

OVERVIEW OF COMMISSIONING REQUIREMENTS FOR BUILDING OWNERS IN MONTGOMERY COUNTY

Commissioning (Cx) is an essential part of making sure that the building envelope, HVAC, domestic hot water systems, lighting and power systems, renewable energy, green building, etc. operate the way they were intended and that all the smart controls operate appropriately.

The building designers should work with the owner to establish the Basis of Design (BoD) for the building based on the Owner's Project Requirements (OPR). The Cx Provider oversees the incorporation of the design and energy goals throughout the project life cycle.

Completion of commissioning is required to receive a certificate of occupancy. We recommend hiring a professional to help ensure that your project follows the process and stays on schedule. The following is a brief overview of requirements.

Commissioning is required for most medium and large buildings, including new construction, additions, alterations, and change of use and first-time tenant fit-outs. Consult your design professional for exceptions for small buildings.

Summary of Commissioning Requirements by Building Phase

- **Pre-Design/Design:** Prepare the Owner's Project Requirements (OPR) and Basis of Design (BoD). Hire a qualified Commissioning Provider who is independent of design and construction. Develop a Commissioning Plan (based on the OPR and BoD).
- **Permit Submission:** Provide to DPS the Commissioning Provider's information and the Commissioning Plan for review. This is required for permit approval. *(Notify DPS if you change Commissioning Provider during the project.)*
- **Construction:**
 - Perform Commissioning and testing during construction.
 - Apply for the Energy Final Inspection by submitting to DPS the Preliminary Commissioning Report and (Testing, Adjusting and Balancing) TAB Report. **This is required before Final Building Inspection and before the building can be occupied.**
 - Include any renewable energy purchase agreement and/or interconnection application for on-site solar.
- **Post-Occupancy:** Owner must receive the Project System Manual and Final Commissioning Report, two months before the end of the contractor's general warranty period.

The DPS Commercial Building website <https://www.montgomerycountymd.gov/DPS/divisions/commercial/index.html> in the Energy and Green Building \ Commissioning section has several useful documents including:

- A list of Commissioning Providers: *Cx Approved Providers*
- Detailed commissioning guidance: *Commissioning and Final Energy Inspection Guidelines*

For further information please contact your design professional, or DPS Commercial, Energy and Sustainability Department. Contact information can be found in the [DPS Directory](#).