



Commissioning for Commercial Mechanical and Service Water-Heating Systems 2021 IECC (ASHRAE 90.1-2019)

rev. 4/4/25

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 (IECC) and ASHRAE 90.1 requires a registered design professional or commissioning 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 commissioning 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 registered design professional or commissioning agency)

Design Professional Registration Number: _____ Expiration Date: _____

Name of Commissioning Agency: _____ Date: _____
(registered design professional or commissioning agency must be independent from the contractor responsible for the work being inspected)

IECC COMMISSIONING REQUIREMENTS (Section C408)

IECC Section C408 requires commissioning of the building mechanical systems and service water-heating systems. Construction document shall clearly indicate provisions for commissioning and completion requirements in accordance with the provisions of the code. The intent of the amended commissioning requirements is not to apply to new buildings and building alterations less than 5,000 square feet of conditioned floor area.

Exceptions: The following mechanical and service water-heating systems are exempt:

1. Mechanical systems in buildings where the total mechanical equipment capacity is less than 180,000 Btu/h (15 tons) for cooling capacity, 300,000 Btu/h (87.9kW) for space-heating and 10,000 cfm for ventilation.
2. Service water-heating systems rated under 50,000 Btu/h (14.7kW).
3. Water pumping and mixing systems under 5 hp (4kW).
4. Systems included in Section C403.5 that serve individual *dwelling units* and *sleeping units*.

ASHRAE 90.1-2019 COMMISSIONING REQUIREMENTS (Section 4.2.5) – Optional Compliance Path

ASHRAE 90.1 Section 4.2.5.2 requires commissioning of the building mechanical systems, service water-heating, lighting controls and building envelope. Commissioning requirements shall be incorporated into the construction documents.

Exceptions: The following mechanical and service water-heating systems are exempt:

1. Buildings, additions, or alterations with less than 10,000 ft² of conditioned space and combined heating, cooling, and service water heating equipment totaling less than 960,000 Btu/h in capacity.
2. Buildings or portions of buildings that use the Simplified Approach Option for HVAC Systems in Section 6.3.
3. Dwelling units.
4. Nonrefrigerated warehouses.

COMMISSIONING PLAN

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* in accordance with IECC Section C408.2.1 or ASHRAE 90.1 Section 4.2.5.2.2 and ASHRAE 202 Section 7.

BUILDING OPERATIONS AND MAINTENANCE INFORMATION

Building operations and maintenance documents shall be provided to the owner in accordance with IECC C408.1.1 or ASHRAE 90.1 Section 4.2.2.3.

PRELIMINARY COMMISSIONING REPORT

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 in accordance with IECC Section C408.2.4 or ASHRAE 90.1 Section 4.2.5.2.2.

FINAL COMMISSIONING REPORT

A system balancing report shall be written describing the activities and measurements completed in accordance with IECC Section C408.2.5.1 or ASHRAE 90.1 Section 6.7.3.3 and ASHRAE 202 Section 14.

A final commissioning report shall be delivered to the building owner or owner's authorized agent. The report shall be organized in accordance with IECC Section C408.2.5.2 and C408.3.2.3 or ASHRAE 90.1 Section 4.2.5.2.2 and ASHRAE 202 Section 17.

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 or ASHRAE 90.1 including 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 information, 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 retained in plan review and permit records after the Certificate of Responsibility box (above) is signed.

Copy to be retained by commissioning agency until completion of project and Certificate of Compliance box (above) is signed; then provided to Building Inspections prior to issuance of Certificate of Occupancy.

Planning and Development

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