DESIGN REVIEW KICKOFF

Project Name: | Date Prepared:

A. GENERAL INFORMATION		
Climate Zone:	Building Type:	Conditioned Floor Area (ft^2):
Reviewer's Name:	Reviewer's Agency:	
Enforcement Agency:	Permit Number:	
Enforcement Agency Use: Checked by	Enforcement Agency Use: Date	

B. DATE OF DESIGN REVIEW KICKOFF	/ /
C. DESIGN REVIEW CHECKLISTS PROVIDED TO DESIGN TEAM	**YES** □ **NO** □

D. DESIGN REVIEWER QUALIFICATIONS:

□ <10,000 ft^2: design engineer

□ >10,000 ft^2 and <50,000ft^2: in-house engineer not associated with project or third-party design engineer

□ >50,000 ft^2 or complex mechanical system: third-party design engineer

E. LIST OF MEETING ATTENDEES:

□ Owner: _____ □ Design Reviewer: _____

□ Project Manager: _____ □ Design Engineer(s): _____

F. DOCUMENTS RECEIVED BY DESIGN REVIEWER FOR DESIGN REVIEW KICKOFF:

□ Owner's Project Requirements □ Basis of Design or Narrative

□ Drawing Set (issue & date): _____

□ Specifications: _____ □ Other: _____

G. DESIGN REVIEW MEETING TOPICS:

PROJECT SCOPE:

DESIGN ELEMENTS AND ASSUMPTIONS:

HVAC SYSTEM SELECTION:

RECOMMENDED ENERGY EFFICIENCY MEASURES:

OTHER COMMENTS:

H. COORDINATION:

TARGET CONSTRUCTION DOCUMENT REVIEW DATE:	
TARGET PERMIT SUBMITTAL DATE:	

CERTIFICATE OF COMPLIANCE	NRCC-CXR-01-E
Design Review Kickoff	(Page 2 of 2)
Project Name:	Date Prepared:

DOCUMENTATION AUTHOR/RESPONSIBLE PERSON'S DECLARATION STATEMENT

I certify the following under penalty of perjury, under the laws of the State of California:

1. The information provided on this Certificate of Compliance is true and correct.
2. I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design or system design identified on this Certificate of Compliance (responsible designer).
3. The energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the California Code of Regulations.
4. The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.
5. I will ensure that a completed signed copy of this Certificate of Compliance shall be made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections. I understand that a completed signed copy of this Certificate of Compliance is required to be included with the documentation the builder provides to the building owner at occupancy.

Responsible Person Name:	Responsible Person Signature:
Company :	Date Signed:
Address:	License:
City/State/Zip:	Phone:

NRCC-CXR-01-E User Instructions

This compliance document is used to record that the requirement to hold a design review kickoff meeting between the owner, design engineer and design reviewer has been met. The intent of the kickoff meeting is to discuss the project scope, design, project schedule, and the design reviewer's involvement using schematic design documents, the OPR and the BOD. The kickoff meeting should be held during the schematic design phase. The design reviewer will deliver the appropriate Certificates of Compliance – Cx Construction Documents to the project design team at the kickoff meeting for guidance in development of the construction documents.

Section A. General Information

1. CLIMATE ZONE is the California climate zone in which the project is located. See Reference Joint Appendix JA2 for a listing of climate zones.
2. BUILDING TYPE is specified because code requirements and design decisions are influenced by building type. It is possible for a building to include more than one building type.
3. CONDITIONED FLOOR AREA has a specific meaning under the Standards. The number entered here should match the floor area entered on the other compliance documents.
4. REVIEWER'S NAME identifies the reviewer by name.
5. REVIEWER'S AGENCY identifies the agency that the reviewer is representing.
6. ENFORCEMENT AGENCY identifies who has enforcement jurisdiction such as the county or city. The enforcement agency is the entity that issued the building permit.
7. PERMIT NUMBER is the number issued by the enforcement agency and is located on the building permit.

Section B. Date of Design Review Kickoff

Provide the date that the design review kickoff meeting has held.

Section C. Design Review Checklists Provided to Design Team

State if blank copies of the relevant construction documents design review checklists have been provided to the design team for their information. This allows the design team the opportunity to review those requirements that will be evaluated during the construction documents design review process which occurs towards the end of construction document development.

Section D. Design Reviewer Qualifications

This section consists of three check boxes that are used to identify the qualifications of the design reviewer based on project size and complexity of mechanical systems. Contractors accepting the responsibilities of the engineer under the provisions of the Business and Profession Code may also complete and sign these certificates. The commissioning coordinator who meets the requirements of 120.8(d) may also fill the role of design reviewer. Complete the check box for the qualification being met by the project's design reviewer.

Section E. List of Meeting Attendees

Meeting attendees should be identified on this section of the compliance document. Mechanical and/or electrical engineers may be identified under the design engineer check box.

Section F. Documents Received by Design Reviewer for Design Review Kickoff

Complete the check boxes and identify information received by the design reviewer prior to or during the kickoff meeting. These documents will be used to inform the design reviewer on which compliance documents (NRCC-CXR-01-E through NRCC-CXR-05-E) will require completion at the end of design.

Section G. Design Review Meeting Topics

The meeting topics section identifies five areas that should be discussed between the owner, design engineer(s), design reviewer and project manager. These topics include the following:

1. The PROJECT SCOPE section should include a brief description of the project including topics such as type of building occupancy and function, building hours of operation, number of building occupants, and O&M requirements of staff or contracted services.
2. DESIGN ELEMENTS AND ASSUMPTIONS should include a description of the approach taken in designing the building's envelope, mechanical, service hot water, and electrical systems and may reference the OPR and BOD. Also included in this section are assumptions on building loads, i.e. typical versus unique or specialty plug loads.

3. HVAC SYSTEM SELECTION identifies the HVAC system type and the reasoning behind that selection to include items such as energy efficiency requirements, building limitations (i.e. no mechanical equipment on the roof), owner preferences, etc..
4. The RECOMMENDED ENERGY EFFICIENCY MEASURES section includes a brief discussion of efficiency measures that may be incorporated based on the OPR, BOD and discussion of project scope and HVAC system selection.
5. OTHER COMMENTS includes topics such as building lighting approach and daylight harvesting, occupied period lighting controls, unoccupied egress lighting, outdoor lighting control, HVAC controls, building sustainability goals, etc.

Section H. Coordination

The design reviewer, owner, design engineer and project manager should coordinate on timing of the construction documents design review. The construction documents design review and completion of NRCC-CXR-02-E through NRCC-CXR-04-E should occur late in the construction document phase, so the timing must be coordinated such that the design engineer can review the completed compliance documents and provide any required changes prior to the project schedule permit submittal date.

Documentation Author's Declaration Statement

The CERTIFICATE OF COMPLIANCE is signed by the Documentation Author or the Principal Designer who is responsible for preparation of the plans of building. This latter person is also responsible for the energy compliance documentation, even if the actual work is delegated to a different person acting as Documentation Author. It is necessary that the compliance documentation be consistent with the plans.

DOCUMENTATION AUTHOR is the person who prepared the energy compliance documentation and who signs the Declaration Statement. The person's telephone number is given to facilitate response to any questions that arise.

Declaration Statement of Principle Designer

The Declaration Statement is signed by the person responsible for preparation of the plans for the building and the documentation author. This principal designer is also responsible for the energy compliance documentation, even if the actual work is delegated to someone else (the Documentation Author as described above). It is necessary that the compliance documentation be consistent with the plans. The Business and Professions Code governs who is qualified to prepare plans and therefore to sign this statement. See Section 2.2.2 Permit Application for applicable text from the Business and Professions Code.