



Building Safety Division
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PLAN REVIEW CHECKLIST

2025 Oregon Energy Efficiency Specialty Code
 Using the 2022 ASHRAE 90.1

BUILDING PERMIT CHECKLIST

OSSC Section 1301

E104.2 Construction documents for new buildings shall include the

- ☐ 1. 2025 Oregon Energy Compliance Form
- ☐ 2. COMcheck compliance report OR Energy model report per 90.1 Chapter 12 or Appendix G
- ☐ 3. ZERO Code 2.0 Calculator report.
- ☐ 4. Simplified Building Method Forms are permitted for 2 story or less and less than 25,000 sf. COMcheck and ZERO Code reports are not required. The Oregon Energy Compliance Form is still required.

E104.2 Details shall include but are not limited to, as applicable,

- ☐ 1. System design criteria; ASHRAE 90.1 - 4.2 and E104.2
verify per COMcheck
- ☐ 2. Projected energy use and available renewables; E104.2.1
verify per COMcheck and ZERO Code 2.0 Calculator report
- ☐ 3. Unconditioned space and Vestibules; ASHRAE 90.1-5.4.3.4 modified by E301.2
verify per Oregon Energy Compliance Form Part IIB
- ☐ 4. Insulation materials and their R-values; ASHRAE 90.1 – Table 5.5-4
verify per COMcheck and plans (Building Envelope Trade-Off Option - 5.6.1.2 NA)
- ☐ 5. Fenestration U-factors and SHGCs; ASHRAE 90.1 - 5.5.4.3 and 5.5.4.4
 - a. verify per COMcheck and plans
 - b. verify maximum 40% fenestration area per 5.5.4.2
 - c. verify minimum and maximum 3% to 6% skylight area per 5.5.4.2.2 and 5.5.4.2.3
- ☐ 6. Air sealing details; ASHRAE 90.1 – 5.4.3
 - a. Verify per 5.4.3.2 on architectural details
 - b. Condition of approval for State Blower Door Results Reporting form per 5.4.3.1.1 /E104.2
 - c. Verify vestibule requirements are met per 5.4.3.3
- ☐ 7. Daylight areas; ASHRAE 90.1 – 5.7.2, 9.7.3.3
verify on floor plans per 5.5.4.2.3, 5.7.2.b, 9.4.1.1(e)(f), 9.7.3.3
- ☐ 8. Lighting fixture controls; ASHRAE 90.1 –Table 9.5.2.1
verify a lighting & power control narrative
- ☐ 9. Interior Receptacle Controls ASHRAE 90.1 –Table 9.5.2.1
verify a lighting & power control narrative

- 10. Electrical Energy Monitoring ASHRAE 90.1 –Table 9.5.2.1
verify a lighting & power control narrative
- 11. Verify the following statements are noted on the plans or in the specs:
 - Construction documents shall require that within 90 days after the date of system acceptance, record documents of shall be provided to the building owner.
ASHRAE 90.1 Section 5.7.3.1, 6.7.3.1, 7.7.3.1, 8.7.3.1, 9.7.3.1, 10.7.3.1
 - Construction documents shall require that an operating manual and maintenance manual be provided to the building owner within 90 days after the date of system acceptance.
ASHRAE 90.1 Section 5.7.3.2, 6.7.3.2, 7.7.3.2, 8.7.3.2, 9.7.3.2
 - Building commissioning provider and phasing information.
ASHRAE 90.1 - 4.2.5.2.1
 - Verification and testing (FPT and V&T) provider contact information.
ASHRAE 90.1 - 4.2.5.1.1
- 12. Additional Energy Credits ASHRAE 90.1 –11.5 and E301.7
Only required when over 2,000 sf
verify per COMcheck and plans

MECHANICAL PERMIT CHECKLIST OMSC Section C301.2

E104.2 Construction documents for new buildings shall include the

- 1. HVAC COMcheck compliance report OR
- 2. Simplified Building Method Forms are permitted for 2 story or less and less than 25,000 sf.

E104.2 Details shall include but are not limited to, as applicable,

- 1. Packaged HVAC and Radiant heat; ASHRAE 90.1-6.4 & 6.5 modified by E301.2
verify per Oregon Energy Compliance Form Part IIB
- 2. Mechanical system and equipment types, sizes and efficiencies;
verify per HVAC COMcheck ASHRAE 90.1 – 6.8
- 3. Water heating system and equipment types, sizes and efficiencies;
verify per HVAC COMcheck ASHRAE 90.1 – Table 6.8
- 4. Equipment and system controls; ASHRAE 90.1 – 6.4 and 6.5
verify for HVAC-6.4.3, Fans-6.5.3.2, Hydronic-6.5.4, Water Heater-7.4.4, Recepticals-8.4.2
 - a. Condition of approval for Dead band per 6.4.3.1.2
 - b. Condition of approval for Set-point overlap per 6.4.3.2
 - c. Review and condition of approval for Off-hour controls per 6.4.3.3
 - 1) Auto Shutdown controls per 6.4.3.3.1
 - 2) Setback controls per 6.4.3.3.2
 - 3) Optimum Start controls per 6.4.3.3.3
 - 4) Zone isolation to 25,000 sq ft per 6.4.3.3.4
 - d. High-Occupancy demand control ventilation (DCV) per 6.4.3.8 and OMSC 405.1.1
 - e. Condition of approval for DDC controls per 6.4.3.10
 - f. Verify exterior door closures or Door switches are provided per 6.5.10
- 5. Economizer description; ASHRAE 90.1 - 6.5.1

- a. verify per HVAC COMcheck ($\geq 33,000$ btu/hr exterior or $\geq 54,000$ btu/hr or other ex 6.5.1)
 - b. verify FDD controls per 6.4.3.12
- 6. Exhaust Air Energy Recovery ASHRAE 90.1 – 6.5.6.1
verify required exhaust air energy recovery per 6.5.6.1
- 7. Fan motor horsepower (hp) and controls; ASHRAE 90.1 – 6.5.3.1, 10.4.1
Condition of approval for 6.5.3.1, 10.4.1
- 8. Required outside air rates shall not exceed 135% of the minimum required per 6.5.3.8
Verify OA calculations or review for exceptions in 6.5.3.8
- 9. HVAC in room or space controlled with auto partial or auto off lighting controls per 6.5.3.9
Verify occupancy category allowances per 90.1 and 62.1
- 10. Duct sealing, duct and pipe insulation and location; ASHRAE 90.1 – 6.4.4.1
verify details per 6.4.4.1
- 11. Verify the following statements are noted on the plans or in the specs:
 - Construction documents shall require that all HVAC systems be balanced in accordance with generally accepted engineering standards. Construction documents shall require that a written balance report be provided to the building owner or the designated representative of the building owner for HVAC systems serving zones with a total conditioned area exceeding 5,000 sq ft. 90.1 - 6.7.3.3.1 and OMSC 403.3.1.5
 - Construction documents shall require that within 90 days after the date of system acceptance, record documents of shall be provided to the building owner. 90.1 - 6.7.3.1, 7.7.3.1, 8.7.3.1
 - Construction documents shall require that an operating manual and maintenance manual be provided to the building owner within 90 days after the date of system acceptance. 90.1 - 6.7.3.2, 7.7.3.2
- 12. Additional Energy Credits ASHRAE 90.1 – 11.5 and E301.7

ELECTRICAL PERMIT CHECKLIST OAR 918-305-0030(3) AND 918-311-0040(5)

E104.2 Construction documents for new buildings shall include the

- 1. Lighting COMcheck compliance report
- 2. Simplified Building Method Forms are permitted for 2 story or less and less than 25,000 sf.

E104.2 Details shall include but are not limited to, as applicable,

- 1. Power and Lighting; ASHRAE 90.1-8.4 & 9.4 modified by E301.4
verify per Oregon Energy Compliance Form Part IIB OAR 918-305-0030(3)
verify receptacle controls as approved in the control narrative in the Building Permit
verify energy monitoring as approved in the control narrative in the Building Permit
- 2. Lighting fixture schedule with wattage; ASHRAE 90.1 - Table 9.2.2.1 & 9.4.2
verify LPD per Lighting COMcheck, OAR 918-311-0040(5)
- 3. Lighting fixture controls; ASHRAE 90.1 – Section 9.4.1.1
and Table 9.5.2.1

- verify control narrative as approved in the Building Permit submittals
- ☐ 4. Dwelling unit high efficiency light fixtures; ASHRAE 90.1– 9.4.3 modified by E301.5.b
verify 100% are 75 lm/W or less OAR 918-311-0040(5)
- ☐ 5. Additional Energy Credits ASHRAE 90.1 –11.5 and E301.7
verify per COMcheck and plans

BUILDING INSPECTION CHECKLIST

2025 Oregon Energy Efficiency Specialty Code
Using the 2022 ASHRAE 90.1

BUILDING INSPECTION CHECKLIST

OSSC Section 1301

E105.2 Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for:

- ☐ 1. COMcheck compliance report and approved plans
ASHRAE 90.1 - 4.2.2.2
- ☐ 2. Envelope air sealing,
ASHRAE 90.1 - 5.4.3.1.2
verify per 5.4.3.1.2 per architectural details
- ☐ 3. Third party building leakage test report
ASHRAE 90.1 Section 5.4.3.1.1
E104.2 “building leakage test report shall be submitted to the *building official* where applicable”
verify on the State Blower Door Results Reporting form
per 5.4.3.1.1 /E104.2 and upload into the project file
- ☐ 4. Envelope insulation R-values and U-factors, ASHRAE 90.1 - 5.5.3,
Table 5.5-4
verify per COMcheck and listings
- ☐ 5. Fenestration U-factor, ASHRAE 90.1 -5.5.4,
Table 5.5-4
verify per COMcheck

MECHANICAL INSPECTION CHECKLIST OMSC Section C301.2

E105.2 Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for:

- ☐ 1. HVAC COMcheck compliance report and approved plans
ASHRAE 90.1 - 4.2.2.2
- ☐ 2. Duct system insulation R-value, and
ASHRAE 90.1 - 6.4.4, Table 6.8.2
verify per 6.4.4 and Table 6.8.2 per mechanical plan details
- ☐ 3. HVAC and water-heating equipment efficiency.
ASHRAE 90.1 Tables 6.8 & 7.8
verify per HVAC COMcheck