



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500
CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

PDS	Document Number
	#308-A

IECC SYSTEM COMMISSIONING AGENCIES

Permit #: _____

Date: _____ Project Name: _____

Site Address: _____ City: _____ State: _____ Zip: _____

Design Professional in Responsible Charge

(Acting as the 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 City of Boise Energy Conservation Code.

Owner's Signature

Date

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.

Commissioning Under the IECC

**INTERNATIONAL ENERGY CONSERVATION CODE
SYSTEM COMMISSIONING RESPONSIBILITIES PLAN/CHECKLIST**

✓ or N/A	SYSTEMS REQUIRING COMMISSIONING VERIFICATION	SECTION REFERENCE
Building Operations and Maintenance Information		
	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 ae intended to be installed, maintained and operated.	C408.1.1

✓ or N/A	SYSTEMS REQUIRING COMMISSIONING VERIFICATION	SECTION REFERENCE
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.		
	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
	Commissioning Plan	C408.2.1
	Systems Adjusting and Balancing	C408.2.2
	Air Systems Balancing	C408.2.2.1
	Hydronic Systems Balancing	C408.2.2.2
	Functional Performance Testing	C408.2.3
	Equipment	C408.2.3.1
	Controls	C408.2.3.2
	Economizers	C408.2.3.3
	A <i>Preliminary Commissioning Report</i> and <i>Commissioning Compliance Checklist</i> 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
	System <i>Balancing Report</i> 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
	Final <i>Commissioning Report</i> 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		
	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
	Occupant Sensor Controls	C408.3.1.1
	Time-Switch Controls	C408.3.1.2
	Daylight Responsive Controls	C408.3.1.3
	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
	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
	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
	Where applicable, a <i>Preliminary Commissioning Report</i> and <i>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.	C408.2.4