



# Commercial Plan Review – 2024 MN Commercial Energy Code Compliance Worksheet

Project: \_\_\_\_\_ Address: \_\_\_\_\_

■ **Project Information:**

Select all that apply.

- New Construction
- Addition
- Alteration
- Change in Use
- Change in Space Conditioning

■ **Energy Code Exceptions:** The following conditions are not required to comply with this code if the energy use of the building is not increased. Select any that apply:

- Storm windows installed over existing
- Glass-only replacement
- Vestibule exception for existing door replacement
- Existing ceiling, wall, and/or floor cavities exposed and filled with insulation
- Reroofing without exposing sheathing or insulation
- Alteration replacing <20% light fixtures
- Bulb and Ballast ONLY replacement
- Existing ceiling, wall, and/or floor cavities NOT exposed

**This worksheet applies to new construction, additions, alterations, renovations, repairs and changes of use for commercial buildings, systems and equipment.** Commercial buildings are all buildings except detached one- and two-family dwellings, multiple single-family dwellings (townhouses) as well as Group R-2, R-3 and R-4 buildings three stories or less in height above grade plane. Information on construction documents shall comply with MN Rules 1323.0100 Subp. 10.

■ **Historic Buildings:**

- Documentation from authority of component that cannot comply with a specific provision of ASHRAE 90.1-2019

■ **Building and Occupancy Type Compliance:**

**Residential buildings** shall meet the provisions of IECC-Residential Provisions (RE), MSBC Ch. 1322. **Commercial buildings** shall meet the provisions of IECC—Commercial Provisions (CE), MSBC Ch. 1323. For **Mixed occupancy buildings** which include both residential and commercial occupancies, **each occupancy shall be separately considered and meet the applicable provisions of - Commercial Provisions (MSBC 1323) and IECC - Residential Provisions (MSBC 1322) specific the occupancy.**

Indicate all that apply:

- Commercial Building:** For this code, all buildings that are not included in the definition of Residential Building.
- Residential Building:** For this code, includes detached one- and two-family dwellings and multiple single family dwellings (townhouses) as well as Group R-2, R-3 and R-4 buildings three stories or less in height above grade plane.
- Mixed Occupancy Building:** Where a building includes both residential and commercial occupancies, each occupancy shall be separately considered and meet the applicable provisions of Chapter 1322 and Chapter 1323.

■ **System Commissioning (MSBC 1323 Section 4.2.5.2):**

Indicate whether System Commissioning is required for the project based on compliance method. Prior to issuance of building permit, the name of the individual or company that will provide the system commissioning must be provided and acknowledged by the project owner. Commissioning is required to be completed prior to final inspection. When commissioning is required, it shall be specified in construction documents prior to permit approval.

Yes

No

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**ENERGY CODE COMPLIANCE DRAWING SHEET(S) (MSBC 1323 4.2.5.1.1 Information on Building Permit Application):**

For all compliance path methods. Submit separate energy code compliance drawing sheet(s) with the following components:

- Narrative explanation of energy code compliance path the project was designed to
- Drawings depicting the thermal envelope and continuous air barrier
- Specify the R-value and material type for insulation
- Specify the air barrier material and/or assembly include how to deal with joints/seams, penetrations, and dissimilar materials.
- Specify the U-factor and Solar Heat Gain Coefficient (SHGC) of all fenestration
- Schedule, index, table, or document of energy-related features, including building construction components, building services and equipment, prescribed or used in the compliance calculations and analysis. For each item, list:
  - The U-value, R-value, or other relevant energy metric associated with the item
  - Provide a COMcheck for all prescriptive projects and have the Inspection checklist filled out with the pages in the plans the specified component of the project can be found – or Provide with the cost analysis report or performance report with an index , table or document for all components to be listed and have the pages listed from the plans where this information can be found.
- Narrative explanation of functional performance testing (FPT) commissioning, and project completion requirements per ASHRAE 90.1-2019.

# Energy Code Compliance:

- STEP 1** Select ONLY ONE compliance method for the entire project using this form. 1, 2, or 3.
- STEP 2** Under selected compliance method, select ONE option from each section
- STEP 3** Prepare forms, reports or other documentation as indicated for the method and path chosen
- STEP 4** Prepare ENERGY CODE COMPLIANCE DRAWING SHEET(S) see front of worksheet for requirements
- STEP 5** Submit items from Steps 1-4 and other construction documents with permit application package

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- 1. ASHRAE Standard Compliance** for NEW COMMERCIAL BUILDINGS, ADDITIONS, ALTERATIONS & REPAIRS  
Comply with the provisions of the following MSBC 1323 ASHRAE 90.1-2019 sections 5-10: **Select one option from each section** and submit required documentation. **All projects must provide a COMcheck for the building envelope, mechanical, interior lighting, and exterior lighting with the inspection checklist filled out if its location on the plans submitted for permit.**

## Section 5 Building Envelope:

Submit **COMcheck Report** detailing:

- PRESCRIPTIVE BUILDING ENVELOPE OPTION  
**OR**
- BUILDING ENVELOPE TRADE-OFF OPTION

## Section 6 Heating, Ventilation and Air Conditioning:

Submit **Mechanical COMcheck Report** detailing:

- HVAC SIMPLIFIED APPROACH OPTION  
**OR**
- HVAC MANDATORY PROVISIONS AND PRESCRIPTIVE PATH

## Section 7 Service Water Heating:

Submit **Mechanical COMcheck Report** detailing:

- PRESCRIPTIVE PATH

## Section 8 Power:

- Only one compliance path is available for power distribution systems

## Section 9 Lighting:

Submit **Interior Lighting COMcheck Report** detailing:

- BUILDING AREA METHOD  
**OR**
- SPACE-BY-SPACE METHOD

## Section 10 Other Equipment:

- Comply with provisions of Section 10.

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- 2. ASHRAE Energy Cost Budget Compliance** for NEW BUILDINGS and ADDITIONS

Comply with the provisions of ASHRAE 90.1 2019 Section 11: Energy Cost Budget.

- Energy Cost Budget Report**

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- 3. ASHRAE Performance Rating Method (Appendix G)**

Comply with the provisions of ASHRAE 90.1 2019 Appendix G: Performance Rating Method.

- Performance Rating Report**