City and County of San Francisco
Department of Building Inspection

Daniel Lurie, Mayor
Patrick O'Riordan, C.B.O., Director

# INFORMATION SHEET

**No. M-06**

**DATE** : October 27, 2025

**SUBJECT** : Mechanical

**TITLE** : **Title-24 California Energy Code Certificate of Installation, Verification, and Acceptance Compliance Requirements and San Francisco Green Building Code Compliance Verification Requirements**

**PURPOSE** : The purpose of this information sheet is to clarify the process for preparing and submitting the required documentation to comply with the Title-24 California Energy Code and the San Francisco Green Building Code.

**REFERENCE** : California Energy Code (CEC), Current Edition
California Green Building Standards Code (CALGreen), Current Edition
San Francisco Green Building Code (SFGBC), Current Edition
Administrative Bulletin AB-093 Implementation of Green Building Regulations
Information Sheets G-01, M-03, M-04, and M-08

**DISCUSSION :**

Documentation of compliance with the CEC and SFGBC is required to be prepared by the responsible party and submitted to the Department of Building Inspection (DBI). This information sheet clarifies the appropriate inspection checklists and forms for demonstrating compliance with the installation, verification, and acceptance requirements of the CEC and compliance with the SFGBC.

1. **Required Title-24 CEC and SFGBC Inspections:** Prior to permit approval, the applicable Title-24 CEC and SFBGC inspection requirements shall be specified by the responsible designer by filling out the appropriate inspection checklists. The inspection checklists specifying the required inspections shall be completed and affixed to the drawings for permit application submittal. The appropriate checklists are dependent on the project type and are contained in Information Sheets M-03, M-04, and M-08 as follows:

   - See Information Sheet M-03 for single-family residential buildings.
   - See Information Sheet M-04 for non-residential, high-rise residential, and hotel/motel buildings.
   - See Information Sheet M-08 for low-rise multi-family residential buildings.

   Note: The certificate of Installation documentation (checklists contained in M-03, M-04, and/or M-08) is not required for alterations to existing residential buildings where the Home Energy Rating System (HERS) field verification is not required, such as, for water heater and window replacements, or additions to existing residential buildings that are less than 300 square feet.



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Each inspection item has a corresponding form code which will be entered into DBI's Permit Tracking System database. Inspection items included on the checklists will be tracked for clearance prior to final inspection and issuance of a Certificate of Final Completion and Occupancy.

2. **Required Title-24 CEC and SFGBC Compliance Documentation:** Documentation of compliance with Title-24 CEC and SFGBC are required prior to a final inspection.

   A. Title-24 CEC Compliance: To document compliance with Title-24 CEC requirements, complete the appropriate Certificates of Installation, Acceptance, and Verification forms and submit a final compliance affidavit.

   Title-24 CEC Certificates: Prior to final inspection of the building permit, the responsible designer, installer, and/or energy consultant shall complete the appropriate Certificates of Installation, Acceptance, and Verification forms. The specific Certificates of Installation, Acceptance, and Verification forms that are required for the project are indicated on the applicable Title-24 CEC inspection requirements checklists prepared by the Responsible Designer as described under Section 1 of this information sheet.

   The Certificate of Installation, Acceptance, and Verification forms can be found on the California Energy Commission website at https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/2022-building-energy-efficiency.

   Inquiries regarding the certificates may be made by contacting the California Energy Commission's Energy Standard hotline at (800) 772-3300 or emailing title24@energy.ca.gov.

   The completed and signed Certificates of Installation, Acceptance, and Verification forms shall be maintained by the building owner and shall be made available for review by DBI upon request.

   Examples of Energy Consultants include:

   - Certified Energy Plans Examiner (CEPE): as issued by the California Association of Building Energy Consultants (CABEC) http://www.cabec.org/
   - Certified Energy Analyst (CEA): as issued by the California Association of Building Energy Consultants (CABEC) http://www.cabec.org/
   - Home Energy Rating System (HERS): as issued by the CalCERTS https://www.calcerts.com/
   - Acceptance Test Technician (ATT) certified by a California Energy Commission Acceptance Test Technician Certification Provider (ATTCHP)

   Title-24 CEC Final Compliance Affidavit: After all forms required in Section 2.A above are prepared, the responsible designer or energy consultant shall prepare a final compliance affidavit certifying that all the Title-24 CEC inspection items required by the inspection checklists described in Section 1 of this information sheet have been completed and all documentation of installation, acceptance, and verification as described in Section 2.A of this information sheet are complete.

   The responsible designer or energy consultant shall email the final compliance affidavit to the DBI Energy Inspection staff at dbi.energyinspections@sfgov.org. For HERS items, the affidavit must be submitted by a certified HERS Rater. For NRCA-MCH and NRCA-LTI/LTO acceptance tests, the affidavit must be submitted by a certified ATT for mechanical systems/lighting controls.

   Once the final compliance affidavit is received by DBI staff, the form codes corresponding to each inspection requirement will be checked against those listed in DBI's Permit Tracking



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System database. The Certificate of Final Completion and Occupancy will not be issued until all required Title-24 CEC inspection items are cleared.

It is the responsibility of the contractors, acceptance testers, and/or HERS raters to provide all the appropriate completed and signed certificates to the responsible designer or energy consultant for the preparation of the final compliance affidavit. A sample affidavit is included in Attachment 1 of this information sheet.

For R3 Occupancies, an Owner/Builder may submit the final compliance affidavit provided the building permit was obtained by the Owner.

The final compliance affidavit shall include the following:

a. Company letterhead with the address and contact information of the responsible designer or energy consultant.

   Note: DBI may accept the final compliance affidavit from a mechanical, electrical, or plumbing contractor on mechanical, electrical, or plumbing work, respectively.

b. Project Data – project address, scope of work, building permit application number, and, if applicable, mechanical, electrical, or plumbing permit numbers.

c. A list of the required certificates as per the Title-24 CEC inspection checklists. This shall include the forms code at the end of each item specified (i.e. NRCI-LTI-01-E Certification of Installation-Indoor Lighting (IE6), NRCA-LTI-02 Lighting Controls (AE1), etc.)

d. A statement indicating that all required certificates have been completed and signed.

e. Name (first and last), signature, and contact information for the responsible party preparing the compliance affidavit. Indicate the type of credential in the letter: Engineer, Architect, Contractor, Owner/Builder (for Group R3 occupancy only), Energy Consultant, Certified Acceptance Test Technician, or other responsible parties as allowed under Information Sheet G-01.

f. State License number for Engineer, Architect or Contractor and Certificate number for Testers/Consultants and HERS Testers shall be included in the letter.

Submittal Instructions for the Title 24 CEC inspections Final Compliance Affidavit:

a. Email the final compliance affidavit to dbi.energyinspections@sfgov.org. Do not attach the Title-24 Certificates or Checklists.

b. Allow 10 business days for review. Do not resubmit after 10 days.

   NOTE: If the project is not cleared after 10 business days, do not resubmit. Call 628-652-3407 and leave a message explaining the reason for your call, with the permit application number and the date of the final compliance affidavit. A representative of the Special Inspections team will return your call within 72 hours.

c. After 10 business days, check the status online at sfgov.org/dbi. A date under the "Completed Date" column indicates a reviewed and approved affidavit. A date in the "Completed Date" column with initials of the inspector in the "Inspected By" column should also appear.

B. SFGBC Compliance: Compliance with SFGBC is demonstrated in accordance with SFGBC Administrative Bulletin AB-093 Implementation of Green Building Regulations. To document compliance with SFGBC requirements, complete the form contained in Attachment E of Administrative Bulletin AB-093. This requirement is applicable to new construction and major alterations only.



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Attachment E of Administrative Bulletin AB-093 is to be completed by the Design Professional of Record (Option 1) or the Green Building Compliance Professional of Record (Option 2), prior to final inspection of the building permit. The completed form shall be submitted by email along with the Title-24 CEC Final Compliance Affidavit. See instructions above for the submittal of the final compliance affidavit.

Administrative Bulletin AB-093 can be found on the SFDBI website at the following link, and included herein as IS M-06 Attachment 4 as a sample: https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_building/0-0-0-95527#JD_AB-093

**Effective date of the provisions of this Information Sheet:**

The 2022 Title-24 CEC inspection checklists are effective for building permit applications submitted on or after January 1, 2023. The form contained in Attachment E of the Administrative Bulletin AB-093 for compliance with 2022 SFGBC is required for new construction and major alteration permits that will have a final certificate of completion and occupancy after January 1, 2023. For compliance with AB-093, the 2022 SFGBC and 2022 CEC inspection checklists may be used for all previous code cycles.

October 27, 2025

Patrick O'Riordan, C.B.O. Date
Director
Department of Building Inspection

**ATTACHMENTS**:
IS M-06 Attachment 1: Sample Title 24 CEC Inspections Final Compliance Affidavit

This Information Sheet is subject to modification at any time. For the most current version, visit our website at sfdbi.org.



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IS M-06 ATTACHMENT 1

SAMPLE

## Title-24 California Energy Code Final Compliance Affidavit

Date

**Title 24 California Energy Code Inspection Coordinator**
**Department of Building Inspection**
**49 South Van Ness Avenue**
**San Francisco, CA 94103**

This is to confirm that the required Certificate of Installation, Acceptance and Verification forms for the project below have been **completed and signed by the appropriate parties and is on file with the building owner. A copy will be available for Department of Building Inspection review upon request.**

**Project Address:** _____

_____

**Permit Application #:** _____

*(Include mechanical, electrical and plumbing permits, if any)*

SAMPLE

Below is a list of all the required certificates for this project:

1. AEI NRCA-LTI-02 LIGHTING CONTROL
2. _____
3. _____
4. _____

Sincerely,

_____
(Name and Signature) (Date)

_____
Title *[Engineer, Architect, Contractor, Energy Consultant, Owner Builder (for Group R3 occupancy only), Certified Acceptance Test Technician (ATT), etc. If ATT, include ATT number and expiration date]*

*Note: For HERS items, the Affidavit must be submitted by a licensed HERS rater. For HERS items, the affidavit must be submitted by a certified HERS Rater. For NRCA-MCH and NRCA-LTI/LTO acceptance tests, the affidavit must be submitted by a certified ATT for mechanical systems/lighting controls.*

License/Certificate No.: _____

Address: _____

Phone Number: _____