



Commercial Plan Review – Energy Code Compliance Worksheet

Submit this document for all commercial projects in addition to addressing the Energy Code in the Code Summary

Project Information

Project Address: _____

Select all that apply:

- | | | |
|---|--|--|
| ☐ New Construction | ☐ Alteration | ☐ Change in Space |
| ☐ Addition | ☐ Change of Use | ☐ Conditioning |

Select all that apply:

- ☐ **Residential Building:** IRC-1, IRC-2, IRC-3 and R-2, R-3, and R-4 building 3 stories or less above grade plane. Residential buildings shall meet the provisions of the 2020 Minnesota Residential Energy Code (MSBC) Ch. 1322.
- ☐ **Commercial Building:** All buildings that are not included in the definition of Residential Building. Commercial buildings shall meet the provisions of the 2024 Minnesota Commercial Energy Code MSBC Ch. 1323.
- ☐ **Mixed Occupancy Building:** Where a building includes both residential and commercial occupancies, each occupancy shall be separately considered and meet the applicable provisions of MSBC Chapter 1322 and 1323.

Energy Code Compliance Drawing Sheet(s) (MSBC 1323 4.2.5.1.1 Required Items)

All compliance methods must submit separate energy code compliance drawing sheet(s) with the following components:

- ☐ Narrative explanation of energy code compliance path the project was designed to
- ☐ Drawings depicting the thermal envelope and continuous air barrier for exterior walls, roof, and floors.
 - Specify the R-value and material type for insulation
 - Specify the air barrier material and/or assembly and their location in the assemblies. With sealing of joints/seams, penetrations, and dissimilar material details
 - Specify the U-factor, Solar Heat Gain Coefficient (SHGC), and visible transmittance (VT) of all fenestrations in a window schedule
- ☐ Schedule, index, table, or document of energy related features including building construction components, HVAC, water heating, power, lighting, building services and equipment, prescribed or used in the compliance calculations and analysis. For each item, list:
 - The U-Value, R-Value, or other relevant energy metric associated with them showing compliance with the prescriptive code provisions.
 - Or, provide a COMcheck for all building envelope trade-off projects and have the Inspection checklist filled out with the pages in the plans the specified component of the project can be found –
 - Or, provide with the cost analysis report or performance report with an index, table or document for all components to be listed and have the pages listed from the plans where this information can be found.
- ☐ Narrative explanation of functional performance testing (FPT), commissioning and project completion requirements per 2024 Minnesota Energy Code
- ☐ Historic Buildings - Documentation from authority of component that cannot comply with a specific provision of 2024 Minnesota Energy Code

Energy Code Compliance – Fill out this page to show Energy Code Exceptions

STEP 1: Select ALL ITEMS BELOW WHICH ARE EXEMPT FROM Minnesota Energy Code requirements.

STEP 2: Items not Exempt from these requirements must be addressed on the Energy Code Compliance page of this form

STEP 3: Address the Minnesota Energy Code in the Code Summary. Include exceptions and code path for requirements.

Project Compliance Requirements with Exceptions to Minnesota Energy Code

The following conditions are not required to comply with this code if the energy use of the building is not increased. Select all that apply to the project:

Section 5: Building Envelope

- ☐ The existing building envelope will not be altered and renovations will not increase energy consumption
- ☐ Existing ceiling, wall, and/or floor cavities are NOT exposed
- ☐ Existing ceiling, wall, and/or floor cavities are exposed and filled with insulation
- ☐ Storm windows installed over existing windows or Glass-only replacement
- ☐ Roof recovering
- ☐ Vestibule exception for existing door replacement

Section 6: Heating Ventilation and Air Conditioning

- ☐ Existing equipment will be modified or repaired but will not result in an increase in the annual energy consumption of the equipment.
- ☐ Replacement or alteration of existing equipment is a like-for-like replacement.

Section 7: Service Water Heating

- ☐ No water heating equipment or piping will be installed or replaced, and existing piping will not be exposed.

Section 8: Power

- ☐ No new service equipment will be installed or existing service equipment will be altered.

Section 9: Lighting

- ☐ There is no change of occupancy of the space
- ☐ Alteration replacing less than 20% of light fixtures for the building and there is no increase in lighting power.
- ☐ Bulb & ballast replacement only

Section 10: Other Equipment

- ☐ No new electric motors, pumps, or elevator equipment will be installed or existing equipment will be altered.

Energy Code Compliance – Fill out this page to show Energy Code Path items

STEP 1: Select ONLY ONE compliance method for the entire project using this form. 1, 2, or 3.

STEP 2: Under selected compliance method, select ONE option from each section

STEP 3: Prepare forms, reports or other documentation as indicated for the method and path chosen

STEP 4: Prepare ENERGY CODE COMPLIANCE DRAWING SHEET(S) see front of worksheet for requirements

STEP 5: Submit items from Steps 1-4 and other construction documents with permit application package

☐ 1. ASHRAE Standard Compliance Method – Prescriptive Compliance Path

For NEW COMMERCIAL BUILDINGS, ADDITIONS, ALTERATIONS & REPAIRS

Comply with the provisions of the following MSBC 1323 ASHRAE 90.1-2019 sections 5-10: Select one option from each section and submit required documentation. **All projects must provide a COMcheck as indicated below.**

Section 5: Building Envelope

☐

PRESCRIPTIVE BUILDING ENVELOPE R-value option

☐

PRESCRIPTIVE BUILDING ENVELOPE U-factor option

☐

BUILDING ENVELOPE TRADE-OFF (With ComCheck)

Section 6: Heating Ventilation and Air Conditioning

Submit **Mechanical COMcheck Report** detailing **ONE** of the following:

☐

HVAC SIMPLIFIED APPROACH

☐

HVAC MANDATORY PROVISIONS & PRESCRIPTIVE PATH

Section 7: Service Water Heating

☐

PRESCRIPTIVE PATH

Section 8: Power

☐

Comply with provisions of Section 8

Section 9: Lighting

Submit **Interior Lighting COMcheck Report** detailing **ONE** of the following:

☐

BUILDING AREA METHOD

☐

SPACE-BY-SPACE METHOD

☐

SIMPLIFIED BUILDING METHOD

Section 10: Other Equipment

☐

Comply with provisions of Section 10

☐ 2. ASHRAE Energy Cost Budget Compliance Method

For NEW BUILDINGS and ADDITIONS. Comply with the provisions of ASHRAE 90.1-2019 Section 11: Energy Cost Budget.

☐

Energy Cost Budget Report stamped & signed by Mechanical Engineer

☐ 3. ASHRAE Performance Rating Method (Appendix G)

Comply with the provisions of ASHRAE 90.1-2019 Section 11: Performance Rating method

☐

Performance Rating Calculations stamped & signed by Mechanical Engineer

☐ System Commissioning (MSBC 1323 Section 4.2.5.2)

Commissioning is required to be completed prior to final inspection.

Provide the name of the agency completing the commissioning or Function Performance Testing (FPT):
