



August 19, 2015

**MEMORANDUM**

**Bulletin G-06-15**

**To:** All Permit Applicants

**From:** Thomas H. Goldsbury, P.E., C.B.O.  
Chief, Building Inspection Division

**Re:** **Sections C408.2 and C408.3 of the Florida Energy Code**

The purpose of this Bulletin is to make you aware of a significant change to the Florida Energy Code. Section C408 System Commissioning is an almost completely changed section that requires a significant increase in the commissioning effort for certain buildings. **Please note the below exceptions:**

**Exception:** The following systems are exempt from the commissioning requirements:

1. Mechanical systems in buildings where the total mechanical equipment capacity is less than 480,000 Btu/h (140 690 W) cooling capacity and 600,000 Btu/h (175 860 W) heating capacity.
2. Systems included in Section C403.3 that serve dwelling units and sleeping units in hotels, motels, boarding houses or similar units

Here are a few of the requirements if your building is not exempt:

1. Section C408.2.1 requires a commissioning plan be developed by a registered design professional or approved agency. See section C408.2.1 for required details.
2. Section C408.2.2 stipulates that *“Construction documents shall require that a written balance report be provided to the owner or the designated representative of the building owner for HVAC systems serving zones with a total conditioned area exceeding 5000 square feet (465 m<sup>2</sup>).”*
3. Section C408.2.3 requires functional performance testing.
4. Section C408.2.4 requires *“A preliminary report of commissioning test procedures and results shall be completed and certified by the registered design professional or approved agency **and provided to the building owner.**”*
5. Section C408.2.4.1 requires *“Buildings, or portions thereof, **shall not pass the final mechanical inspection until such time as the code official has received a letter of transmittal from the building owner acknowledging that the building owner has received the Preliminary Commissioning Report.**”* **Please note that you will not be able to schedule your mechanical final until this is received.**
6. Section C408.2.5 requires *“The construction documents shall specify that the documents described in this section be provided to the building owner within 90 days of the date of receipt of the certificate of occupancy”*. This includes but is not limited to Drawings, Operation & Maintenance Manuals, System Balancing Report and Final Commissioning Report.
7. Section C408.3.1 under functional testing of lighting systems requires that *“The construction documents shall state the party who will conduct the required functional testing.”* **This information must be included in your construction documents submitted for permitting.**

**NOTE: Items 1 thru 7 are ONLY for projects that are not exempt.**