

**CITY OF SCOTTSDALE**  
 PLANNING, NEIGHBORHOODS AND TRANSPORTATION  
**COMMERCIAL SYSTEM COMMISSIONING COMPLIANCE CERTIFICATE**  
 2015 International Energy Conservation Code (IECC)

Project Name: _____	Date: _____
Address: _____ Plan Check No.: _____ Permit No.: _____	

**OWNER'S NOTIFICATION OF COMMISSIONING**

To be filled in and signed by Owner before a building permit is issued.

The International Energy Conservation Code requires a registered design professional or approved agency to ensure buildings are designed, constructed and commissioned in accordance with the approved plans, specifications and commissioning plan.

I, as owner/legal agent, do hereby certify that I have retained \_\_\_\_\_ to be responsible for building commissioning services in accordance with this certificate.

Signed : \_\_\_\_\_ Print name: \_\_\_\_\_  
(signature of owner or legal representative)

Relation to Project (owner/legal agent): \_\_\_\_\_ Date: \_\_\_\_\_

**COMMISSIONING RESPONSIBILITY**

To be filled in and signed by the registered design professional or approved agency before a building permit is issued.

As the commissioning agency for the above named project, I certify that I am familiar with the design of the project and hereby assume full responsibility for carrying out the required commissioning responsibilities in accordance with this certificate.

Signed : \_\_\_\_\_ Print name: \_\_\_\_\_  
(signature of commissioning agency representative)

Name of Commissioning Agency: \_\_\_\_\_ Date: \_\_\_\_\_  
(commissioning agency must be independent from the contractor responsible for the work being inspected)

Processed by \_\_\_\_\_  
City Plans Examiner Date

**COMMISSIONING REQUIREMENTS (IECC C408.1, C408.2, C408.3)**

The 2015 International Energy Conservation Code (IECC), Section C408.1 requires commissioning of the building mechanical systems, electrical power and lighting systems. Construction document notes shall clearly indicate provisions for commissioning and completion requirements in accordance with the provisions of the code.

- Exceptions:** The following systems are exempt:
1. Mechanical systems and service water heater systems in buildings where the total mechanical equipment capacity is less than 480,000 Btu/h (40 tons or 140.7 kW) cooling capacity and 600,000 Btu/h (50 tons or 175.8 kW) combined service water-heating and space-heating capacity.
  2. Systems included in Section C403.3 that serve dwelling units and sleeping units.

- COMMISSIONING PLAN (IECC C408.2.1)**
- A commissioning plan shall be developed and submitted to the city as a part of plan review by a registered design professional or approved agency and shall include the following items:
1. A narrative description of the activities that will be accomplished during each phase of commissioning, including the personnel intended to accomplish each of the activities.
  2. A listing of the specific equipment, appliances or systems to be tested and a description of the tests to be performed.
  3. Functions to be tested, including, but not limited to calibrations and economizer controls.
  4. Conditions under which the test will be performed. Testing shall affirm winter and summer design conditions and full outside air conditions.
  5. Measurable criteria for performance.

**PRELIMINARY COMMISSIONING REPORT (IECC C408.2.4)**

A preliminary report of commissioning test procedures and results shall be completed and certified by the registered design professional or approved agency and provided to the building owner or the owner’s authorized agent. The report shall be organized with mechanical and service hot water findings in separate sections to allow independent review. The report shall be identified as “Preliminary Commissioning Report” and shall identify:

1. Itemization of deficiencies found during testing required by this section that have not been corrected at the time of report preparation.
2. Deferred tests that cannot be performed at the time of report preparation because of climatic conditions.
3. Climatic conditions required for performance of the deferred tests.

**DOCUMENTATION AND FINAL COMMISSIONING REPORT (IECC C408.2.5)**

The construction documents shall specify that the documents described in this section be provided to the building owner or owner’s authorized agent within 90 days of the date of receipt of the certificate of occupancy. Construction documents shall include the location and performance data on each piece of equipment.

An operating and maintenance manual shall be provided and include all of the following:

1. Submittal data stating equipment size and selected options for each piece of equipment requiring maintenance.
2. Manufacturer’s operation manuals and maintenance manuals for each piece of equipment requiring maintenance, except equipment not furnished as part of the project. Required routine maintenance actions shall be clearly identified.
3. Name and address of at least one service agency.
4. HVAC and service hot water controls system maintenance and calibration information, including wiring diagrams, schematics, and control sequence descriptions. Desired or field-determined set points shall be permanently recorded on control drawings at control devices or, for digital control systems, in system programming instructions.
5. Submittal data indicating all selected options for each piece of lighting equipment and lighting controls.
6. Operation and maintenance manuals for each piece of lighting equipment. Required routine maintenance actions, cleaning and recommended relamping shall be clearly identified.
7. A schedule for inspecting and recalibrating all lighting controls.
8. A narrative of how each system is intended to operate, including recommended set points.

A system balancing report shall be written describing the activities and measurements completed in accordance with Section C408.2.2 - Systems Adjusting and Balancing.

A report of test procedures and results identified as “Final Commissioning Report” shall be delivered to the building owner or owner’s authorized agent. The report shall be organized with mechanical system and service hot water system findings in separate sections to allow independent review. The report shall include the following:

1. Results of functional performance tests.
2. Disposition of deficiencies found during testing, including details of corrective measures used or proposed.
3. Functional performance test procedures used during the commissioning process including measurable criteria for test acceptance, provided herein for repeatability.

**Exception:** Deferred tests which cannot be performed at the time of report preparation due to climatic conditions.

**CERTIFICATE OF COMPLIANCE**

To be signed by commissioning agency prior to Certificate of Occupancy issuance.

I certify that, to the best of my knowledge, the requirements of the International Energy Conservation Code and the approved plans and specifications have been complied with, insofar as the portion of the work requiring verification and commissioning in accordance with the responsibilities listed on this certificate. A preliminary commissioning report has been provided to the building owner indicating that the work was or was not completed in conformance with the approved construction documents and discrepancies have been brought to the attention of the contractor for correction.

Within 90 days of the date of receipt of the Certificate of Occupancy, an operating and maintenance manual, system balancing report and final commissioning report shall be provided to the building owner in accordance with this certificate. Contractor’s responsibilities shall be in accordance with the performance obligations set by the Arizona Registrar of Contractors.

Signed : \_\_\_\_\_ Print name: \_\_\_\_\_  
(signature of approved commissioning agency representative)

Name of Commissioning Agency: \_\_\_\_\_ Date: \_\_\_\_\_  
(commissioning agency must be independent from the contractor responsible for the work being inspected)

Copy – to be maintained in plan review records after the Commissioning Responsibility box is signed.  
Original – to be retained by commissioning agency until completion of project and Certificate of Compliance is signed; then returned to Building Inspections prior to issuance of Certificate of Occupancy.