



Montgomery County Department of Permitting Services

2425 Reedie Drive 7th Floor
Wheaton, MD 20902
Phone: 311 in Montgomery County or (240) 777-0311
www.montgomerycountymd.gov/dps



Instructions for Completing the 2018 IECC Code Analysis Checklist

The IECC Code Analysis Checklist is comprised of Building Envelope, Mechanical System, Service Water Heating (SWH), and Electrical Power & Lighting. First, select an energy compliance path from Line 3 and complete the Project Information, Project Team Information, and Scope of Work sections from Line 22 to 26. Next, select the applicable compliance sections from Line 29 to 35; the spreadsheets will expand to the corresponding sections based on the applicable scope of work.

Within each section you will see a “Comment” column, this is where you should provide additional information such as performance values (R-Value, U-Factors, SHGC, cooling/heating capacities, etc.), exceptions, and notes to the plan reviewers. Additionally, there is a “Page Number” column for indicating where the information relating to each code provision is documented within the plan set or specifications; this is necessary to expedite the review process.

Where a code provision does not apply to the scope of your project, select “N” from the drop-down in either column C or F, otherwise select “Y” to indicate that the code provision requirement has been addressed and the necessary documentation has been provided. The checklist will indicate “Incomplete” in Column G if you skip any of the columns mentioned above.

For New Buildings:

If the “IECC Prescriptive” path is chosen, fully complete the Building Envelope, Mechanical Systems, SWH, Electrical Power & Lighting, and Additional Energy Efficiency provisions (Section C406) as well. If the “IECC Performance” path is chosen, complete all the mandatory provisions and Total Building Performance (Section C407). Maintenance Information and System Commissioning (Section C408) will be required if the scope of work meets the threshold of Section C408.2. See detailed requirements of the commissioning plan under Energy and Green Building by clicking the link below:

<https://www.montgomerycountymd.gov/DPS/divisions/commercial/index.html>

For Existing Buildings – Addition or Alteration or Change of Use Projects:

Evaluate the scope of your proposed project per Chapter 5CE (Existing Buildings) and complete the appropriate checklist sections for Envelope, Mechanical, SWH, Lighting/Power as they apply to your project. If your alteration includes a tenant fit-out, complete Additional Energy Efficiency for Tenant Spaces (Section C406).

Upon completing the checklist (Column G indicates fully “Complete”), please convert the spreadsheets into a PDF file (see the graphic below for instructions). Then sign, date, and seal this document by the registered design professional and upload it to the “Documents” folder in ProjectDox.

If you select ASHRAE 90.1 -2016 prescriptive or performance as the code compliance path, please follow the same procedure as described above and the instructions in the ASHRAE worksheet.

Code Analysis Compliance Checklist (final) V 1.1

File Edit View Insert Format Data Tools Add-ons Help

Share

New
Open
Import
Make a copy

Email
Download
Make available offline
Version history
Rename
Move
Add shortcut to Drive
Publish to the web

Document details
Spreadsheet settings
Print

Montgomery County 2018 Energy Code Analysis Checklist

Compliance Pathway (Select the pathway from drop down on the right) IECC Performance (continue below)

Instructions

This Commercial IECC Code Analysis Checklist shall accompany all Commercial Building Permit Submittals which are subject to the requirements of the International Energy Conservation Code (IECC) inclusive of all other documentation, forms, calculations, specifications and certifications.

This IECC Code Analysis Checklist shall be submitted indicating sheet or page numbers associated with the code provisions of your chosen path of compliance. Space has been provided to input comments as needed for each code provision.

Provide ComCheck as applicable, based on the Prescriptive compliance strategy. HVAC load calculations shall be provided separately. Provide modeling calculations to support a Performance Compliance Strategy.

All energy compliance documentation must be signed, sealed and dated by the appropriate design professional. As you move through the checklist you must provide a response for each section with a Y or N to indicate whether the code provision applies to the scope of work for your project. Responses with Y will cause the code section to expand, N will cause sections to collapse accordingly or specific code provisions to turn grey, requiring no further input. Once each applicable section is completed it will show "Completed". Incomplete sections or code provisions will prompt you to provide input as needed. Once you have completed this checklist fully you must convert it to a pdf document by selecting "Download" and then "PDF Document" from the File menu. This pdf must be uploaded into the "Documents" folder in ProjectDox along with all of the supporting documents such as load calculations, ComCheck, product specifications, Commissioning Plans...etc.

Project Information

Project Team Information

Property Owner (Company & Name):	Email:	Address:	Phone Number:
Architect of Record (Company & Name):	Email:	Address:	Phone Number:
Point of Contact (Company & Name):	Email:	Address:	Phone Number:

Scope of Work

	Applies	
New Construction	Y/N	Incomplete
Addition	Y/N	Incomplete
Alterations	Y/N	Incomplete
Repair	Y/N	Incomplete

To convert the Google Sheet to a PDF please click on:

- File
- Download
- PDF document (.pdf)

Print settings Total: 2 pages

CANCEL EXPORT

Print range: Current sheet

Paper size: Letter (8.5" x 11")

Page orientation: Landscape Portrait

Scale: Fit to width

Margins: Normal

SET CUSTOM PAGE BREAKS

Formatting

Headers & footers

Please note the highlighted settings before clicking EXPORT:

- Current Sheet
- Landscape
- Fit to width

Convert Checklist to PDF then submit as PDF