DESIGN REVIEW KICKOFF

Project Name: Date Prepared:

A. GENERAL INFORMATION		
Climate Zone:	Building Type:	Conditioned Floor Area (sf):
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'S DECLARATION STATEMENT	
1. I certify that this Certificate of Compliance documentation is accurate and complete.	
Documentation Author Name:	Documentation Author Signature:
Company:	Signature Date:
Address:	CEA/ HERS Certification Identification (if applicable):
City/State/Zip:	Phone:

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