OUTDOOR AIR ACCEPTANCE 2025-CEC-NRCA-MCH-02-A

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 Does not comply	ction and functional testin	ng comply	Date Sub	omitted 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 NRCC-PRF-E for the performance path, or LMCC-MCH-E or LMCC-PRF-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, § 160.3(d)1A, and NA7.5.1.

Table A: Construction Inspection for Air Volume Systems

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

			Code
Step	Entry	Item	Reference
1.0	☐ Pass ☐ Fail	Access to required document NRCC-MCH-E or NRCC-PRF-E as approved by the authority having jurisdiction, or LMCC-MCH-E registered by a CEC approved ECC data registry or LMCC-PRF-E.	§10-103(a)2A
2.0	No Entry	For VAV systems, complete ALL of Steps 2, 3, and 4 and respond N/A for ALL of Steps 5, 6, and 7. For CAV systems, respond N/A for ALL of Steps 2, 3, and 4, and complete ALL of Steps 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 5 ft of the heating or cooling unit, or 15 ft with direction and velocity requirement as specified by NRCC-MCH-E or NRCC-PRF-E or LMCC-MCH-E or LMCC-PRF-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 to meet the requirements of Standards Section 120.1(d)2.	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) SystemThis table is to be completed for CAV systems only, skip this table when 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, measure outdoor airflow reading. (CFM)	NA7.5.1.2.2 Step 1(a)

Step	Entry	Functional Test	Code Reference
4.0	Enter Value	Record required outdoor airflow from NRCC-MCH-E or NRCC-PRF-E or LMCC-MCH-E or LMCC-PRF-E. (CFM)	NA7.5.1.2.2 Step 1(a)
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 1(a)
7.0	Pass Fail	Check pass if value in Step $6 \ge 90\%$ and $\le 110\%$.	NA7.5.1.2.2 Step 1(a)

Table B-2: Functional Testing for Variable Air Ventilation (VAV) SystemThis table is to be completed for VAV systems only, skip this table when 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, measure outdoor airflow reading. (CFM)	NA7.5.1.1.2 Step 2(a)
5.0	Enter Value	Record required outdoor airflow from NRCC-MCH-E or NRCC-PRF-E or LMCC-MCH-E or LMCC-PRF-E. (CFM)	NA7.5.1.1.2 Step 2(a)
6.0	Enter Value	Time for outside air damper to stabilize after full supply airflow is achieved. (Minutes)	NA7.5.1.1.2 Step 2(b)
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	Measure outdoor airflow reading. (CFM)	NA7.5.1.1.2 Step 3(a)
9.0	Enter Value	Time for outside air damper to stabilize after reduced supply airflow is achieved. (Minutes)	NA7.5.1.1.2 Step 3(b)
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 \geq 90% and \leq 110%.	N/A

Declaration Statement	Signatory
Document Author	Name
I assert that this Certificate of Acceptance documentation is accurate and complete.	Company Name
	Author Signature
	Date Signed
Field Technician	
I certify the following under penalty of perjury, under the laws of the State of California:	Name
The information provided on this Certificate of Acceptance is true and correct. I am the person who	Company Name
performed the acceptance verification reported on this Certificate of Acceptance (Field Technician). The	ATT No.: ATT Cert. No.
construction or installation identified on this Certificate of Acceptance complies with the applicable	Title
acceptance requirements indicated in the plans and specifications approved by the enforcement agency	Phone
and conforms to the applicable acceptance requirements and procedures specified in Reference	Signature
Nonresidential Appendix NA7. I have confirmed that the Certificate(s) of Installation for the construction or	Date Signed
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.	
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	Name
scope of work identified on this Certificate of Acceptance and attest to the declarations in this statement.	Company Name
The information provided on this Certificate of Acceptance substantiates that the construction or	Lic. No.: License No.
installation identified on this Certificate of Acceptance complies with the acceptance requirements	Title
indicated in the plans and specifications approved by the enforcement agency and conforms to the	Phone
applicable acceptance requirements and procedures specified in Reference Nonresidential Appendix NA7. I	Signature
have confirmed that the Certificate(s) of Installation for the construction or installation identified on this	Date Signed
Certificate of Acceptance has been completed and is posted or made available with the building permit(s)	Date signed
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 shall be made	
available to the enforcement agency for all applicable inspections. I will take the necessary steps to fulfill	
this requirement. 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. I will take the	
necessary steps to fulfill this requirement.	