

BUILDING COMMISSIONING AGENCIES
City of Boise Green Construction Code

Planning & Development Services
 150 N. Capitol Blvd.
 Boise, Idaho 83701
 Phone: 208/384-3830
 Website: <http://pds.cityofboise.org/>



Building Permit Number: _____

Project Name: _____ **Project Address:** _____

Design Professional in Responsible Charge Acting as the Owner’s Agent

Name (Print): _____

Email: _____ Phone: _____

Owner Notification of Commissioning Agency

Owner to sign and designate hired agencies before a building permit is issued.

The *International Green Construction Code* (IgCC) requires an approved commissioning agency to ensure buildings are constructed and commissioned in accordance with the approved plans and specifications. The registered design professional in responsible charge, professional engineers independent from the design, a professional commissioning agency or any combination thereof are permitted to act as the approved commissioning agency on the project. For LEED, Green Globes, or ASHRAE 189.1, commissioning and commissioning agency requirements of those programs shall be followed.

Owner

Name (Print): _____

Email: _____ Phone: _____

I, as owner, do hereby certify that I have retained the following commissioning agencies to be responsible for building commissioning services in accordance with the City of Boise Green Construction Code.

Owner’s Signature

Date

Commissioning Agencies			
Company Name	Representative (Print Name)	E-mail	Phone

Note: Documentation outlining experience and copies of certifications or licenses shall be provided to the building official if not on file. Professional architects shall be licensed with the State of Idaho. Professional engineers independent from the design conducting commissioning shall be licensed with the State of Idaho in the applicable discipline for the type of work being commissioned. Professional commissioning agencies shall demonstrate competence, qualifications and experience including having certifications such as from AABC Commissioning Group (ACG), American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), National Environmental Balancing Bureau (NEBB), Association of Energy Engineers (AEE), Building Commissioning Association (BCXA) or equivalent. (11/2015)

Commissioning Agency Responsibilities

The commissioning agency shall develop and submit a commissioning plan, conduct commissioning work and keep records. Reports shall be furnished to the owner, registered design professional in responsible charge and, upon request, to the building official.

A **Preoccupancy Commissioning Report** shall be submitted and accepted by the building official prior to issuance of a Certificate of Occupancy for the building or tenants.

A **Final Commissioning Report** shall be provided to the owner within 12 months from issuance of the Certificate of Occupancy for the project and shall be made available to the building official upon request.

Commissioning Under the IgCC

If green construction method is under the IgCC, the following Table shall be used for commissioning requirements:

INTERNATIONAL GREEN CONSTRUCTION CODE (IgCC) TABLE 903.1 (amended) VERIFICATION AND COMMISSIONING RESPONSIBILITIES PLAN/CHECKLIST

✓ or N/A	CONSTRUCTION OR SYSTEM REQUIRING VERIFICATION	PRE- OCCUPANCY	METHOD	OCCURRENCE	SECTION REFERENCED STANDARD
				PREOCCUPANCY	
Chapter 4: Site Development and Land Use					
	Inventory and assessment of natural resources and base-line conditions of building site	X	Report	With permit submittal	401.2
	Landscape irrigation systems	X	Field inspection	Installation or at final inspection	404.1
	Stormwater Pollution Prevention Plan (SWPPP) including required appendices	X	SWPPP report	With permit submittal; during construction	405.1.1
	Topsoil and vegetation protection measures; setbacks from protected areas	X	In SWPPP (Appendix) report and Field inspection	With permit submittal; installation of measures, prior to other site disturbance	405.1.1, 405.2
	Imported soils	X	Field inspection and geotechnical report	With permit submittal; after all-fill operations complete	405.1.3
	Soil restoration and reuse	X	In SWPPP (Appendix) report and Field inspection	With permit submittal; preparation and replacement of soils	405.1.1, 405.1.4
	Invasive Species Management	X	In SWPPP (Appendix) report and Field inspection	With permit submittal; prior to site disturbance; during landscaping of site	405.1.1, 405.2.2
	Stormwater management system operation	X	Report and Field inspection	With permit submittal; installation prior to occupancy	403.1
	Erosion and sediment control	X	In SWPPP report and Field inspection	With permit submittal; Site prep inspection, general inspections during construction activities; site final inspection prior to occupancy	405.1.1
	Building site waste management	X	In SWPPP (Appendix) report and Field inspection	With permit submittal; during construction	405.1.1, 406.1

	Hardscape and shading provided by structures and vegetation	X	Report and Field inspection	With permit submittal; during construction and installation	408.2
	Roof coverings – solar reflectance and thermal emittance – where structures provide shade to parking	X	Report and Field inspection	With permit submittal; installation or at final inspection	408.3
	Vegetative roofs	X	Field inspection and report	At installation of protective membranes, base materials, soils and vegetation	408.3.2
	Site Lighting	X	Testing and Report	After installation or at final inspection	409
Chapter 5: Material Resource Conservation and Efficiency					
	Construction waste management	X	Report and Field inspection	With permit submittal or deferred until first inspection; during construction; at final inspection	503.1
	Recycling areas for building occupants	X	Field inspection	At Final inspection	504.1
	Storage space for lamps, batteries and electronics	X	Field inspection	At Final inspection	504.2
	Material selection or whole building life cycle assessment	X	Field inspection and report	At Installation or at final inspection	505
	Lamp mercury content	X	Field inspection	At Final inspection	506
<i>Building envelope moisture control (Section 507.1)</i>					
	1. Foundation sub-soil drainage system	X	Field inspection and verification	Periodic inspection for entire sub-soil drainage system	507.1 and IBC Ch. 18
	2. Foundation waterproofing	X	Field inspection and verification	Periodic inspection for entire foundation	507.1 and IBC Ch. 18
	3. Foundation dampproofing	X	Field inspection and verification	Periodic inspection for entire foundation	507.1 and IBC Ch. 18
	4. Under slab water vapor protection	X	Field inspection and verification	Periodic inspection for entire slab footprint	507.1, IBC Ch. 19 and ASTM E 1643
	5. Flashing at: exterior windows, doors, skylights, wall flashing and drainage systems	X	Field inspection and verification	Periodic inspection for not less than 25 percent of all flashing locations	507.1 and IBC Ch. 14
	6. Exterior wall coverings	X	Field inspection and verification	Periodic inspection for not less than 25 percent of exterior wall cladding systems	507.1 and IBC Ch. 14

	7. Roof coverings, roof drainage, and flashings	X	Field inspection and verification	Periodic inspection for not less than 25 percent of roof covering, roof drainage and flashings	507.1 and IBC Ch. 15
Chapter 6: Energy					
<i>Energy consumption, monitoring, targeting and reporting</i>					
	a. Monitoring system	X	Inspection and verification with the RDP or approved agency	During construction and prior to occupancy	603, 610.5
	b. Calibration	X	Testing and review and evaluation or test reports with the RDP or approved agency	During commissioning	603, 610.5
<i>Mechanical systems completion – all buildings</i>					
	a. Air system balancing – provide the means for system balancing	X	Field inspection and verification	During construction and prior to occupancy	611.1.2.1 and through reference to IECC
	b. Hydronic system balancing – provide means for system balancing	X	Field inspection and verification	During construction and prior to occupancy	611.1.2.2 and through reference to IECC
	c. Mechanical system manuals – construction documents to require O&M manual	X	Verification of construction documents	Plan review	611.1.5.2
<i>Mechanical systems – buildings over 5,000 square feet total building floor area</i>					
	a. Commissioning required and noted in plans and specifications	X	Verification of construction documents	Plan review	611.1
	b. Documentation of required commissioning outcomes	X	Verification with the building owner	Subsequent to completion of all commissioning activities	611.1
	c. Preparation and availability of a commissioning plan	X	Verification with the RDP or approved agency	Between plan review and commissioning initiation	611.1.1
	d. Balance HVAC systems (both air and hydronic)	X	HVAC system installer/contractor with approved agency	After installation of HVAC systems and prior to occupancy	611.1.2
	e. Functional performance testing of HVAC equipment	X	HVAC system installer/contractor with approved agency	After installation of HVAC systems and prior to occupancy	611.1.3
	f. Functional performance testing of HVAC controls and control systems	X	HVAC system installer/contractor with approved agency	After installation of HVAC systems and prior to occupancy	611.1.3.2

	g. Preparation of preliminary commissioning report	X	HVAC system installer/contractor with approved agency	Prior to occupancy	611.1.4
	h. Acceptance of HVAC systems and equipment/system verification report	X	Field inspection verification; RDP & building owner	Prior to occupancy or within 12 months after occupancy	611.1.4.1
	i. Preparation and distribution of final HVAC system completion – Documentation that construction documents require drawings, manuals, balancing reports and commissioning report be provided to the owner and that they have been provided	X	Field inspection verification; contractor/installer, RDP or approved agency & building owner	Prior to occupancy or within 12 months after occupancy	611.1.5
	j. Building renewable energy systems (solar photovoltaic systems, wind energy systems, solar water heating, and geothermal heating systems)	X	Field inspection verification and testing with System installer/contractor and approved agency	After installation of systems and prior to occupancy or within 12 months after occupancy	610, 611.5
Chapter 6: Lighting					
	Specified transformer nameplate efficiency rating	X	Field inspection	At Final inspection	608.8.1.1
	Verification of lamp	X	Field inspection	At Final inspection	608.10
	Verification of ballast	X	Field inspection	At Final inspection	608.10
<i>Lighting controls</i>					
	a. Installation	X	Field inspection	At Final inspection	608.11
	b. Calibration	X	System installer/contractor with approved agency	At Final inspection	611.3.3
Chapter 7: Water Resource Conservation, Quality and Efficiency					
	Appliances	X	Field inspection	After installation and prior to occupancy	702.6
	Hot water distribution	X	Field inspection	At Final inspection	702.8
	Cooling tower performance	X	System installer/contractor with approved agency	Prior to occupancy or within 12 months after occupancy	703.7.7
	Metering	X	Field inspection	At Final inspection	705.1.1
	Rainwater system water quality	X	Field testing and verification; report	Prior to occupancy or within 12 months after occupancy	707.15.1

	Gray water system water quality	X	Field testing and verification; report	Prior to occupancy	708.13.8
Chapter 8: Indoor Environmental Quality and Comfort					
<i>Building construction, features, operations and maintenance facilitation</i>					
	Air-handling system access	X	Field inspection and verification; report	During construction and prior to occupancy	802.2
	Air-handling system filters	X	Field inspection and verification; report	During construction and prior to occupancy	802.3
<i>Specific indoor air quality & pollutant control measures</i>					
	Listing, installation and venting of fireplaces and combustion appliances	X	Field inspection and verification; report	During construction and prior to occupancy	804.1
	Daylighting	X	Field inspection and verification; report	With permit submittal; field inspection; report prior to occupancy	808.1
Appendix A: Project Electives					
	Project electives chosen from Appendix A implemented into the design	X	Inspection and verification with the RDP or approved agency	Prior to occupancy or within 12 months after occupancy	Appendix A

Verification of Other Items or Systems by the Commissioning Agency

List any other items or systems to be verified by the commissioning agency:
