Equipment Functional Testing has been executed. If applicable, deferred and/or follow-up testing is scheduled to be provided on: (date) _____</p> <p>HVAC Controls Functional Testing has been executed. If applicable, deferred and/or follow-up testing is scheduled to be provided on: (date) _____</p> <p>Economizer Functional Testing has been executed. If applicable, deferred and/or follow-up testing is scheduled to be provided on: (date) _____</p> <p>Receptacle and Lighting Controls Functional Testing has been executed. If applicable, deferred and/or follow-up testing is scheduled to be provided on: (date) _____</p> <p>Service Water Heating System Functional Testing has been executed. If applicable, deferred and/or follow up testing is scheduled to be provided on: (date) _____</p>
Supporting Documents	<p>Manuals, record documents and training have been completed or are scheduled.</p> <ul style="list-style-type: none"> <li>• System documentation has been provided to the owner or scheduled to be delivered to the owner on: (date) _____</li> <li>• Record documents have been submitted to owner or scheduled to be delivered to the owner on: (date) _____</li> <li>• Training has been completed or scheduled to be completed on: (date) _____</li> </ul>
Preliminary Commissioning Report*	Preliminary Commissioning Report submitted to Owner and includes all items required: (owner representative to initial here) _____
Certification	<p>I hereby certify that the commissioning provider has provided me with evidence of mechanical, service water heating and lighting systems commissioning in accordance with the 2020 City of Boulder Energy Conservation Code.</p> <p>Signature of Building Owner or Owner's Representative   Date</p>