

**WAC 51-11C-10300 Section C103—Construction documents.**

**C103.1 General.** Construction documents and other supporting data shall be submitted in one or more sets, or in a digital format where allowed by the building official, with each application for a permit. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the *code official* is authorized to require necessary construction documents to be prepared by a registered design professional.

EXCEPTION: The *code official* is authorized to waive the requirements for construction documents or other supporting data if the *code official* determines they are not necessary to confirm compliance with this code.

**C103.2 Information on construction documents.** Construction documents shall be drawn to scale upon suitable material. Electronic media documents are permitted to be submitted when *approved* by the *code official*. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment as herein governed. Details shall include, but are not limited to, as applicable:

1. Energy compliance path per Section C401 or C501.
2. Insulation materials and their *R*-values.
3. Fenestration *U*-factors and SHGCs.
4. Area-weighted *U*-factor and SHGC calculations.
5. Mechanical system design criteria.
6. Mechanical and service water heating system and equipment types, sizes and efficiencies.
7. Economizer description.
8. Equipment and systems controls.
9. Fan motor horsepower (hp) and controls.
10. Duct sealing, duct and pipe insulation and location.
11. Lighting fixture schedule with wattage and control narrative.
12. Location of daylight zones on floor plan.
13. Air barrier details including all air barrier boundaries and associated square foot calculations on all six sides of the air barrier as applicable.

**C103.2.1 Building thermal envelope depiction.** The building's thermal envelope shall be represented on the construction documents.

**C103.3 Examination of documents.** The *code official* shall examine or cause to be examined the accompanying construction documents and shall ascertain whether the construction indicated and described is in accordance with the requirements of this code and other pertinent laws or ordinances.

**C103.3.1 Approval of construction documents.** When the *code official* issues a permit where construction documents are required, the construction documents shall be endorsed in writing and stamped "Reviewed for Code Compliance." Such *approved* construction documents shall not be changed, modified or altered without authorization from the *code official*. Work shall be done in accordance with the *approved* construction documents.

One set of construction documents so reviewed shall be retained by the *code official*. The other set shall be returned to the applicant, kept at the site of work and shall be open to inspection by the *code official* or a duly authorized representative.

**C103.3.2 Previous approvals.** This code shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 180 days after the effective date of this code and has not been abandoned.

**C103.3.3 Phased approval.** The *code official* shall have the authority to issue a permit for the construction of part of an energy conservation system before the construction documents for the entire system have been submitted or *approved*, provided adequate information and detailed statements have been filed complying with all pertinent requirements of this code. The holders of such permit shall proceed at their own risk without assurance that the permit for the entire energy conservation system will be granted.

**C103.4 Amended construction documents.** Changes made during construction that are not in compliance with the *approved* construction documents shall be resubmitted for approval as an amended set of construction documents.

**C103.5 Retention of construction documents.** One set of *approved* construction documents shall be retained by the *code official* for a period of not less than 180 days from date of completion of the permitted work, or as required by state or local laws.

**C103.6 Building documentation and close out submittal requirements.** The construction documents shall specify that the documents described in this section be provided to the building owner or owner's authorized agent within a maximum of 90 days of the date of receipt of the certificate of occupancy.

**C103.6.1 Record documents.** Construction documents shall be updated by the installing contractor and architect or engineer of record to convey a record of the completed work. Such updates shall include building envelope, mechanical, plumbing, electrical and control drawings red-lined, or redrawn if specified, that show all changes to size, type and locations of components, equipment and assemblies. Record documents shall include the location and model number of each piece of equipment as installed. The architect, engineer of record or installing contractor is required to provide consolidated record drawings in compliance with this section to the building owner or owner's authorized agent with the timeline specified in Section C103.6.

**C103.6.2 Building operations and maintenance information.** Required regular maintenance actions for equipment and systems shall be clearly stated on a readily visible label on the equipment. The label shall include the title or publication number for the operation and maintenance manual for that particular model and type of product and the manufacture date or installation date.

**C103.6.2.1 Manuals.** An operating and maintenance manual shall be provided for each component, device, piece of equipment, and system governed by this code. The manual shall include all of the following:

1. Submittal data indicating all selected options for each piece of equipment and control devices.

2. Manufacturer's operation manuals and maintenance manuals for each device, piece of equipment, and system requiring maintenance, except equipment not furnished as part of the project. Required routine

maintenance actions, cleaning and recommended relamping shall be clearly identified.

3. Name and address of at least one service agency.

4. Controls system inspection schedule, maintenance and calibration information, wiring diagrams, schematics, and control sequence descriptions. A schedule for inspecting and recalibrating all lighting controls. Desired or field-determined setpoints shall be permanently recorded on control drawings at control devices or, for digital control systems, on the graphic where settings may be changed.

5. A narrative of how each system is intended to operate, including recommended setpoints. Sequence of operation alone is not acceptable for this requirement.

**C103.6.3 Compliance documentation.** All energy code compliance forms and calculations shall be delivered in one document to the building owner as part of the project record documents or manuals, or as a standalone document. This document shall include the specific energy code year utilized for compliance determination for each system. NFRC certificates for the installed windows, list of total area for each NFRC certificate, the interior lighting power compliance path (building area, space-by-space) used to calculate the lighting power allowance.

For projects complying with Section C401.2 Item 1, the documentation shall include:

1. The envelope insulation compliance path (prescriptive or component performance).

2. All completed code compliance forms, and all compliance calculations including, but not limited to, those required by sections C402.1.5, C403.2.12.1, C405.4, and C405.5.

For projects complying with Section C401.2 Item 2, the documentation shall include:

1. A list of all proposed envelope component types, areas and *U*-values.

2. A list of all lighting area types with areas, lighting power allowance, and installed lighting power density.

3. A list of each HVAC system modeled with the assigned and proposed system type.

4. Electronic copies of the baseline and proposed model input and output file. The input files shall be in a format suitable for rerunning the model and shall not consist solely of formatted reports of the inputs.

**C103.6.4 Systems operation training.** Training of the maintenance staff for equipment included in the manuals required by Section C103.6.2 shall include at a minimum:

1. Review of manuals and permanent certificate.

2. Hands-on demonstration of all normal maintenance procedures, normal operating modes, and all emergency shutdown and start-up procedures.

3. Training completion report.

[Statutory Authority: RCW 19.27A.020, 19.27A.025, 19.27A.160 and chapters 19.27A and 19.27 RCW. WSR 22-14-091, 23-12-101, and 23-20-021, § 51-11C-10300, filed 7/1/22, 6/7/23, and 9/25/23, effective 3/15/24. Statutory Authority: RCW 19.27A.020, 19.27A.025, 19.27A.160 and chapter 19.27 RCW. WSR 19-24-040, § 51-11C-10300, filed 11/26/19, effective 7/1/20. Statutory Authority: RCW 19.27A.025, 19.27A.045, 19.27A.160, and 19.27.074. WSR 16-24-070, § 51-11C-10300, filed

12/6/16, effective 5/1/17; WSR 16-13-089, § 51-11C-10300, filed 6/15/16, effective 7/16/16. Statutory Authority: RCW 19.27A.025, 19.27A.160, and 19.27.074. WSR 16-03-072, § 51-11C-10300, filed 1/19/16, effective 7/1/16. Statutory Authority: RCW 19.27A.020, 19.27A.025 and chapters 19.27 and 34.05 RCW. WSR 13-04-056, § 51-11C-10300, filed 2/1/13, effective 7/1/13.]