

**INSTRUCTIONS FOR COMPLETING THE
1997 VT RESIDENTIAL BUILDING ENERGY STANDARDS (RBES) CERTIFICATE
AND
THE VERMONT OWNER/BUILDER DISCLOSURE STATEMENT**

Builders are responsible for understanding the Energy Code, for building to the minimum (or better) standards, and for completing and filing a document. Certification is accomplished by verifying the thermal and efficiency features of the home in the as-built condition. These features are recorded on one of two documents, depending on the situation:

Vermont Residential Building Energy Standards Certificate If the home meets the technical requirement of the Energy Code, this certificate or one substantially like it must be completed, signed and permanently affixed to the outside of the heating or cooling equipment, to the electrical service panel located inside the building or in a visible location in the vicinity of one of these areas. Once the certificate is completed, builders need to file the required copies and attach the original to the house:

1. Make at least three copies of the completed certificate, retaining one for your records.
2. Attach the original certificate to the house by permanently affixing it on or near the inside electrical service panel or heating equipment.
3. Within 30 days of completing construction, send one copy each to:
 - The town clerk for the town or city in which the home is located. (Note: Check local procedures before filing the certificate; local fees and forms may be required.)
 - The Vermont Department of Public Service (Energy Efficiency Division, 112 State Street, Drawer 20, Montpelier VT 05620-2601).

Vermont Owner/Builder Disclosure Statement If the home qualifies for the Owner/Builder Special Provision this form or one substantially like it must be completed, filed and disclosed to prospective buyers. Owner/builder projects are exempt from the technical requirements of the Code, but the owner/builder must meet certification requirements by completing and filing a disclosure statement. To qualify for this provision, all of the following criteria must be met:

1. The property must not be subject to Act 250.
2. The owner must be the person in charge of construction (i.e., the "general contractor"), having the power to direct others with respect to the details of construction and the installation of materials that do not comply with the Energy Code.
3. The owner must live in the building.
4. The owner must evaluate whether the home meets the Energy Code.
5. The owner must complete and file a Vermont Owner/Builder Disclosure Statement.
6. Before entering into a binding purchase and sale agreement, the owner must provide a copy of this statement to a prospective buyer.

This form is very similar to the Vermont Residential Building Energy Standards Certificate. There are only three differences between the two forms:

1. The Vermont Owner/Builder Disclosure Statement cannot be used for Act 250 projects. (Act 250 project must meet the technical requirement of the Energy Code.)
2. The signature area on this form does not include a space for you to list a company name.
3. This form states that the home does not meet the Code's technical requirement.

If you are using the **Vermont Owner/Builder Disclosure Statement** to notify a potential buyer, you must do so before entering into a binding purchase and sales agreement. Once the home is sold, you need to file the required copies with the town and state. The process for filing this statement is identical to that for the Vermont Residential Building Energy Standards Certificate.

Read these instructions in their entirety before completing the **Vermont Residential Building Energy Standards Certificate** or the **Vermont Owner/Builder Disclosure Statement**. Items are listed in bold in the order they appear on the certificate.

1. If the dwelling received an **Act 250 Permit**, list the Act 250 Permit #. If not, check **N/A**.
2. List the dwelling **Site**, including the complete street and mailing **Address, Town** and **Zip** code.
3. List the **Electric Utility** providing electric service to the dwelling. If the dwelling has no electricity, state none. If electricity is provided by a stand-alone system, indicate the system type, such as photovoltaic, wind turbine, propane generator, etc.
4. List the **Construction Start** and **Construction Completion** dates by **Month/Year**. **Construction Start** is when site work began, when the ground was first dug to prepare for a below grade foundation or slab on grade, etc. **Construction Completion** is when the dwelling is sufficiently ready for occupancy.
5. **Project Description**: Check off all that apply. **Multi-family homes**: Write in the number of **Units**. (Contact the Energy Code Assistance Center [1-888-373-2255] for the Multifamily Supplement to the Energy Code, which details technical and certification provisions for multifamily buildings.) Write in the number of **Stories** above grade, and the **Conditioned sq. ft.** area, excluding unconditioned spaces, such as an unconditioned garage.
6. **Foundation Type**: Check off all that apply.
7. **Floors, Walls and Ceilings**: Where applicable, list the nominal R-value of the insulation. If any component has more than one R-value (e.g., R-38 ceiling and R-49 ceiling), calculate an average R-value and that figure on the form.
For basement walls, list the vertical height of the basement insulation in **Depth/Insulation** in feet (**ft.**).
8. **Doors and Windows**: Where applicable, list the U-Value. If the U-value is not an **NFRC** (National Fenestration Rating Council) **Rating**, list the **Default Rating** Circle rating type - either NFRC or Default Rating.
Note: If there is not enough space in this section to list each thermal envelope component, list additional information under **Other Energy Features**.
9. List the **Net window (rough opening) glazing area as a percent of gross exterior wall area**.
10. **Space Heat**: Check off all **Fuel** and **System** types that apply. **Circle primary fuel and system**. List the **primary heating system efficiency**, and check whether the value is **AFUE** (boilers and furnaces) or **HSPF** (heat pumps).
11. **Air Conditioning**: List the **Central A/C system efficiency** and check whether the value is **SEER, COP** or **EER**, if applicable.
12. **Domestic Hot Water**: Check off all **Fuel** and **System** types that apply. **Circle primary fuel and system**. List the **Primary domestic hot water system efficiency Energy Factor (EF)**, available from the manufacturer.
13. Under **Compliance Path**, check the compliance path by which you determined technical compliance with the Code. The table below corresponds the methods to the compliance paths listed on the certificate.
If compliance is determined using the VTcheck Software Method (equivalent to "**RBEScheck**"), list the VTcheck maximum required **UA** value and **Your home UA** value calculated by VTcheck.
If compliance is determined using a home energy rating, list the **Final home energy rating**. For a home energy rating or systems analysis, list the **Company** that performed the analysis, and the **Date** that the final rating or analysis was conducted.
14. **Other Energy Features**: At the builder's option, list additional information as appropriate, such as whether the dwelling has a mechanical ventilation system (exhaust only, heat recovery ventilator), or the infiltration rating determined by a blower door test in air changes per hour (AC/hr).
15. Under the certification section, list the name of the **owner** of the dwelling.
16. **Signature**: This is the signature of either the builder who directed construction or of another party authorized to certify Code compliance. **Company**: List the business name of the party certifying compliance. **Print** the **Name** of the person whose **Signature** is presented. List the **Phone** number of the **Company** certifying compliance (including area code) and the **Date** (month and year) the certificate is signed and completed.