IBC CODE DESIGN CHECKLIST
2009/2012 IBC BUILDING CODE CHECKLIST
FOR COMMERCIAL PROJECTS
(Transfer the resulting data onto the building plans Life Safety & Building Code Information drawing sheet)

References to “FBCB” are particular to the Florida Building Code
(FOR 1 AND 2-FAMILY DWELLINGS AND TOWNHOUSES USE IRC)

NOTE: This guide is not exhaustive and due diligence should be made to correlate the project with all applicable codes and standards. Reference to sections should be verified and corrected. If any variations are found, please notify TBCI with the corrected reference so that this guide can be updated for future accuracy. A current document will be posted on the www.rlmarch.com web site. If you find this document useful, please let The Building Code Institute know how you used it.

Name of Project: _________________________________________________________________________________________
Address: _____________________________________________________________________________________________ Zip Code __________

Proposed Use: _________________________________________________________________________________________

Owner/Authorized Agent: __________________ Phone # ( _____ ) _____ - ______________ E-Mail ____________________________

Owned By: ☐ City/County ☐ Private ☐ State

Code Enforcement Jurisdiction: City ___________________ County ______________ State _______________

PRIMARY DESIGN PROFESSIONAL:

EDITION OF IBC CODE _____ FOR: ☐ New Construction ☐ Addition ☐ Uplift

EXISTING: ☐ Reconstruction ☐ Alteration ☐ Repair

YEAR CONSTRUCTED _________ ORIGINAL USE ___________ RENOVATED _________ CURRENT USE _______

BUILDING DESIGN DATA (Actual)

<table>
<thead>
<tr>
<th>Construction Type</th>
<th>I-A</th>
<th>II-A</th>
<th>III-A</th>
<th>IV</th>
<th>V-A</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-B</td>
<td>I-B</td>
<td>II-B</td>
<td>III-B</td>
<td>V-B</td>
<td></td>
</tr>
</tbody>
</table>

Mixed construction: ☐ No ☐ Yes Type(s): __________________________

Sprinklers: ☐ No ☐ Partial ☐ Yes ☐ NFPA 13 ☐ NFPA13R ☐ NFPA 13D ☐ Other Extinguishing __________________________

Standpipes: ☐ No ☐ Yes ☐ Class ☐ I ☐ II ☐ III ☐ Wet ☐ Dry

Fire District: ☐ No ☐ Yes | District Contact & Phone: __________________________

Flood Hazard Area : ☐ No ☐ Yes

Building Height: Feet _________ Number of Stories _________ Mezzanine(s): ☐ No ☐ Yes

Gross Building Area: (use additional sheets if necessary for code review)

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>EXISTING (SQ FT)</th>
<th>NEW (SQ FT)</th>
<th>SUB-TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>__</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6th Floor</td>
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<tr>
<td>5th Floor</td>
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<tr>
<td>4th Floor</td>
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<td></td>
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<tr>
<td>3rd Floor</td>
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<tr>
<td>2nd Floor</td>
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<td></td>
</tr>
<tr>
<td>Mezzanine</td>
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<tr>
<td>1st Floor above Grade plane</td>
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<td></td>
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<tr>
<td>Basement(s)</td>
<td></td>
<td></td>
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<tr>
<td>TOTALS</td>
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</tbody>
</table>

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Primary Occupancy Classification:

- Assembly: A1, A2, A3, A4, A5
- Business: F1 Moderate, F2 Low, F3 SP
- Educational: I1, I2, I3, I4, D Day Care
- Factory: R1, R2, R3, R4
- Institutional: S1- Moderate, S2- Low, High Piled
- Hazardous: H1- Detonate, H2- Deflagrate, H3- Combust, H4- Health, H5- HPM
- Mercantile: M
- Residential: R
- Mercantile: M
- Parking Garage: G
- Repair Garage: R

Secondary Occupancy(s):

Special Uses:

- 402
- 403
- 404
- 405
- 406
- 407
- 408
- 409
- 410
- 411
- 412
- 413
- 414
- 415
- 416
- 417
- 418
- 419
- 420
- 421
- 422
- 423

Florida Section 401.2:

419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 Chapter 30 Section 3109

Special Provisions:

- 509.2
- 509.3
- 509.4
- 509.5
- 509.6
- 509.7
- 509.8
- 509.9

Mixed Occupancy (508):

- Yes

Separation (508.3.3): _______ Hr.

Exception: ____________________________

Incidental Use Separation and Protection (508.2) –

Accessory Occupancies (508.3.1) | This is not exempt as a Non-Separated Use (see exceptions).

Non-Separated Use (508.3.2)

The required type of construction for the building shall be determined by applying the height and area limitations for each of the applicable occupancies to the entire building. The most restrictive type of construction, so determined, shall apply to the entire building.

Separated Use (508.3.3) - See below for area calculations

For each story, the area of the occupancy shall be such that the sum of the ratios of the actual floor area of each use divided by the allowable floor area for each use shall not exceed 1.

\[
\frac{\text{Actual Area of Occupancy "A"}}{\text{Allowable Area of Occupancy "A"}} + \frac{\text{Actual Area of Occupancy "B"}}{\text{Allowable Area of Occupancy "B"}} \leq 1
\]

STORY#.

- Description and Use
- Building Area Per Story (Actual)
- Table 503 Area
- Area for Frontage Increase
- Area for Sprinkler Increase
- Allowable Area or Unlimited
- Maximum Building Area

1. Frontage area increases (I\text{f}) from Section 506.2 are computed thus: \( I_{f} = \frac{F/P - 0.25}{W/30} \)
   a. Total Perimeter which fronts a public way or open space having 20 feet minimum width = (F) Include full width of public ways
   b. Total Building Perimeter = (P)
   c. Ratio (F/P) = _______ - Note: [(F/P) - 0.25] cannot exceed 0.75
   d. \( W/30 = \text{Sum of perimeter with Width of open space each side} \geq 20' \text{ truncate to 30' MAX} = (W)/30 \) Note: \( W/30 \text{ will be} < 1.0 \)
   e. Percent of frontage increase \( I_{f} = \frac{F/P - 0.25}{W/30} \)
   f. Total square footage Increase For Frontage is Area from Table 503 \( A_{t} \) multiplied by \( I_{f} \)

2. The sprinkler increase per Section 506.3 for buildings protected by NFPA 13 system is as follows:
   a. Multi-story building \( I_{s} = 200 \text{ percent} \text{ Area from Table 503} (A_{s}) x 2 \)
   b. Single story building \( I_{s} = 300 \text{ percent} \text{ Area from Table 503} (A_{s}) x 3 \)

3. Unlimited area buildings are applicable under conditions of Sections:
   a. Group B, F, M, S, A-4 (507); Group A motion picture (507.10); Malls (507.11); and H-2 aircraft paint hangers (507.8).

4. Maximum Building Area = (Total number of stories allowed in the building w/ Max 3) x (Sum of \( A_{t} \) + \( I_{f} + I_{s} \)) (See 506.4).
   a. No single floor can exceed the allowable floor area calculated by Frontage plus Sprinkler increases.
   b. The maximum area of open parking garages must comply with 406.3.5.
   c. The maximum area of air traffic control towers must comply with 412.1.2.
## LIFE SAFETY PLAN SHEET 

LIFE SAFETY PLAN SHEET #, IS ________ IF PROVIDED.

<table>
<thead>
<tr>
<th>BUILDING ELEMENT</th>
<th>FIRE SEPARATION DISTANCE (FEET)</th>
<th>RATING PROVIDED (W/_________ * REDUCTION)</th>
<th>DETAIL # AND SHEET #</th>
<th>DESIGN # FOR RATED ASSEMBLY</th>
<th>DESIGN # FOR RATED PENETRATION</th>
<th>DESIGN # FOR RATED JOINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural Frame, including columns, girders, trusses</td>
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<tr>
<td>Bearing Walls</td>
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<tr>
<td>Plan View Exterior Walls</td>
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<tr>
<td>Interior</td>
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<tr>
<td>Nonbearing Walls and Partitions</td>
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<tr>
<td>Exterior walls - See Table 602</td>
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<td>Interior walls and partitions</td>
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<td>Floor Construction</td>
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<td>Including supporting beams and joists</td>
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<td>Roof Construction</td>
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<td>Including supporting beams and joists</td>
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<tr>
<td>Shaft Enclosures - Exit</td>
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<tr>
<td>Shaft Enclosures - Other</td>
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<tr>
<td>Corridor Separation</td>
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<tr>
<td>Occupancy Separation</td>
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<tr>
<td>Party/Fire Wall Separation</td>
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<tr>
<td>Smoke Barrier Separation</td>
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<tr>
<td>Tenant Separation</td>
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<tr>
<td>Incidental Use Separation</td>
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</tbody>
</table>

* Indicate section number permitting reduction for RATING column
<table>
<thead>
<tr>
<th>IBC / FBC SECTION</th>
<th>LSC SECTION</th>
<th>EMERGENCY SYSTEM</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1006</td>
<td>101:7.9</td>
<td>Emergency Lighting:</td>
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<tr>
<td>1011</td>
<td>101:7.10</td>
<td>Exit Signs:</td>
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<tr>
<td>907.2</td>
<td>101:9.6</td>
<td>Fire Alarm:</td>
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<td>907.2.11</td>
<td>101:9.6.1.8</td>
<td>Smoke Detection Systems:</td>
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<tr>
<td>1008.1.10</td>
<td>101:7.2.1.7</td>
<td>Panic Hardware:</td>
<td></td>
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<tr>
<td>909</td>
<td>101:9.3</td>
<td>Smoke Control (404.5, 403.54, 402.10, 407.4, 408.6)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NUMBER AND ARRANGEMENT OF EXITS**

<table>
<thead>
<tr>
<th>FLOOR, ROOM OR SPACE DESIGNATION</th>
<th>MINIMUM(^2) NUMBER OF EXITS</th>
<th>TRAVEL DISTANCE</th>
<th>ARRANGEMENT MEANS OF EGRESS(^2) (SECTION 1015.2.1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REQUIRED</td>
<td>ALLOWABLE TRAVEL DISTANCE (TABLE 1016.1)</td>
<td>ACTUAL TRAVEL DISTANCE SHOWN ON PLANS</td>
</tr>
<tr>
<td></td>
<td>SHOWN ON PLANS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Corridor dead ends (Section 1018.4)  
2 Single exits (Table 1021.2)  
3 Common Path of Travel (Section 1014.3)

**EXIT WIDTH**

<table>
<thead>
<tr>
<th>USE GROUP OR SPACE DESCRIPTION</th>
<th>(a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREA sq. ft.</td>
<td></td>
</tr>
<tr>
<td>(b) AREA PER OCCUPANT TABLE 1004.1.1</td>
<td></td>
</tr>
<tr>
<td>(OL) CALCULATED OCCUPANT LOAD (a) ÷ (b)</td>
<td></td>
</tr>
<tr>
<td>(c) CALCULATED EGRESS WIDTH (e) = OL x Factor(^2)</td>
<td></td>
</tr>
<tr>
<td>REQUIRED WIDTH (c) + #Exits (Table 1019.1)</td>
<td></td>
</tr>
<tr>
<td>ACTUAL WIDTH SHOWN ON PLANS</td>
<td></td>
</tr>
</tbody>
</table>

**VERIFY THE FOLLOWING:**
1 See Table 1004.1.1 to determine whether net or gross area is applicable for each occupancy classification.  
See definitions "Floor Area, Gross" and "Floor Area, Net" (Section 1002)  
2 Minimum stairway width (Section 1005.1); min. door width (Section 1005.1); min. corridor width (Section 1017.2)  
3 Minimum width of exit passageway (Section 1020.2)  
4 See Section 1004.5 for converging exits.  
5 The loss of one means of egress shall not reduce the available capacity to less than 50 percent of the total required (Section 1005.1)  
6 Assembly occupancies – Check this section if Assembly Occupancy is involved (Section 1028)  
NEW STAIR DESIGN CHECKLIST - CHAPTER 10

IF THERE IS NO STAIR, THEN SKIP THIS SECTION.

NOTE: If the stairs are existing, they must comply with the requirements for existing stairs, if modified, or continue to comply with the code enforced at the time of construction if no modifications are contemplated unless the AHJ determines conditions which threaten life safety.

☐ Are there “changes in elevation” in the path of egress within the building or site?
  • If yes, then stairs or ramps with landings at top and bottom of each run are required.
☐ Is this a building with more than one floor level?
  • If yes then stairs are required from each floor and are required to discharge to the exterior with access to a public way or area of safety.
☐ If the Construction Type of the building is noncombustible, then the stair construction must be of noncombustible material except for the handrails
☐ Minimum headroom above the line of nosings at stairs 6'-8" (80") and 7'-6" (90") at landings.

VERIFY STAIR GEOMETRY:
☐ Verify the floor to floor height at each floor.
☐ Is the height of each stair flight measured from floor to floor is the same at all floor levels ☐ YES ☐ NO
  • If “NO” then verify stair geometry design at each floor level individually.

If “YES” then verify stair tread and riser geometry:  **Maximum Riser height 7” minimum riser height 4”**

VERIFY RISER HEIGHT:
☐ Floor to floor height in Inches = _______
☐ Divide the number of inches by 7: ______” ÷ 7 = _______._______
☐ Round up to the next integer = _______ (for example: Floor to floor height is 12'-6” x 12 = 150 Inches ÷ 7 = 21.42857) round up to 22
☐ Verify riser height: Divide the floor to floor height by the rounded number = ___ (example 150 ÷ 22 = 6.1818)
☐ Is the result less than 7 and more than 4 ☐ YES ☐ NO
  • If “YES” then riser height complies for that number of risers.
  • If “NO” then add additional risers until the result is less than 7.

TREAD DEPTH:
☐ Where changes in elevation occur, are there locations where the elevation change is 21 inches or less?
  • Elevation changes 21 inches or less require minimum 13” tread depth.
  • If the change in elevation is 12” or less, then a sloped surface is required.
  • Sloped surfaces greater than 1:20 must meet requirements for RAMPS
    • Ramp slope cannot exceed 1:12
☐ Elevation changes greater than 21” require minimum tread depth of 11”

STAIR LANDING:
☐ Is the floor to floor height equal to or more than 12 feet? ☐ YES ☐ NO
☐ If YES then intermediate landing is required. Divide the stair flight into vertical runs that are not more than 12 feet in vertical height between landings.
☐ The intermediate landing depth must be the same as stair width if stair changes direction.
☐ If stair does not change direction, intermediate landing depth in the direction of egress must be at least the width of the stair but is not required to exceed 48”.
☐ The landing widths must be at least the same as the width of the stair.
☐ Doors clear width at the stair exit enclosure discharge must have a clear width of at least two thirds (2/3) the required width of the stair.
☐ Doors into an exit stair enclosure must swing in the direction of egress travel.

GUARDS AND HANDRAILS:
☐ Guards and handrails shall comply with the structural requirements of Section 1607.7.
☐ Are there landings or other locations where the standing elevation is more than 30 inches above the grade or floor below?
☐ IF YES, then guards are required. Minimum height is 42 inches above the deck. Except for Storage, Industrial, catwalks and similar locations, intermediates are required in the guard.
☐ Intermediates shall not allow passage of a 4” sphere to a height of 36” or an 4-3/8” sphere above 36” to 42” and 6” sphere at the triangular opening of riser, tread, and bottom rail. EXCEPTION - 21” sphere shall not pass at guards in industrial or storage areas not open to the public.

HANDRAIL DETAILS:
☐ Handrails are required at both sides of stairs and at ramps with slopes greater than 1:20.
☐ Outside diameter 1-1/4” minimum and 2” maximum
☐ Top of rail above line of nosings or surface of ramp is 34” minimum, 38” maximum.
☐ Clearance is from wall, guard, or other obstruction a minimum of 2-1/4”.
☐ Handrails at landings shall extend 12” level from a line directly above the top riser and 1 full tread depth at slope at bottom riser.
DESIGN LOADS:

Importance Factors: Wind (IW)  
Snow (IS)  
Seismic (IE)

Live Loads:  
Roof psf  
Mezzanine psf  
Floor psf

Snow Load: psf  
Wind Load: Basic Wind Speed mph

Exposure Category

Wind Base Shears (for MWFRS) Vx =  
Vy =

☐ SEISMIC DESIGN CATEGORY A
Compliance with Section 1616.4 only? ☐ Yes ☐ No

SEISMIC DESIGN CATEGORY  ☐ B ☐ C ☐ D

Seismic Use Group
Spectral Response Acceleration Ss %g  
S1 %g

Site Classification  
Field Test  
Presumptive  
Historical Data

Basic structural system (check one)
☐ Bearing Wall  
☐ Dual w/Special Moment Frame  
☐ Building Frame  
☐ Dual w/Intermediate R/C or Special Steel  
☐ Moment Frame  
☐ Inverted Pendulum

Seismic base shear Vx =  
Vy =

Analysis Procedure
☐ Simplified  
☐ Equivalent Lateral Force  
☐ Modal

Architectural, Mechanical, Components anchored? __________

LATERAL DESIGN CONTROL:
Earthquake: _______ Wind: _______

SOIL BEARING CAPACITIES:
Field Test (provide copy of test report)  
Presumptive Bearing capacity  
Pile size, type, and capacity

PLUMBING FIXTURE REQUIREMENTS
See International Plumbing Code or Local Code Requirements

NOTE: IPC(2006) Section 403.4 Travel Distance to nearest toilet facility

<table>
<thead>
<tr>
<th>USE</th>
<th>WATERCLOSETS</th>
<th>URINALS</th>
<th>LAVATORIES</th>
<th>SHOWERS/TUBS</th>
<th>DRINKING FOUNTAINS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>MALE</td>
<td>FEMALE</td>
<td>MALE</td>
<td>FEMALE</td>
<td>REGULAR</td>
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<td>NEW</td>
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<tr>
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ACCESSIBLE PARKING

<table>
<thead>
<tr>
<th>LOT OR PARKING AREA</th>
<th>TOTAL # OF PARKING SPACES</th>
<th># OF ACCESSIBLE SPACES PROVIDED</th>
<th>TOTAL # ACCESSIBLE PROVIDED</th>
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</thead>
<tbody>
<tr>
<td>REQUIRED</td>
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<tr>
<td>PROVIDED</td>
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<tr>
<td>REGULAR WITH 5' ACCESS AISLE</td>
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<tr>
<td>VAN SPACES WITH 8' ACCESS AISLE</td>
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<tr>
<td>TOTAL</td>
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NOTE: New ADA/ABA-AG 2004 Requires 1 of every 6 spaces as van accessible
SPECIAL APPROvals & SPECIAL INSPECTIONS (Chapter 17)

Special approval: (Local Jurisdiction, Department of Insurance, OSC, DPI, DFS, ICC, etc., describe below – attach sheet if needed)
Special Inspections: Chapter 17 specifies several instances where special inspection of either a manufacturer’s product or materials and methods of construction which may also include on-site inspections during placement of materials.

ENERGY SUMMARY

ENERGY REQUIREMENTS:
The following data shall be considered minimum and any special attribute required to meet the energy code shall also be provided. Each Designer shall furnish the required portions of the project information for the plan data sheet. If energy cost budget method, state the annual energy cost budget vs allowable annual energy cost budget.

The COMCHECK software available as a cost free download from the [www.energycodes.gov](http://www.energycodes.gov) web site will satisfy most submittal requirements. Use the RESCHECK software for low rise apartment units, single family, duplex, and townhouse buildings.

THERMAL ENVELOPE

Method of Compliance:

☐ Prescriptive ☐ Performance ☐ Energy Cost Budget ☐ Compliance Software

Roof/ceiling Assembly (each assembly)

- Description of assembly
- U-Value of total assembly
- R-Value of insulation
- Skylights in each assembly
- U-Value of skylight
- total square footage of skylights in each assembly

Exterior Walls (each assembly)

- Description of assembly U-Value of total assembly R-Value of insulation
- Openings (windows or doors with glazing)
- U-Value of assembly
- shading coefficient
- projection factor
- low e required, if applicable
- Door R-Values

Walls adjacent to unconditioned space (each assembly)

- Description of assembly
- U-Value of total assembly
- R-Value of insulation
- Openings (windows or doors with glazing) U-Value of assembly
- Low e required, if applicable Door R-Values

Walls below grade (each assembly)

- Description of assembly U-Value of total assembly R-Value of insulation

Floors over unconditioned space (each assembly)

- Description of assembly U-Value of total assembly R-Value of insulation

Floors slab on grade

- Description of assembly
- U-Value of total assembly
- R-Value of insulation
- Horizontal/vertical requirement
- Slab heated
ELECTRICAL SUMMARY

ELECTRICAL SYSTEM AND EQUIPMENT

Method of Compliance:
- Prescriptive
- Performance
- Energy Cost Budget

<table>
<thead>
<tr>
<th>Lighting schedule</th>
<th>Equipment schedules with motors (not used for mechanical systems)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ lamp type required in fixture</td>
<td>□ motor horsepower</td>
</tr>
<tr>
<td>□ number of lamps in fixture</td>
<td>□ number of phases</td>
</tr>
<tr>
<td>□ ballast type used in the fixture</td>
<td>□ minimum efficiency</td>
</tr>
<tr>
<td>□ number of ballasts in fixture</td>
<td>□ motor type</td>
</tr>
<tr>
<td>□ total wattage per fixture</td>
<td>□ # of poles</td>
</tr>
<tr>
<td>□ total interior wattage specified vs allowed</td>
<td></td>
</tr>
<tr>
<td>□ total exterior wattage specified vs allowed</td>
<td></td>
</tr>
</tbody>
</table>

MECHANICAL SUMMARY

MECHANICAL SYSTEMS, SERVICE SYSTEMS AND EQUIPMENT

Method of Compliance
- Prescriptive
- Energy Cost Budget

Climate Zone ________________________________

Thermal Zone
- winter dry bulb
- summer dry bulb

Interior design conditions
- winter dry bulb
- summer dry bulb
- relative humidity

Building heating load

Building cooling load

Mechanical Spacing Conditioning System
- Unitary
  - description of unit
  - heating efficiency
  - cooling efficiency
  - heat output of unit
  - cooling output of unit

Boiler
- total boiler output. If oversized, state reason.

Chiller
- total chiller capacity. If oversized, state reason.