

PERMIT APPLICATION COVER SHEET



Boulder's Building Performance Ordinance – Lighting Alterations

Guidance for demonstrating compliance with the Building Performance Ordinance lighting alteration requirements during the permit process.

In support of community energy and climate goals, the City of Boulder enacted the Boulder Building Performance Ordinance on Oct. 20, 2015. Included as [Chapter 7.7 of the Boulder Revised Code](#), this ordinance requires privately-owned commercial and industrial buildings over 20,000 sf and city-owned buildings over 5,000 sf to do the following:

- 1) Annually rate and report building energy use using ENERGY STAR Portfolio Manager or alternative;
- 2) Perform energy assessments within three years of first energy use reporting deadline and every ten years thereafter;
- 3) Perform retrocommissioning within three years of first reporting deadline and every ten years thereafter with cost effective measures implemented within two years of the study; and
- 4) Implement one-time lighting upgrades to meet International Energy Conservation Code (IECC) 2015 requirements.

During the permitting process for lighting alterations required by Chapter 7.7, compliance must be demonstrated with specific sections of IECC 2015 including:

- Lighting power allowances for interior and exterior fixtures (Sections C405.4 & C405.5)
- Automatic time-switch, occupancy sensor and exterior lighting controls (Sections C405.2.1, C405.2.2 & C405.2.5)
- Upgrade or replacement of internally illuminated exit signs (Section C405.3)

A Permit Submittal Checklist has been created to outline documentation necessary at the time of permit application. A copy of this checklist has been attached and can be [accessed online](#).

These documents should be submitted to Boulder's Planning and Development Services Department as an attachment to the electrical permit application.

Compliance does not need to be demonstrated for buildings that meet exceptions listed in [Section 10-7.7-4 of the Boulder Revised Code](#) and are not required to perform lighting alterations.

The city also requires data to be submitted to the Standard Energy Efficiency Data (SEED) database. Guidance on this process is provided in the Boulder Building Performance Ordinance: Efficiency Requirements How-To Guide. This guide, and more information on the ordinance can be found at:

www.BoulderBuildingPerformance.com

Program Administrator: Kimberlee Rankin | 303.441.4227 or RankinK@bouldercolorado.gov

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City of Boulder Planning & Development Services
Building Performance Ordinance: Lighting Alterations
PERMIT SUBMITTAL CHECKLIST

Office Use Only	
Date Received:	Case No.
	PMT:

Project Address: _____

Applicant Name: _____ Phone: _____

Applicant Signature: _____

- Applicants must verify the permit submittal contains the required documents.
- Incomplete applications may be rejected or denied.

Applicant must verify by initialing in the column below that the submittal has one copy of each form.	
Commercial Alteration	Item
	Electrical Permit Application Form
	Demonstration of International Energy Conservation Code (IECC) 2015 Compliance for Sections: <ul style="list-style-type: none"> • C405.4 & C405.5: Lighting Power Allowances • C405.2.1, C405.2.2 & C405.2.5: Automatic time-switch, occupancy sensor & outdoor lighting controls • C405.3: Internally Illuminated Exit Signs
	Demonstration of Compliance with Boulder's Outdoor Lighting Ordinance ¹

¹ Only applies to exterior lighting alterations

Applicant must verify by initialing in the column below that the submittal has three collated copies of each document. All documents must be prepared by a licensed architect, engineer or contractor.	
Commercial Alteration	Item
	Plans, specifications or customer work order showing new fixtures/lamp/ballasts/controls by space

This checklist outlines the minimum documentation typically necessary to demonstrate compliance with the lighting upgrade requirements in [Chapter 7.7 of the Boulder Revised Code](#). Applicants are required to submit additional information as necessary to clearly demonstrate compliance. **The information below provides additional guidance regarding specific elements to be addressed on the above referenced submittal documents.**

Electrical Permit Application Form: Be sure to read the entire application carefully, answer all questions and fill in all required blanks.

Demonstration of International Energy Conservation Code (IECC) 2015 Compliance for Interior, Exterior and Exit Sign Lighting: Chapter 7.7 of the Boulder Revised Code requires

lighting upgrades for interior, exterior and exit sign lighting that comply with Sections C405.2.1, C405.2.2, C405.2.5, C405.3, C405.4 & C405.5 of IECC 2015.

Compliance with these sections must be demonstrated using the Compliance Certificate produced by [COMcheck software](#). This software is free, and can be used to both check and document compliance with IECC requirements.

Demonstration of Compliance with Outdoor Lighting Ordinance: Exterior lighting upgrades required by the Boulder Revised Code will also need to comply with the [Outdoor Lighting Ordinance](#). Contact [Boulder's Planning and Development Services](#) for documentation requirements.

Plans/ Specifications or Customer Work Order: Plans, specifications or a scope of work showing inputs into COMcheck software by space: space name/usage, floor area, new fixture type, fixture quantity, lamps per fixture, fixture wattage, control type.

Note: The following documents will be required during inspection:	
Commercial Alteration	Item
	Approved permit application including all documents listed above as required
	Field report declaring consistency with permit application documents, signed by a registered architect, engineer or contractor

Note: Guidance on demonstrating compliance with the Boulder Building Performance Ordinance through the Standard Energy Efficiency Database (SEED) is provided in the [Boulder Building Performance Ordinance: How-To Guide](#).