

GUIDELINES FOR COMPLETING 2021 - IgCC Commercial Code Analysis Checklist and Permit Application**Project Information**

Completion of this section is required on both the Permit Application and Code Analysis

1. ***The IgCC Code Analysis Checklist must accompany all Commercial Permit Applications for New Construction, Additions and Alterations.*** Complete Project Information Section fully; Provide Project Name if applicable. Indicate gross square footage of proposed building. *If the project is \geq 7,500 gsf you must complete the entire checklist.* NOTE: For projects under 7,500 gsf, the Commercial Green Building Checklist is not necessary.
2. ***Be sure to review the latest Code Amendments for the City located on our website.***
3. For all new construction, addition and alteration projects \geq 7,500gsf, a preliminary consultation meeting with the City of Gaithersburg is advised to discuss compliance path options and requirements.
4. Provide project Owner's name, address and phone numbers.
5. Provide Applicant/Primary Contact information if other than the Designer of Record.
6. The Designer of Record (DOR) is responsible for reviewing and coordinating certain aspects of the project for compatibility with the building design including documents prepared by others, deferred submittal documents and phased submittal documents. Provide the DOR name and complete contact information. *Whenever the DOR is changed or is unable to continue to perform the required duties, the owner must notify PCA in writing of such change.*
7. Provide name(s) of the Commissioning Agency (If other than the DOR) along with contact information. Complete the Commissioning Checklist and include with Permit Application.
8. *A final signed and sealed report/certification from the DOR is required to be submitted to the City prior to the final inspection being approved by the City Inspectors.*

Compliance Path

1. R-2 & R-4 portions of mixed-use buildings *may* comply with **ICC-700/NGBS or other options as listed on the Information Form above; the remainder (non-residential) shall comply with the provisions of the IgCC – or – the entire building may comply with the IgCC or ASHRAE 189.1. When selecting ASHRAE 189.1, it must be applied in its entirety.
2. Group R1 mixed-use projects and all other non-residential projects \geq 7,500 gsf may select: IgCC, ASHRAE 189.1. ***Currently adopted Energy Code (2021 International Energy Conservation Code) applies.***
3. Documentation must be submitted to show compliance if using an alternate path.

CHAPTER 5 – SITE SUSTAINABILITY	Compliance? (Y/N or NA)	Comments	Sheet #	Reviewed by	Confirmed by
501.3.5.3 Roofs				COG	DOR
501.3.5.4 Solar Reflectance Index (SRI)				COG	DOR
501.3.5.5 Vegetated Terrace and Roofing				COG	DOR
501.3.6 Reduction of Light Pollution					
501.3.6.1 Backlight, uplight, and glare (BUG) ratings				COG	DOR

CHAPTER 6 – WATER USE EFFICIENCY	Compliance? (Y/N or NA)	Comments	Sheet #	Reviewed by	Confirmed by
601.3.2 Building Water Use Reduction					
601.3.2.1 Plumbing Fixtures and Fittings				COG	DOR
601.3.2.2 Appliances				COG	COG Inspector
601.3.2.3 HVAC systems and equipment				DOR	DOR
601.3.2.4 Roofs				DOR	DOR
601.3.2.5 Commercial food service operations				DOR	DOR
601.3.2.6 Medical and laboratory facilities				DOR	DOR
601.3.3 Hot-water distribution				DOR	DOR
601.3.4 Special water features				DOR	DOR
601.3.6 Water softeners				DOR	DOR
601.3.7 Reverse osmosis water treatment systems				DOR	DOR
601.3.8 On-site reclaimed water treatment systems				DOR	DOR

CHAPTER 7 – ENERGY EFFICIENCY	Compliance? (Y/N or NA)	Comments	Sheet #	Reviewed by	Confirmed by
701.3 Mandatory Provisions				COG	DOR
701.4 Prescriptive Option				COG	DOR
701.5 Performance Option				COG	DOR

CHAPTER 8 – INDOOR ENVIRONMENTAL QUALITY (IEQ)	Compliance? (Y/N or NA)	Comments	Sheet #	Reviewed by	Confirmed by
801.3.1 Indoor Air Quality					
801.3.1.1 Minimum ventilation rates				DOR	DOR
801.3.1.2 Outdoor air delivery monitoring				DOR	DOR
801.3.1.3 Filtration and air cleaner requirements				DOR	DOR
801.3.1.4 Building pressure				DOR	DOR
801.3.1.5 Venting of combustion products				DOR	DOR
801.3.1.6 Humidity control				DOR	DOR
801.3.1.7 Environmental tobacco smoke				COG	COG Inspector
801.3.1.8 Building entrances				COG	COG Inspector
801.3.1.9 Guest room preoccupancy outdoor air purge cycle				DOR	DOR
801.3.1.10 Preoccupancy ventilation control				DOR	DOR
801.3.2 Thermal environmental conditions for human occupancy				DOR	DOR
801.3.3.3 Interior sound transmission				COG	COG Inspector
801.3.4 Soil-gas control				COG	DOR
801.3.5 Lighting quality					
801.3.5.1 Controllability				COG	DOR
801.3.5.2 Lighting control labeling for multioccupant spaces				COG	COG Inspector

CHAPTER 8 – INDOOR ENVIRONMENTAL QUALITY (IEQ) continued	Compliance? (Y/N or NA)	Comments	Sheet #	Reviewed by	Confirmed by
801.3.5.3 Color rendition				DOR	DOR
801.3.5.4 Flicker				DOR	DOR
801.3.7 Glare Control				DOR	DOR
801.3.8 Occupant override				DOR	DOR
801.3.9 Exterior views				DOR	DOR
801.4 Prescriptive Option				COG	COG
801.4.1 Daylighting				DOR	DOR
801.4.2 Materials				DOR	DOR
801.4.3 Lighting for presentations				DOR	DOR
801.5 Performance Option				COG	COG

CHAPTER 9 – MATERIALS AND RESOURCES	Compliance? (Y/N or NA)	Comments	Sheet #	Reviewed by	Confirmed by
901.3 Mandatory provisions				COG	COG
901.3.1 Construction and demolition waste management				DOR	DOR
901.3.2 Extracting, harvesting, and/or manufacturing				DOR	DOR
901.3.4 Areas for storage and collection of recyclables and discarded goods				COG	DOR
901.3.5 Mercury content levels of lamps				DOR	DOR
901.4 Prescriptive Option				COG	COG
901.5 Performance Option				COG	COG

P&CA

PLANNING AND CODE ADMINISTRATION



City of Gaithersburg - 31 South Summit Avenue - Gaithersburg, Maryland 20877 - Telephone: (301) 258-6330 - Fax: (301) 258-6336

CHAPTER 10 – CONSTRUCTION AND PLANS FOR OPERATION	Compliance? (Y/N or NA)	Comments	Sheet #	Reviewed by	Confirmed by
1001.3.1 Building systems and performance testing and commissioning				COG/DOR	DOR
1001.3.2 Building project commissioning (Cx) Process				COG/DOR	DOR
1001.4 Construction operations and start-up requirements				COG/DOR	DOR
1001.6 Building envelope airtightness				COG/DOR	DOR
1001.7 Postconstruction building flush-out and air monitoring				DOR	DOR
1001.8 Soil-gas control				DOR	DOR
1001.9 Plans for high-performance building operation				DOR	DOR
1001.10 Service life plan				COG/DOR	DOR