



## BUILDING INSPECTION DIVISION

### TITLE 24 ENERGY INSPECTION – FINAL COMPLIANCE LETTER SUBMITTAL PROCESS

Use the following instructions as a guide to assist with preparing a Final Compliance Letter (Affidavit) to clear Title 24 Energy Inspections prior to obtaining a final inspection.

1. **Read** [M-06 Information Sheet](#).
2. **Locate** the forms needed for your project by doing one of the following:
  - a. **Review** the Title 24 checklists located on the plans OR
  - b. Search online [here](#).  
**Follow** these steps:
    - i. Enter the building permit application number (e.g. 2015XXXXXXXX) and click continue. Then select Show Site Permit Details.
    - ii. Scroll to the bottom of the page and to locate the Special Inspections section with a list of Energy Forms that are required for your permit.
3. **Print** the relevant certificates from [California Energy Commission](#) complete and sign them (See M-06 for more details).
4. **Prepare** a final compliance letter. Use the sample letter on Page 2 as a template.
5. Email the **Final Compliance letter** to [dbi.energyinspections@sfgov.org](mailto:dbi.energyinspections@sfgov.org). Do **not** submit the Energy Certificates. Please allow 10 business days for your letter to be reviewed by the assigned Inspector.
6. After 10 business days you may check online to see if your Title 24 Energy Inspections were cleared by following the steps listed in item #2b of these instructions. If approved, there should be a date in the “*Completed Date*” column and initials of a Building Inspector in the “*Inspected By*” column. For example,

#### Special Inspections:

Addenda No.	Completed Date	Inspected By	Inspection Code	Description	Remarks
0	6/9/2015	ABC	AEI	LIGHTING CONTROLS – NRCA-LTI-02-A	
0	6/9/2015	ABC	IE1	LIGHTING - SINGLE FAMILY DWELLINGS – CF2R-LTG-01-E	
0	6/9/2015	ABC	IE3	PHOTOVOLTAIC SYSTEMS COMPLIANCE CREDIT – CF2R-SPV-01A-E	
0	6/9/2015	ABC	IB1	FENESTRATION/SITE-BUILT – CF2R-ENV-01-E	
0	6/9/2015	ABC	VB11	HERS DUCT LEAKAGE MEASUREMENT- ALTERED (EXISTING) SYSTEM – CF3R-MCH-20D-H	

If your Title 24 inspections have not cleared after 10 business days, **do not resubmit the letter**. Please call Special Inspections at 628-652-3407 and leave a detailed message including your contact information, the reason for your call, the date you sent the letter, and Permit Application number. We will return your call within 72 hours.

- Use letterhead with address and contact information
- Email the final compliance letter only to [dbi.energyinspections@sfgov.org](mailto:dbi.energyinspections@sfgov.org)
- Allow 10 business days for review
- After 10 business days, check online ([www.sfdbi.org](http://www.sfdbi.org)). If approved, there's a date in "Completed Date" column with initials of the inspector in "Inspected By" column

## TITLE 24 FINAL COMPLIANCE REPORT

### [Sample Letter Only]

[Date]

[Title24 Energy Inspection Coordinator]  
 City and County of San Francisco  
 Department of Building Inspection  
 49 South Van Ness, Suite 400  
 San Francisco, CA 94103

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

**Permit Application#:** \_\_\_\_\_  
 (Include mechanical, electrical and plumbing permits, if any)

This is to confirm that the required Certificate of Installation, Acceptance and Verification for the project below has been **completed and signed** by the appropriate parties and is on file with the building owner. A copy will be available for Department review upon request.

Below is a list of all the required certificates for this project:

*Examples:*

1. AE1 NRCA-LTI-02-A LIGHTING CONTROL ACCEPTANCE DOCUMENT
2. IB1 CF2R-ENV-01-E FENESTRATION INSTALLATION
3. IE1 CF2R-LTG-01-E LIGHTING – SINGLE FAMILY DWELLINGS

Clearance letter should specifically list each inspection code and description intended to be cleared

Sincerely,

\_\_\_\_\_  
 (Name and Signature) (Date)

Title [*Engineer, Architect, Contractor, Energy Consultant, Owner Builder (for Group R3 occupancy only), Certified Acceptance Test Technician (ATT), etc. If ATT, include ATT number and expiration date*]

License/Certificate No. \_\_\_\_\_

Addresses & Phone Number \_\_\_\_\_

A Certified HERS Rater is required to submit a letter for all HERS related items.

**NOTE:** If not cleared after 10 business days, do not resubmit. Call 1 (628) 652-3407 and leave message explaining reason, permit application number, and date of compliance letter. Special Inspections will return your call within 72 hours.