

# DESIGN REVIEW KICKOFF



CERTIFICATE OF COMPLIANCE	NRCC-CXR-01-E
Design Review Kickoff	(Page 1 of 2)
Project Name:	Date Prepared:

<b>A. GENERAL INFORMATION</b>	
Climate Zone:	Building Type:
Conditioned Floor Area (ft <sup>2</sup> ):	
Reviewer's Name:	Reviewer's Agency:
Enforcement Agency:	Permit Number:
Enforcement Agency Use: Checked by	Enforcement Agency Use: Date
<b>B. DATE OF DESIGN REVIEW KICKOFF</b>	
_ / _ / _	
<b>C. DESIGN REVIEW CHECKLISTS PROVIDED TO DESIGN TEAM</b>	
YES NO	
<b>D. DESIGN REVIEWER QUALIFICATIONS:</b>	
<p>&lt;10,000 ft<sup>2</sup>: design engineer or architect</p> <p>&gt;10,000 ft<sup>2</sup> and &lt;50,000ft<sup>2</sup>: in-house engineer or architect with no other project involvement or a third-party engineer, architect, or contractor</p> <p>&gt;50,000 ft<sup>2</sup> or complex mechanical system serving &gt;10,000 ft<sup>2</sup>: third-party design engineer, architect, or contractor</p>	
<b>E. LIST OF MEETING ATTENDEES:</b>	
Owner: _____	Design Reviewer: _____
Project Manager: _____	Design Architect/Engineer(s): _____
<b>F. DOCUMENTS RECEIVED BY DESIGN REVIEWER FOR DESIGN REVIEW KICKOFF:</b>	
Owner's Project Requirements	Basis of Design or Narrative
Drawing Set (issue & date): _____	
Specifications: _____	Other: _____
<b>G. DESIGN REVIEW MEETING TOPICS:</b>	
<b>PROJECT SCOPE:</b>	
<b>DESIGN ELEMENTS AND ASSUMPTIONS:</b>	
<b>HVAC SYSTEM SELECTION:</b>	
<b>RECOMMENDED ENERGY EFFICIENCY MEASURES:</b>	
<b>OTHER COMMENTS:</b>	
<b>H. COORDINATION:</b>	
<b>TARGET CONSTRUCTION DOCUMENT REVIEW DATE:</b>	
<b>TARGET PERMIT SUBMITTAL DATE:</b>	

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<b>DOCUMENTATION AUTHOR/RESPONSIBLE PERSON'S DECLARATION STATEMENT</b>	
<p>I certify the following under penalty of perjury, under the laws of the State of California:</p> <ol style="list-style-type: none"> <li>1. The information provided on this Certificate of Compliance is true and correct.</li> <li>2. I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design or system design identified on this Certificate of Compliance (responsible designer).</li> <li>3. The energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the California Code of Regulations.</li> <li>4. The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.</li> <li>5. I will ensure that a completed signed copy of this Certificate of Compliance shall be made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections. I understand that a completed signed copy of this Certificate of Compliance is required to be included with the documentation the builder provides to the building owner at occupancy.</li> </ol>	
Responsible Person Name:	Responsible Person Signature:
Company :	Date Signed:
Address:	License:
City/State/Zip:	Phone: