Project Name and Address	**Authority Having Jurisdiction**
Name: Project Name	Enforcement Agency: Agency
Address: Project Address	Permit Number: Permit Number
City, Zip: City, Zip Code	Permit Application Date: Date

Building: Enter Value	Floor: Enter Value	Room: Enter Value	Control/tag: Value

☐ Construction inspection and functional testing comply ☐ Does not comply	Date Submitted to AHJ: Date

Intent:	Verify measured outside airflow sensor reading is within 10% of the total required outside airflow. Required for all newly installed HVAC units or additions and alterations to existing HVAC systems including ducts. Reference NRCC-MCH-E for nonresidential (including nonresidential spaces in high-rise multifamily) building permits or LMCC-MCH-E for nonresidential spaces in low-rise multifamily building permits. Submit one Certificate of Acceptance for each system that must demonstrate compliance. NRCA-MCH-02-A can be performed in conjunction with NRCA-MCH-07-A Supply Fan VFD Acceptance (if applicable) since testing activities overlap. Reference §120.1(e), §120.1(d)2, §120.5(a)1, §160.2(c)6, §160.2(c)5B, and §160.3(d)1A.

Table A: Construction Inspection for Air Volume Systems

Prior to functional testing, verify and document all of the following

Step	Entry	Item	Code Reference
1.0	☐ Pass ☐ Fail	Access to required document NRCC-MCH-E as approved by the authority having jurisdiction or LMCC-MCH-E registered by a CEC approved data registry.	§10-103(a)2A
2.0	No Entry	For VAV systems, complete **ALL** of 2, 3, and 4 and respond N/A for **ALL** of 5, 6, and 7. For CAV systems, respond N/A for **ALL** of 2, 3, and 4, and complete **ALL** of 5, 6, and 7.	N/A
2.1 or	P, F, N/A	VAV Only: Outside airflow is factory calibrated; attach factory calibration spec-sheet. (Pass, Fail, N/A-if CAV)	NA7.5.1.1.1(a) NA7.5.1.1.1(b)
2.2	P, F, N/A	VAV Only: Outside airflow is field calibrated, attach calibration results report. (Pass, Fail, N/A-if CAV)	NA7.5.1.1.1(a) NA7.5.1.1.1(b)
3.0	P, F, N/A	VAV Only: Dynamic damper control is being used to control outside air. (Pass, Fail, N/A-if CAV)	NA7.5.1.1.1(c)
4.0	No Entry	VAV Only: Identify the dynamic control being utilized to control outside air. (Description or N/A)	NA7.5.1.1.1(d)
4.1	Response:	Describe Control or N/A	NA7.5.1.1.1(d)

Step	Entry	Item	Code Reference
5.0	P, F, N/A	CAV Only: System is designed to provide a fixed minimum outside air when the unit is on. (Pass, Fail, N/A-if VAV)	NA7.5.1.2.1(a)
6.0	P, F, N/A	CAV Only: Minimum position is marked on the outside air damper. (Pass, Fail, N/A-if VAV)	NA7.5.1.2.1(d)
7.0	P, F, N/A	CAV Only: The system has means of maintaining the minimum outdoor air damper position. (Pass, Fail, N/A-if VAV)	NA7.5.1.2.1(e)
8.0	No Entry	Method of delivering outside air to the heating or cooling unit. Either 8.1 or 8.2 must pass.	N/A
8.1 or	P, F, N/A	**Return Plenum Ducted.** If outside air is ducted at or to the return plenum, confirm that the ducted is within 5ft of the heating or cooling unit, or 15 ft. with direction and velocity requirement as specified by NRCC-MCH-E or LMCC-MCH-E. (Pass, Fail, N/A)	NA7.5.1.1.1(e) NA7.5.1.2.1(b) §120.1(e) §160.2(c)6
8.2	P, F, N/A	**Direct Unit Ducted**. If the outside air is ducted directly to the unit, verify that return air plenum is NOT used to distribute outside air to the heating or cooling unit. (i.e. outside air is ducted directly to the unit, outside air is provided independent of the unit, or economizer). (Pass, Fail, N/A)	NA7.5.1.1.1(e) NA7.5.1.2.1(b) §120.1(e) §160.2(c)6
9.0	☐ Pass ☐ Fail	Pre-occupancy Purge: Verify that the pre-occupancy purge has been programmed for the 1-hour period immediately before the building is normally occupied to provide ventilation as indicated on NRCC-MCH-E or LMCC-MCH-E.	NA7.5.1.1.1(f) NA7.5.1.2.1(c) §120.1(d)2 §160.2(c)5B
10.0	☐ Pass ☐ Fail	Check "Pass" if construction inspection **complies** with all requirements. Check "Fail" if construction inspection **does not comply** with all requirements.	N/A

Table B-1: Functional Testing for Constant Air Ventilation (CAV) System

This table is to be completed for CAV systems only, skip this table testing a VAV system.

Step	Entry	Functional Test	Code Reference
1.0	P, F, N/A	Disable demand control ventilation. (if applicable) (Pass, Fail, N/A)	N/A
2.0	P, F, N/A	Verify unit is not in economizer mode during test. (economizer disabled) (Pass, Fail, N/A)	NA7.5.1.2.2 Step 1
3.0	Enter Value	Testing at full supply airflow, measured outdoor airflow reading. (CFM)	NA7.5.1.2.2 Step 1a

Step	Entry	Functional Test	Code Reference
4.0	Enter Value	Record required outdoor airflow from NRCC-MCH-E or LMCC-MCH-E. (CFM)	NA7.5.1.2.2 Step 1a
5.0	☐ Pass ☐ Fail	Return to initial conditions.	N/A
6.0	Enter Value	Calculate 100 x (Step3/Step4) (Percent)	NA7.5.1.2.2 Step 1a
7.0	☐ Pass ☐ Fail	Check pass if value in Step 6 ≥ 90% and ≤ 110%.	NA7.5.1.2.2 Step 1a

Table B-2: Functional Testing for Variable Air Ventilation (VAV) System

This table is to be completed for VAV systems only, skip this table testing a CAV system.

Step	Entry	Functional Test	Code Reference
1.0	P, F, N/A	Disable demand control ventilation. (if applicable) (Pass, Fail, N/A)	N/A
2.0	P, F, N/A	Verify unit is not in economizer mode during test. (economizer disabled) (Pass, Fail, N/A)	NA7.5.1.1.2 Step 1
3.0	☐ Pass ☐ Fail	Testing at full supply airflow, adjust supply air to achieve design airflow or maximum airflow at full cooling.	NA7.5.1.1.2 Step 2
4.0	Enter Value	Testing at full supply airflow, measured outdoor airflow reading. (CFM)	NA7.5.1.1.2 Step 2a
5.0	Enter Value	Record required outdoor airflow from NRCC-MCH-E. (CFM)	NA7.5.1.1.2 Step 2a
6.0	Enter Value	Time for outside air damper to stabilize after full supply airflow is achieved. (Minutes)	NA7.5.1.1.2 Step 2b
7.0	☐ Pass ☐ Fail	Adjust supply airflow to either the sum of the minimum zone airflows, full heating, or 30% of the total design airflow.	NA7.5.1.1.2 Step 3
8.0	Enter Value	Measured outdoor airflow reading. (CFM)	NA7.5.1.1.2 Step 3a
9.0	Enter Value	Time for outside air damper to stabilize after reduced supply airflow is achieved. (Minutes)	NA7.5.1.1.2 Step 3b
10.0	☐ Pass ☐ Fail	Return to initial conditions.	NA7.5.1.1.2 Step 4
11.0	Enter Value	Calculate 100 x (Step4/Step5) (Percent)	NA7.5.1.2.2 Step 1a
12.0	Enter Value	Calculate 100 x (Step8/Step5) (Percent)	NA7.5.1.1.2 Step 3a
13.0	☐ Pass ☐ Fail	Check pass if both Steps 6 and 9 are both 5 minutes or less AND if both Steps 11 and 12 are ≥ 90% and ≤ 110%.	N/A

Declaration Statement	Signatory
Document Author I assert that this Certificate of Acceptance documentation is accurate and complete.	Name Company Name Author Signature Date Signed
Field Technician I certify the following under penalty of perjury, under the laws of the State of California: The information provided on this Certificate of Acceptance is true and correct. I am the person who performed the acceptance verification reported on this Certificate of Acceptance (Field Technician). The construction or installation identified on this Certificate of Acceptance complies with the applicable acceptance requirements indicated in the plans and specifications approved by the enforcement agency and conforms to the applicable acceptance requirements and procedures specified in Reference Nonresidential Appendix NA7. I have confirmed that the Certificate(s) of Installation for the construction or installation identified on this Certificate of Acceptance has been completed and signed by the responsible builder/installer and has been posted or made available with the building permit(s) issued for the building.	Name Company Name ATT No.: ATT Cert. No. Title Phone Signature Date Signed
Responsible Person I assert the following under penalty of perjury, under the laws of the State of California: I am the Field Technician, or the Field Technician is acting on my behalf as my employee or my agent and I have reviewed the information provided on this Certificate of Acceptance. I am eligible under Division 3 of the Business and Professions Code in the applicable classification to accept responsibility for the system design, construction or installation of features, materials, components, or manufactured devices for the scope of work identified on this Certificate of Acceptance and attest to the declarations in this statement (responsible acceptance person). The information provided on this Certificate of Acceptance substantiates that the construction or installation identified on this Certificate of Acceptance complies with the acceptance requirements indicated in the plans and specifications approved by the enforcement agency and conforms to the applicable acceptance requirements and procedures specified in Reference Nonresidential Appendix NA7. I have confirmed that the Certificate(s) of Installation for the construction or installation identified on this Certificate of Acceptance has been completed and is posted or made available with the building permit(s) issued for the building. I understand that a completed, signed copy of this Certificate of Acceptance shall be posted, or made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections, and I will take the necessary steps to ensure this requirement is accomplished. I understand that a signed copy of this Certificate of Acceptance is required to be included with the documentation the builder provides to the building owner at occupancy, and I will take the necessary steps to ensure this requirement is accomplished.	Name Company Name Lic. No.: License No. Title Phone Signature Date Signed