



COMMUNITY DEVELOPMENT DEPARTMENT

Building Safety Division

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<https://www.cityofcaldwell.org/Departments/Community-Development/Building-Safety-Division>

Robin Collins, CBO | Community Development Director & Building Official

IECC System Commissioning Agencies

				Permit #:	
Date:		Project Name:			
Lot:		Block:		Subdivision:	

Design Professional in Responsible Charge (Acting as owner's agent)			
Name (Print):		Company:	
Phone:		Email:	

Owner Notification of Commissioning Agency

Owner to sign and designate hired agencies before a building permit is issued.

The **International Energy Conservation Code (IECC)** requires system commissioning for the following:

- ☐ For new mechanical systems and service water heating systems with cooling capacity 480,000 Btu/h or greater and combined service water heating and space heating capacity of 600,000 Btu/h or greater.
- ☐ For controls of automatic lighting systems - functional testing (occupant sensor controls, time switch controls, daylight responsive controls).

The registered design professional in responsible charge, professional engineers independent from the design, a professional commissioning agency or any combination thereof are permitted to act as the approved commissioning agency on the project.

Note: For minor work, exceptions to independent commissioning are allowed per policy.

Owner

Name (Print):			
Phone:		Email:	

I, as owner, do hereby certify that I have retained the following commissioning agencies to be responsible for building commissioning services in accordance with the Energy Conservation Code.

COMMISSIONING AGENCIES			
Company Name	Representative (Print Name)	Email	Phone

NOTE: Documentation outlining experience and copies of certifications or licenses shall be provided to the building official if not on file. Professional architects shall be licensed with the State of Idaho. Professional engineers independent from the design conducting commissioning shall be licensed with the State of Idaho in the applicable discipline for the type of work being commissioned. Professional commissioning agencies shall demonstrate competence, qualifications and experience including having certifications such as from AABC Commissioning Group (ACG), American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), National Environmental Balancing Bureau (NEBB), Association of Energy Engineers (AEE), Building Commissioning Association (BCXA) or equivalent.

Commissioning Agency Responsibilities

The commissioning agency shall develop and submit a commissioning plan, conduct commissioning work, and keep records. Reports shall be furnished to the owner, registered design professional in responsible charge and, upon request, to the building official designee.

A **Preliminary Commissioning Report and Commissioning Compliance Checklist** shall be submitted to the building owner or owner's authorized agent and to the Mechanical Inspection Supervisor, or designee, and where applicable, to the Chief Electrical Inspector, or designee, for review and approval. This shall occur prior to final inspection/issuance of a Certificate of Occupancy for the building or tenants.

A **Final Commissioning Report** shall be provided to the owner within 90 days of the date of receipt of the Certificate of Occupancy and shall be made available to the building official upon request.

✓ or N/A	SYSTEMS REQUIRING COMMISSION VERIFICATION	SECTION REFERENCE
Building Operations and Maintenance Information		
<input type="checkbox"/> <input type="checkbox"/> N/A	The building operations and maintenance documents shall be provided to the owner and shall consist of manufacturer's information, specifications and recommendations; programming procedures and data points; narratives; and other means of illustrating to the owner how the building equipment and systems are intended to be installed, maintained and operated.	C408.1.1
Mechanical Systems Commissioning and Completion		
Mechanical systems in buildings where the total mechanical equipment capacity is 480,000 Btu/h cooling capacity or greater and 600,000 Btu/h heating capacity or greater.		
<input type="checkbox"/> <input type="checkbox"/> N/A	Prior to the final mechanical and plumbing inspections, the Registered Design Professional or approved agency shall provide evidence of mechanical systems commissioning and completion.	C408.2
<input type="checkbox"/> <input type="checkbox"/> N/A	Commissioning Plan	C408.2.1

<input type="checkbox"/> <input type="checkbox"/> N/A	Systems Adjusting and Balancing	C408.2.2
<input type="checkbox"/> <input type="checkbox"/> N/A	Air Systems Balancing	C408.2.2.1
<input type="checkbox"/> <input type="checkbox"/> N/A	Hydronic Systems Balancing	C408.2.2.2
<input type="checkbox"/> <input type="checkbox"/> N/A	Functional Performance Testing	C408.2.3
<input type="checkbox"/> <input type="checkbox"/> N/A	Equipment	C408.2.3.1
<input type="checkbox"/> <input type="checkbox"/> N/A	Controls	C408.2.3.2
<input type="checkbox"/> <input type="checkbox"/> N/A	Economizers	C408.2.3.3
<input type="checkbox"/> <input type="checkbox"/> N/A	A Preliminary Commissioning Report and Commissioning Compliance Checklist to the owner or owner's authorized agent and to the Mechanical Inspection Supervisor, or designee, prior to final inspection/issuance of a Certificate of Occupancy.	C408.2.4
<input type="checkbox"/> <input type="checkbox"/> N/A	System Balancing Report to the owner or owner's authorized agent within 90 days of the date of receipt of the Certificate of Occupancy.	C408.2.5.1
<input type="checkbox"/> <input type="checkbox"/> N/A	Final Commissioning Report to the owner or owner's authorized agent within 90 days of the date of receipt of the Certificate of Occupancy.	C408.2.5.2
Lighting Systems Automatic Controls – Functional Testing		
<input type="checkbox"/> <input type="checkbox"/> N/A	Prior to passing final inspection, the Registered Design Professional shall provide evidence that the lighting control systems have been tested to ensure that control hardware and software are calibrated, adjusted, programmed and in proper working condition in accordance with the construction documents and manufacturer's instructions.	C408.3.1
<input type="checkbox"/> <input type="checkbox"/> N/A	Occupant Sensor Controls	C408.3.1.1
<input type="checkbox"/> <input type="checkbox"/> N/A	Time-Switch Controls	C408.3.1.2
<input type="checkbox"/> <input type="checkbox"/> N/A	Daylight Responsive Controls	C408.3.1.3
<input type="checkbox"/> <input type="checkbox"/> N/A	Drawings with location and catalogue number of each piece of equipment to the owner or owner's authorized agent within 90 days of the date of receipt of the Certificate of Occupancy.	C408.3.2.1
<input type="checkbox"/> <input type="checkbox"/> N/A	Operating and maintenance manuals to the owner or owner's authorized agent within 90 days of the date of receipt of the Certificate of Occupancy.	C408.3.2.2
<input type="checkbox"/> <input type="checkbox"/> N/A	A report of test results to the owner or owner's authorized agent within 90 days of the date of receipt of the Certificate of Occupancy.	C408.3.2.3
<input type="checkbox"/> <input type="checkbox"/> N/A	Where applicable, a <i>Preliminary Commissioning Report and Commissioning Compliance Checklist</i> to the owner or owner's authorized agent and to the Chief Electrical Inspector, or designee, prior to final inspection/issuance of a Certificate of Occupancy.	C408.3.2.4