



Department of Public Works & Engineering
 Planning & Development Services Division
2008 Commercial Energy Code Compliance Form
Instructions Sheet

These instructions are to be used with the City of Houston Commercial Energy Code Form (Form 1191). This form is to assist with the implementation of the code requirements for projects with less than 50% fenestration. This form utilizes the 2008 City of Houston Commercial Energy Conservation Code.

INSTRUCTIONS & INFORMATION	
1.	Fill in the name and contact number of the person completing this form. The person who completes this form should have knowledge of the project and the information contained in this form. If a question arises about the plan or form the plan analyst will contact this person at this number.
2.	Enter the project address.
3.	Enter the City of Houston assigned 8-digit project number.
4.	The code allows for certain buildings to be exempted from Energy Code compliance. If the building is not heated or cooled; if the building's heating system's output capacity is less than 3.4 btu/h per sq.ft., or the building's cooling system is less than 5 btu/h per sq.ft the building is not required to comply with the Energy Code.
5.	Enter the applicable square feet of the area that is covered in the permit.
6.	Enter the square feet of all of the windows and glass in the building envelope on the top line. For each door with 50% or more glass, figure the area using the entire door area. For doors with less than 50% glass use only the area of the glass. Enter the square footage of the building envelope wall area surrounding the conditioned space on the second line. Using the two numbers calculate the percentage of glazing with the formula shown in this section and enter the correct percentage in the shaded area.
7.	Check the type of work that you will be doing for this project. Changes in space conditioning require compliance with all provisions of the code.
8.	Please indicate if it is a historical building and attach the Certificate of Appropriateness (CA). Code provisions must be met in historical buildings, unless the provision(s) will invalidate the historical designation as defined in the CA.
9.	Check the applicable boxes for the Energy Systems that will be affected. Building Envelope systems are the structural components of the building that separate conditioned and unconditioned space, i.e. roof, walls, windows, doors and glass. Mechanical applies to the heating, ventilating, and air-conditioning systems inclusive of ducts and refrigerant piping. Electrical applies to the energy consuming elements of the building measured in watts, including light fixtures, receptacles and lighting loads. This term shall also apply to switching. Service Water Heating applies to the supply of hot water for purposes including those for heating. This would include piping and equipment.
10.	Insulation - Fill in the table using Section 5 of the code. For more information please refer to Table 5.5-2 of the code. Enter the space type - nonresidential, residential or semiheated. Glazing - Insert the square feet of the insulation and glazing as well as the applicable R-values, U-factors, or SHGC. Check whether the figures are averaged or minimums. When using a projection factor, fill in that number on the designated line. If utilizing the Store Front Glazing or Glazing Alternate exception please attach calculations and data to this form. Commissioning – Projects including more than 50,000 square feet of conditioned floor area are required to provide a commissioning statement. When this is applicable please attach Form 1190 - Commissioning in Plans Guideline.
11.	Compliance Method – Check the applicable compliance method. Fill in the type, category and efficiency rating information for any new mechanical equipment being installed. If no new mechanical equipment is being installed or replaced check the box for “all equipment is existing” and stop. Mandatory code requirements - Check the applicable items, and have the designer initial the line. These items may vary depending on compliance method. Commissioning – Projects including more than 50,000 square feet of conditioned floor area are required to provide a commissioning statement. When this is applicable please attach Form 1190 - Commissioning in Plans Guideline.
LIGHTING BUDGET	Fill in the applicable tables for the area or building type to show the allowed Watts per sq.ft and the total actual Watts per sq. ft. If the project is clearly reducing the watts check the EXEMPT FROM BUDGET box and enter the proposed watts and the existing watts in the designated blanks. Add the tradable and non-tradable allowances and multiply by .05 for the additional unrestricted lighting power allowance for the exterior lighting. Initial the items that are required to be provided to the owner.