



CITY OF ENCINITAS
Development Services Department
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NONRESIDENTIAL, HOTEL & MOTEL GREEN BUILDING CHECKLIST

PURPOSE AND RELEVANCE TO CAP AND CEQA

The City's Climate Action Plan (CAP) outlines actions and measures to reduce greenhouse gas (GHG) emissions, including measures that must be implemented by development projects seeking building permits. The checklist provides a streamlined review process for proposed development projects that are subject to local CAP-related building requirements. The City's CAP is a qualified greenhouse gas (GHG) emissions reduction plan in accordance with CA CEQA Guidelines Section 15183.5. Pursuant to CEQA Guidelines Sections 15064(h)(3), 15130(d), and 15183(b), a project's incremental contribution to a cumulative GHG emissions effect may be determined not to be cumulatively considerable if it complies with the requirements of a CAP. Projects that are consistent with the CAP may rely on the CAP for the cumulative impact analysis of GHG emissions. Projects that are not consistent with the CAP must prepare a comprehensive project-specific analysis of GHG emissions, including quantification of existing and projected GHG emissions and incorporation of the measures in this checklist to the extent feasible.

CHECKLIST PROCEDURE

- The applicant must complete this checklist and include it with the project submittal package or as part of a building permit application when seeking a permit for a New Construction, Addition, or Alteration project.
- The applicant must provide plan references, an explanation, and/or relevant supporting materials to demonstrate how the project satisfies, is not applicable to, or qualifies for an exception to the requirements.
- The applicable requirements in the checklist must be included in the project's conditions of approval (if discretionary permit needed) and on the permitted building plans.
- The applicant is responsible for recording/retaining all manufacturer name plate data or similar for equipment installed before it becomes inaccessible or illegible due to construction. Recording/retaining installed equipment information is mandatory.

REFERENCED CODE

Ordinances 2022-13, 2022-14, and 2024-04 were adopted and incorporated into Chapter 23 of the Encinitas Municipal Code. This checklist references sections of EMC Chapter 23, the California Energy code (Title 24, Part 6), and the California Green Building Code (Title 24, Part 11), where relevant. The links below may be used to review the code sections referenced.

Encinitas Municipal Code Chapter 23 - Denoted as "EMC" throughout the checklist.

Full Code: <https://ecode360.com/EN5042>

California Title 24 Part 6 - Denoted as "T24P6" throughout the checklist.

Full Code: <https://energycodeace.com/content/reference-ace-2022-tool>

California Title 24 Part 11 - Denoted as "T24P11" throughout the checklist.

Full Code: <https://codes.iccsafe.org/content/CAGBC2022P3>

Fact Sheets Summarizing the requirements can be found [here](#).

CONTACT INFORMATION		
Applicant Name/Company:		
Applicant Contact Phone:	Applicant Contact Email:	
PROJECT INFORMATION		
Project Number:	Project Name:	
Project Address:	APN #:	
Proposed Building Gross Sq Ft.:	Permit Valuation:	
Scope of Work/Project Description:		
<p>Are you participating or interested in the City's Green Building Incentive Program?</p>		
PROJECT TYPE AND APPLICABLE CHECKLIST SECTIONS		
Project Type	Required Sections	Notes
<input type="checkbox"/> New Construction	1, 3B, 4A	
<input type="checkbox"/> Alteration/Addition*:		See Alteration/Addition footnote
<input type="checkbox"/> Addition ≥ 1,000 sq. ft. (floor area) OR <input type="checkbox"/> Alteration Permit Value ≥ \$200,000	2	
<input type="checkbox"/> Addition ≥ 1,000 sq. ft. (roof area) OR <input type="checkbox"/> Permit Value ≥ \$1,000,000	3A	<i>Permit Value: If permit affects at least 75% of gross floor area.</i>
<input type="checkbox"/> Alteration/Addition ≥ 10,000 sq. ft.	4B	
<input type="checkbox"/> Addition < 1,000 sq. ft. (Floor or roof area) AND Permit Value < \$1,000,000	N/A	
<input type="checkbox"/> Alteration Permit Value < \$200,000	N/A	
<p>*Additions/Alterations where more than 50 percent of the roof framing and exterior bearing walls/column supports are removed OR the building's conditioned area is more than doubled are considered <u>new construction</u> and should be submitted accordingly.</p> <p>Note: All projects require the Encinitas "Green Building Checklist" forms to be filled out and submitted for review. Please identify the "Applicability" of all sections as Required, Exception Requested, or Not Applicable. For sections marked as Exception Requested or Not Applicable, please provide documentation or clarification in the area provided on the form. For sections marked as Required, please include the information on the plans and note the sheet number on the form.</p>		

DEFINITIONS

Alteration: Any modification to an existing building that requires a building permit, other than a repair. Alterations include tenant improvements and remodels.

Hotel/Motel: Any building or group of buildings or facility, containing six or more guestrooms, which is occupied or intended or designed for occupancy by guests for lodging or sleeping purposes and is held out as such to the public. "Hotel/motel" does not mean any hospital, convalescent home or sanitarium.

Mixed use: Buildings which combine residential and nonresidential uses. Mixed-use buildings must comply with all applicable residential and nonresidential requirements.

New Construction: All new buildings and any existing buildings where more than 50% of the roof framing and exterior bearing walls/columns are removed or conditioned area more than doubles.

Nonresidential: Buildings other than hotels, motels, and residential buildings.

Single-family Buildings: Detached one- and two-family dwellings and townhouses. (See [T24P6 100.1\(b\)](#)) (Single-family checklist available [here](#))

VOLUNTARY MEASURE*	APPLICABILITY
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1. ALL-ELECTRIC - NEW BUILDINGS	
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All Electric Building. The City of Encinitas recommends that all nonresidential new construction projects be designed and built as all-electric.

All-Electric buildings:

- Use electricity as the source of energy for space heating, water heating, cooking appliances, and clothes drying appliances;
- Do not have natural gas or propane plumbing in the building or on the property;
- Have no gas meter connection;
- Use a heat pump or solar thermal system for pool heating.

**This voluntary measure is one option for discretionary projects seeking to streamline their greenhouse gas emissions analysis for CEQA to demonstrate consistency with the City's Climate Action Plan and state greenhouse gas emission goals.*

To be completed by Applicant:

Voluntarily Comply

Plan Sheet Reference(s):

Opt Out

MANDATORY MEASURE	APPLICABILITY
2. EXISTING NONRESIDENTIAL ENERGY EFFICIENCY	
<p>Energy Efficient Steel Framing (EMC 23.12.110 F). All nonresidential buildings that include steel framing, shall design steel framing for maximum energy efficiency, including:</p> <ol style="list-style-type: none"> 1) Exterior rigid insulation; 2) Punching large holes in the stud web without affecting the structural integrity of the stud; 3) Spacing the studs as far as possible while maintaining the structural integrity of the structure; and 4) Detailed design of intersections of wall openings and building intersections of floors, walls, and roofs. 	<p>To be completed by Applicant:</p> <p><input type="checkbox"/> Required</p> <p>Plan Sheet Reference(s): _____</p> <p><input type="checkbox"/> Exception request* <input type="checkbox"/> Not Applicable*</p> <p>*Provide documentation, see below.</p>
<p>*For section 2, substantiate any request for exception or non-applicability. Submit any necessary supplementary documentation.</p>	
MANDATORY MEASURE	APPLICABILITY
3. SOLAR PHOTOVOLTAIC SYSTEMS	
<p>3A) Nonresidential Solar PV (EMC 23.12.080 B and C). All nonresidential <u>additions that increase the total roof area by at least 1,000 sq. ft.</u> or alterations with a <u>permit value of at least \$1,000,000 that affect at least 75% of the gross floor area</u> are required to install solar photovoltaic equipment sized according to one of the following methods:</p>	
<p>Based on Gross Floor Area:</p> <ol style="list-style-type: none"> 1) Buildings with a gross floor area greater than or equal to 10,000 ft² shall install a minimum of 15kW_{dc} per 10,000 ft² gross floor area. 2) Buildings with a gross floor area under 10,000 ft² shall install a minimum 5-kilowatt (kW_{dc}) PV system. <p><i>Note: If ≥ 10,000 sq. ft., minimum system size = 15 kW_{dc} x (GFA/10,000).</i></p> <p>To be completed by Applicant:</p> <p>Gross Floor Area: _____sq. ft. Min. System Size: _____kW_{dc}</p> <p>Actual System Size: _____kW_{dc} Battery Size: _____kWh (optional)</p>	<p>To be completed by Applicant:</p> <p><input type="checkbox"/> I acknowledge that solar PV is required as a deferred submittal and is noted on the building plans.</p> <p>Plan Sheet Reference(s): _____</p> <p><input type="checkbox"/> Exception request* <input type="checkbox"/> Not Applicable*</p> <p>*Provide documentation, see below.</p>

<p>Based on State Code (T24P6 §140.10(a)). Comply with CA Title 24, Part 6, Energy Code Section 140.10(a), which otherwise applies to newly constructed buildings.</p> <p>To be completed by Applicant: Conditioned Floor Area: _____ sq. ft. Min. System Size: _____ kW_{dc} Actual System Size: _____ kW_{dc} Battery Size: _____ kWh (optional)</p>	<p>To be completed by Applicant: <input type="checkbox"/> I acknowledge that solar PV is required as a deferred submittal and is noted on the building plans. Plan Sheet Reference(s): _____ <input type="checkbox"/> Exception request* <input type="checkbox"/> Not Applicable* *Provide documentation, see below.</p>
<p>3B) Nonresidential Solar PV (T24P6 §140.10(a)). All new construction of multifamily and nonresidential buildings must include solar photovoltaic equipment sized according to CA Title 24, Part 6, Energy Code Section 140.10(a).</p> <p>To be completed by Applicant: Conditioned Floor Area: _____ sq. ft. Min. System Size: _____ kW_{dc} Actual System Size: _____ kW_{dc} Battery Size: _____ kWh (optional)</p>	<p>To be completed by Applicant: <input type="checkbox"/> I acknowledge that solar PV is required as a deferred submittal and is noted on the building plans. Plan Sheet Reference(s): _____ <input type="checkbox"/> Exception request* <input type="checkbox"/> Not Applicable* *Provide documentation, see below.</p>
<p>*For section 3A and 3B, substantiate any request for exception or non-applicability. Submit any necessary supplementary documentation.</p>	

MANDATORY MEASURE	APPLICABILITY
4. ELECTRIC VEHICLE CHARGING	
<p>4A) Electric Vehicle Charging: New Construction (EMC 23.12.110 E).</p> <p>New Hotel/Motel: At least ten (10) percent of the total number of parking spaces provided for all types of parking facilities, but in no case less than one, shall be Level 2 EV Spaces and at least forty (40) percent shall have Low Power Level 2 EV Receptacles. At least fifty (50) percent of the Level 2 EV Spaces shall have J1772 connectors.</p> <p>New Nonresidential: At least eight (8) percent of the total number of parking spaces provided for all types of parking facilities, but in no case less that one, shall be Level 2 EV Spaces and at least fifteen (15) percent shall be EV-Capable spaces. At least thirty-three (33) percent of the Level 2 EV Spaces shall have J1772 connectors.</p> <p>These requirements are in addition to all other State Code requirements.</p>	<p>To be completed by Applicant:</p> <p><input type="checkbox"/> Required*</p> <p>Plan Sheet Reference(s): _____</p> <p><input type="checkbox"/> Exception request*</p> <p><input type="checkbox"/> Not Applicable*</p> <p>*Provide documentation, see below.</p>
<p>4B) Electric Vehicle Charging: Additions & Alterations (EMC 23.12.110 E).</p> <p>For any nonresidential or hotel/motel alteration or addition that requires a building permit with an addition/alteration square footage larger than 10,000 sq. ft. as determined by the City of Encinitas Building Division, at least eight (8) percent of the total number of parking spaces provided for all types of parking facilities, but in no case less than one, shall be Level 2 EV spaces. For tenant additions and alterations to tenant building space, these requirements shall apply to those parking spaces allocated to the tenant(s).</p> <p>These requirements are in addition to all other State Code requirements, including EV-Capable and off-street loading spaces.</p>	<p>To be completed by Applicant:</p> <p><input type="checkbox"/> Required*</p> <p>Plan Sheet Reference(s): _____</p> <p><input type="checkbox"/> Exception request*</p> <p><input type="checkbox"/> Not Applicable*</p> <p>*Provide documentation, see below.</p>
<p>For 4A, and 4B, complete as applicable to EMC 23.12.110 E and T24 Part 11 for your project.</p> <p>New Projects: Total number of spaces: _____</p> <p>Additions & Alterations: Number of spaces added or altered: _____</p> <p>Number of EV spaces by charger type: EV-Capable: _____ EV-Ready: _____</p> <p>Low Power Level 2 Receptacle: _____ Level 2 EV Charger: _____ DC Fast Charger: _____</p> <p>EV-Capable Off-street loading spaces: _____</p>	

Definitions:

EV-Ready: Energized electrical outlets installed at the time of construction that are capable of charging an EV when a charging station is installed in the future.

EV-Capable: A parking space linked to a listed electrical panel with sufficient capacity to provide at least 208/240 volts and 40 amperes to the parking space.

Level 2 EV Space: A parking space equipped with fully operational Level 2 Electric Vehicle Supply Equipment (EVSE).

Low Power Level 2 Receptacle: A minimum 208/240 volt, 20 ampere circuit terminating in a NEMA 6-20R, NEMA 14-30R or NEMA 14-50R receptacle.

Off-street loading spaces: Reserved for medium- and heavy-duty EV charging cabinets and charging dispensers.

***For 4A and 4B, substantiate any request for exception or non-applicability. Submit any necessary supplementary documentation.**

DETERMINATION OF COMPLETION

By signing below, applicant confirms having read, understood, and filled out the checklist truthfully and accurately and hence affirming compliancy of the Encinitas Local Energy and Green Building Ordinances 2022-13, 2022-14, and 2024-04.

Applicant Name (print) _____ Signature _____ Date: _____