



**CITY OF ENCINITAS**  
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# MULTIFAMILY 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. This 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 necessary for consistency with the CAP.

## 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, 2, 4B, 5	
<input type="checkbox"/> Alteration/Addition*:		See Alteration/Addition footnote
<input type="checkbox"/> Permit Value <\$50,000	N/A	
<input type="checkbox"/> Permit Value ≥\$50,000	3	
<input type="checkbox"/> High Rise Alteration/Addition*: <input type="checkbox"/> Addition ≥1,000 sq. ft. (roof area) OR <input type="checkbox"/> Permit Value ≥\$1,000,000	4A	<i>Permit Value:</i> If permit affects at least 75% of gross floor area.
<p><b>*Additions/Alterations</b> 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><b>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.</b></p>		

DEFINITIONS	
<p><i>Mixed use:</i> Buildings which combine residential and nonresidential uses. Mixed-use buildings must comply with all applicable residential and nonresidential requirements.</p> <p><i>Multifamily:</i> Buildings, other than townhomes, containing more than two dwelling units. Ex., apartment complex, condominium. (See <a href="#">T24P6 100.1(b)</a>)</p> <p><i>New Construction:</i> 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.</p>	
VOLUNTARY MEASURE*	APPLICABILITY
1. ALL-ELECTRIC - NEW BUILDINGS	
<p><b>All Electric Building.</b> The City of Encinitas recommends that all multifamily new construction projects be designed and built as all-electric in order to reduce greenhouse gas emissions to the maximum extent possible.</p> <p>All-Electric buildings must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use electricity as the source of energy for space heating, water heating, cooking appliances, and clothes drying appliances;</li> <li><input type="checkbox"/> Do not have natural gas or propane plumbing in the building or on the property;</li> <li><input type="checkbox"/> Have no gas meter connection;</li> <li><input type="checkbox"/> Use a heat pump or solar thermal system for pool heating.</li> </ul> <p><i>*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.</i></p>	<p><b>To be completed by Applicant:</b></p> <p><input type="checkbox"/> Voluntarily Comply</p> <p>Plan Sheet Reference(s):</p> <p>_____</p> <p><input type="checkbox"/> Opt Out</p>

MANDATORY MEASURE	APPLICABILITY
<b>2. ENERGY PERFORMANCE AND ELECTRIC READINESS</b>	
<p><b>Energy Performance and Electric Readiness Requirements (EMC 23.12.080).</b> <i>(These requirements will be effective on or after September 12, 2024. Please consult with the Building Division for more information.)</i> Low-rise multifamily new construction shall exceed minimum State Energy Code performance standards and all multifamily new construction shall meet electric-readiness requirements.</p>	
<p><b>2A) Energy Performance (EMC 23.12.080).</b>                      For all low-rise multifamily projects (three habitable stories or less), the Source Energy Budget of the Proposed project shall be at least <b>8</b> percent lower than that of the Standard Design Building (the Compliance Margin). If the Certificate of Compliance is prepared by a Certified Energy Analyst, the Compliance Margin shall be <b>7</b> percent.</p> <p><b>To be completed by Applicant:</b></p> <p>Certificate of Compliance prepared by Certified Energy Analyst? <input type="checkbox"/> Yes <input type="checkbox"/> No                      Source Energy Budget Compliance Margin: _____</p>	<p><b>To be completed by Applicant:</b></p> <p><input type="checkbox"/> Required</p> <p>Plan Sheet Reference(s):                      _____</p>
<p><b>2B) Electric Readiness (EMC 23.12.080).</b>                      For all multifamily projects, all gas water heating systems shall be electric-ready. These requirements are in addition to the electric readiness requirements in the State Energy Code. Gas water heating systems shall have electrical capacity, space, ventilation, pathways and drainage necessary to support conversion to an electric heat pump water heater in the future.</p> <ul style="list-style-type: none"> <li>○ Are any units served by individual gas water heaters?  <input type="checkbox"/> Yes <input type="checkbox"/> No                             <ul style="list-style-type: none"> <li>○ If yes, identify plan sheets that demonstrate compliance with electric readiness requirements specified in EMC Section 23.12.080.N.</li> </ul> </li> <li>○ Is there a central gas water heating system?  <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> <p>If yes, identify plan sheets that demonstrate compliance with the <a href="#">Guidance for Electric Readiness of Multifamily Central Hot Water Systems</a>.</p>	<p><b>To be completed by Applicant:</b></p> <p><input type="checkbox"/> Required</p> <p>Plan Sheet Reference(s):                      _____</p>
<p><b>*For section 2, substantiate any request for exception or non-applicability. Submit any necessary supplementary documentation.</b></p>	

MANDATORY MEASURE	APPLICABILITY																																																															
<b>3. EXISTING RESIDENTIAL ENERGY EFFICIENCY</b>																																																																
<p><b>Multifamily residential additions and alterations (EMC 23.12.080.E)</b> with a permit valuation of \$50,000 or more shall include any one of the measures identified in Table 180.5-A, Multifamily Requirements, where vintage shall refer to the year in which the building was originally permitted for construction. The following requirements shall apply to the entire dwelling unit, not just the addition or altered portion. Measure used in the project must be checked off in the table below.</p>	<p><b>To be completed by Applicant:</b></p> <p><input type="checkbox"/> Required</p> <p>Year Built: _____</p> <p>Measure Selected: _____</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><b>Table 180.5-A: Multifamily Requirements</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Measures</th> <th colspan="3">Building Vintage</th> </tr> <tr> <th>Pre-1978</th> <th>1978-1991</th> <th>Post-1991</th> </tr> </thead> <tbody> <tr> <td>LED Lamps, Vacancy Sensors and Exterior Photocells</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Water Heating Package</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Cool Roof</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>R-38 Attic Insulation and Air Sealing</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr style="background-color: #cccccc;"> <td>Duct Sealing</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>New Ducts + Duct Sealing</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Windows</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr style="background-color: #cccccc;"> <td>R-13 Wall Insulation</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td>Floor Insulation</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Heat Pump Water Heater (HPWH)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Heat Pump HVAC</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Heat Pump Clothes Dryer</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Induction Cooktop</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>PV + Electric Ready Pre-Wire</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Measures	Building Vintage			Pre-1978	1978-1991	Post-1991	LED Lamps, Vacancy Sensors and Exterior Photocells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Heating Package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cool Roof	<input type="checkbox"/>			R-38 Attic Insulation and Air Sealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Duct Sealing	<input type="checkbox"/>	<input type="checkbox"/>		New Ducts + Duct Sealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R-13 Wall Insulation	<input type="checkbox"/>			Floor Insulation	<input type="checkbox"/>			Heat Pump Water Heater (HPWH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat Pump HVAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat Pump Clothes Dryer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Induction Cooktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PV + Electric Ready Pre-Wire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>The measures shall be installed to the specifications in <a href="#">Table 180.5-B</a>, Multifamily Measure Specifications. Existing measures that meet the specifications in Table 180.5-B may be used to satisfy the requirements. Specifications can be found in the EMC.</p>																																																																
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MANDATORY MEASURE	APPLICABILITY
<b>4. SOLAR PHOTOVOLTAIC SYSTEMS</b>	
<b>4A) High-Rise Residential Solar PV (EMC 23.12.080 B and C).</b>	
All high-rise (4 habitable stories or more) residential <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><b>Based on Gross Floor Area:</b></p> <p>1) Buildings with a gross floor area greater than or equal to 10,000 ft<sup>2</sup> shall install a minimum of 15kW<sub>dc</sub> per 10,000 ft<sup>2</sup> gross floor area.</p> <p>2) Buildings with a gross floor area under 10,000 ft<sup>2</sup> shall install a minimum 5-kilowatt (kW<sub>dc</sub>) PV system.</p> <p><i>Note: If <math>\geq 10,000</math> sq. ft., minimum system size = <math>15 \text{ kW}_{dc} \times (\text{GFA}/10,000)</math>.</i></p> <p><b>To be completed by Applicant:</b></p> <p>Gross Floor Area: _____ sq. ft. Min. System Size: _____ kW<sub>dc</sub></p> <p>Actual System Size: _____ kW<sub>dc</sub> Battery Size: _____ kWh (optional)</p>	<p><b>To be completed by Applicant:</b></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*</p> <p><input type="checkbox"/> Not Applicable*</p> <p>*Provide documentation, see below.</p>
<p><b>Based on State Code (T24P6 §140.10(a) or §170.2(g)):</b></p> <p>Comply with CA Title 24, Part 6, Energy Code Section 170.2(g), which otherwise applies to newly constructed buildings.</p> <p><b>To be completed by Applicant:</b></p> <p>Conditioned Floor Area: _____ sq. ft.</p> <p>Min. System Size: _____ kW<sub>dc</sub> Actual System Size: _____ kW<sub>dc</sub></p> <p>Battery Size: _____ kWh (optional)</p>	<p><b>To be completed by Applicant:</b></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*</p> <p><input type="checkbox"/> Not Applicable*</p> <p>*Provide documentation, see below.</p>
<p><b>4B) Multifamily Solar PV (T24P6 §170.2(f) or §170.2(g))</b></p> <p>All new construction of multifamily buildings must include solar photovoltaic equipment sized according to CA Title 24, Part 6, Energy Code Section 170.2(f) or 170.2(g).</p> <p><b>To be completed by Applicant:</b></p> <p>Conditioned Floor Area: _____ sq. ft.</p> <p>Min. System Size: _____ kW<sub>dc</sub> Actual System Size: _____ kW<sub>dc</sub></p> <p>Battery Size: _____ kWh (optional)</p>	<p><b>To be completed by Applicant:</b></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*</p> <p><input type="checkbox"/> Not Applicable*</p> <p>*Provide documentation, see below.</p>
<p><b>*For section 4A and 4B, substantiate any request for exception or non-applicability. Submit any necessary supplementary documentation.</b></p>	

MANDATORY MEASURE	APPLICABILITY
<b>5. ELECTRIC VEHICLE CHARGING</b>	
<p><b>5) Electric Vehicle Charging: New Construction (EMC 23.12.110 E).</b>                      New Multifamily: At least <b>fifteen (15)</b> percent of the total number of parking spaces provided for all parking facilities, but in no case less than one, shall be Level 2 EV Spaces and at least <b>forty (40)</b> percent shall have Low Power Level 2 EV Receptacles. At least <b>forty (40)</b> percent of units with assigned spaces shall have a Low Power Level 2 Receptacle connected to the unit’s electric meter. At least <b>thirty-three (33)</b> percent of the Level 2 EV Spaces shall have J1772 connectors.</p> <p>Additions and Alterations to Multifamily Parking Spaces: Where new spaces are added or electrical or lighting systems of parking facilities are added or altered, <b>ten (10)</b> percent of the spaces added or altered shall be EV-Capable.</p> <p>These requirements are in addition to all other State Code requirements for EV spaces (Section 4.106.4.2 of the California Green Building Standards Code, Title 24, Part 11).</p>	<p><b>To be completed by Applicant:</b>  <input type="checkbox"/> Required*                      Plan Sheet Reference(s):                      _____  <input type="checkbox"/> Exception request*  <input type="checkbox"/> Not Applicable*                      *Provide documentation, see below.</p>
<p><b>For 5, complete as applicable to EMC 23.12.110 E and T24 Part 11 for your project.</b></p> <p><u>New Projects:</u>                      Total number of spaces: _____                      Total number of assigned spaces: _____</p> <p><u>Additions &amp; Alterations:</u>                      Number of spaces added or altered: _____</p> <p>Number of EV spaces by type: EV-Capable: _____ EV-Ready: _____                      Low Power Level 2 Receptacle: _____ Level 2 EV Charger: _____ DC Fast Charger: _____</p> <p><u>Definitions:</u>  <b>EV-Ready:</b> 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.  <b>EV-Capable:</b> 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.  <b>Level 2 EV Space:</b> A parking space equipped with fully operational Level 2 Electric Vehicle Supply Equipment (EVSE).  <b>Low Power Level 2 Receptacle:</b> A minimum 208/240 volt, 20 ampere circuit terminating in a NEMA 6-20R, NEMA 14-30R or NEMA 14-50R receptacle.</p>	
<p><b>*For 5, substantiate any request for exception or non-applicability. Submit any necessary supplementary documentation.</b></p>	

**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: \_\_\_\_\_