

Completed COMcheck forms are required to show compliance with either IECC 2015 or ASHRAE 90.1-2013 for new construction, existing building work, and tenant improvements. COMcheck forms must be uploaded in the “**Energy Forms-Codes**” subfolder in ProjectDox.

Beginning **April 15, 2021**, these forms will be reviewed at the PreScreen stage for basic completion, and more thoroughly by the various plan reviewers upon Prescreen acceptance.

COMcheck Reports - Consist of five (5) parts, and some *alteration* projects may *not* require submittal of all four compliance certificates depending on the exact scope of work:

1. Envelope Compliance Certificate
2. Interior Lighting Compliance Certificate
3. Exterior Lighting Compliance Certificate
4. Mechanical Compliance Certificate
5. Inspection Checklist (*Required*)

Compliance Certificates - The four (4) certificates have similar headers and signatory compliance statements at the end.

1. Complete all the fields listed below for every certificate:
 - a. Project Information,
 - b. Construction Site,
 - c. Owner/Agent,
 - d. Designer/Contractor
 - e. Additional Efficiency Package - *and must be consistent in each Certificate*
2. Envelope and Mechanical certificates require some product information. The envelope certificate requires input of specific Fenestration Product ID numbers or must utilize default values. **Product ID information must be included in the plans for plan review to compare with the certificates.**
3. Each Certificate Compliance statement must have the name, title and date filled out and signed in the signature space. Licensed professionals shall affix their seal, or their license number. Failure to complete this will result in a rejection in the prescreen stage.

Inspection Checklist – The checklist has four (4) columns; three of which are auto generated by COMcheck:

1. Section # & Req. ID (referring to the Energy Code Provision Number)
2. Plan Review (summarizing the Energy Code Provision)
3. Complies? A checklist for the plan reviewer and inspector, (*NOT to be completed by the user*)
4. Comments/Assumptions for user input. COMcheck inserts a comment which will *not be acceptable by itself*, such as “Requirement will be met” or “Requirement does not apply”.
 - a. **The User is to provide a comment within COMcheck directing the reviewer to the specific note and/or detail(s) location on the sheet(s) in the plans indicating the compliance to the code provision** (digital modifications of a printed version are not acceptable),
 - b. **OR note the *specific* exception/exemption to the provision allowed by the code.**
 - c. There are a few provisions without the comment capacity in COMcheck, mostly for information shown in the Compliance Certificate, and those blanks will be allowed.

Mechanical Compliance Certificate - Mechanical compliance also requires:

1. Compliance with *ASHRAE Standard 183* for load calculations. The completed *Standard 183 Informative Appendix B* format will be acceptable in the documents with its location noted in the Inspection Checklist. Then place the summary form generated from the **user selected load calculation software** attached to the end of the COMcheck report in the ProjectDox folder.
2. Refrigeration manufacturer data is required to show compliance: compliance data in drawings, **and** info sheets in the ProjectDox subfolder “**Manufacturing Specs**”.
3. Attention to the Commissioning provision capacity requirements. Exemptions must be claimed, and if no exemption, Commissioning (Cx) Submittal Form CE 1371B must be submitted in the same folder with COMcheck.

Resubmittals require reprinting the entire report from within COMcheck. Digital modifications to the rejected printed version are not acceptable.

NOTES: COMcheck is a **free** program available at: <https://www.energycodes.gov/comcheck>. The International Energy Conservation Code 2015 is available for **free** viewing online at: <https://codes.iccsafe.org/content/IECC2015>