

CITY OF SCOTTSDALE
 PLANNING, NEIGHBORHOODS AND TRANSPORTATION DIVISION
ENERGY COMMISSIONING/GREEN COMPLIANCE CERTIFICATE
2015 International Green Construction Code (IgCC)



Project Name : _____ Date: _____

Address : _____ Plan Check No.: _____ Permit No.: _____

OWNER'S NOTIFICATION OF COMMISSIONING AGENCY

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

The International Green Construction Code requires an approved commissioning agency to ensure buildings are constructed and commissioned in accordance with the approved plans and specifications. The registered design professional or designated consultant involved in the design of the project is permitted to act as the commissioning agency.

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: _____

CERTIFICATE OF RESPONSIBILITY - COMMISSIONING AGENCY

To be filled in and signed by the 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 verification and commissioning responsibilities in accordance with this certificate.

Signed : _____ Print name: _____
 (signature of commissioning agency representative)

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

VERIFICATION AND COMMISSIONING RESPONSIBILITIES

✓	IGCC Section No.	Construction or System requiring Verification and Commissioning	Pre-C of O	Post-C of O	Responsible Party
Chapter 4 – Site Development					
	404.1	Landscape irrigation systems	X		
	407.4	Parking/ for EV charging	X		
	408.2	Hardscape and shading	X		
	408.3	Roof coverings	X		
Chapter 5 – Material Resource Conservation and Efficiency					
	503	Construction waste management	X		
	504	Waste management/recycling for occupants	X		
	505	Material selection and properties	X		
Chapter 6 – Energy Conservation and Efficiency					
	603	Energy metering, monitoring and reporting	X		

605	Building envelope systems	X		
606	Building mechanical systems	X		
607	Building service water heating systems	X		
608	Building electrical power and lighting systems	X		
609	Specific appliances and equipment	X		
610	Building renewable energy systems	X		
611	Energy systems commissioning	X	X	
Chapter 7 – Water Resource Conservation and Efficiency				
701.2	Water usage metering	X	X	
702	Fixtures, fittings, equipment and appliances	X		
703	HVAC water systems and equipment	X	X	
704	Water treatment devices and equipment	X	X	
Chapter 8 – Indoor Environmental Quality and Comfort				
802	Air-handing system access and filters	X		
803	HVAC systems	X	X	
805	Prohibited materials	X		
806	Material emissions and pollutant control	X		
808	Daylighting	X		
Chapter 9 – Commissioning, Operation and Maintenance				
902.3	Commissioning Plan	X		
902.4 & 902.5	Pre-C of O and Final Commissioning Report	X	X	
903	Building Operation and Maintenance Doc's	X	X	

Processed by _____ Date _____
City Plans Examiner / IgCC Evaluation

CERTIFICATE OF COMPLIANCE - COMMISSIONING AGENCY
To be signed by commissioning agency after completion of project and prior to Certificate of Occupancy being issued.

I certify that, to the best of my knowledge, the requirements of the International Green Construction 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 pre-occupancy 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 12 months after issuance of the Certificate of Occupancy, a final commissioning report shall be provided to the owner in accordance with the commissioning responsibilities listed on this certificate. The report shall identify performance deficiencies and necessary remedies. 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 Certificate of Responsibility box (page 1) is signed.
 Original – to be retained by commissioning agency until completion of project and Certificate of Compliance (page 2) is signed; then returned to Building Inspections prior to issuance of Certificate of Occupancy.