

Instructions for Completing the Vermont Commercial Building Energy Standards Certificate

Read these instructions in their entirety before completing the Vermont CBES Certificate. Items are listed in **bold** in the order they appear on the certificate.

1. List the building **Site Address**.
2. List the **County** the building is located in.
3. List the **Construction Start Date** by Month/Year; the construction start date is when site work began to prepare for the building foundation or slab.
4. List the **Construction Finish Date** by Month/Year; the construction finish date is when the building is sufficiently ready for occupancy.
5. If the building received an Act 250 Permit, list the **Act 250 Permit #**, if not check **N/A**.
6. List the **Project Description**, (i.e. office building, retail store, etc.).
7. List the **# of Stories**.
8. List the **# of Stories Above Grade**.
9. List the **Building Sq. Ft.**
10. List the **Conditioned Sq. Ft.**
11. Select **the method used to determine code compliance** by checking off the box of which method was used.
12. If a blower door test was required, list the **CFM75** result, **Date** and **Testing Firm and Name of Tester**.
13. If a parking area was built list the following, **# of Parking Spaces**, **# of Parking Spaces with EV charging equipment** and **# of parking spaces EV charging ready**.
14. **Designer Certification Signature**: this is the signature of the primary designer of the building (e.g. professional engineer, licensed architect, or other licensed professional) to certify compliance with CBES. If a licensed professional engineer or a licensed architect is not involved in designing the project, certification shall be issued by the builder.
15. **Construction Certification Signature**: the signature of the general contractor, construction manager, or other party having primary responsibility for coordinating construction; or in the absence of such a person, by the building owner to certify construction of building is in compliance with CBES
16. **Print** the **Name** of the person whose signature is presented.
17. List the **Company**, the business name of the party certifying code compliance.
18. List the **Phone #** of the Company certifying code compliance (including area code).
19. List the **Date** the certificate was signed and completed.
20. **30 V.S.A. §53** requires this certificate label to be **permanently affixed** to the inside electrical service panel or heating or cooling equipment or nearby in a visible location.
21. Copies of the certificate and affidavit shall be provided to the Public Service Department, Division of Efficiency and Energy Resources, 112 State St., Montpelier, VT 05620-2601

QUESTIONS?

**CALL THE VERMONT PUBLIC SERVICE DEPARTMENT: 800-642-3281 (in state) or
802-828-4056 (out of state)**

Instructions for Completing the Vermont Commercial Building Energy Standards Design and Construction Affidavits

Read these instructions in their entirety before completing the Vermont CBES Affidavit. Items are listed in **bold** in the order they appear on the Affidavit.

1. List the building **Site Address**.
2. List the **County** the building is located in.
3. List the **Construction Start Date** by Month/Year; the construction start date is when site work began to prepare for the building foundation or slab.
4. List the **Construction Finish Date** by Month/Year; the construction finish date is when the building is sufficiently ready for occupancy.
5. List the **Project Description**, (i.e. office building, retail store, etc.).
6. List the **Building Sq. Ft.**
7. List the **# of Stories Above Grade**.
8. If the building received an Act 250 Permit, list the **Act 250 Permit #**, if not check **N/A**.
9. **Signature**, this is the signature of the primary designer of the building (e.g. professional engineer, licensed architect, or other licensed professional) to certify compliance with CBES. If a licensed professional engineer or a licensed architect is not involved in designing the project, certification shall be issued by the builder. Note: The certifying person may reasonably rely on affidavits from subcontractors or other persons that contributed to the design of the building affirming that the portions of the design produced by them were properly certifiable under CBES.

Or

Signature, this is the signature of either the builder who directed construction or of another party authorized to certify code compliance. Note: The builder or general contractor may reasonably rely on affidavits from subcontractors or other persons that contributed to the construction affirming that the portions of the construction produced by them were properly certifiable under CBES.

10. **Print the Name** of the person whose signature is presented.
11. List the **Company**, the business name of the party certifying code compliance.
12. List the **Phone #** of the Company certifying code compliance (including area code).
13. List the **Date** the certificate was signed and completed.
14. **Signature of Notary**, the Affidavit shall be signed by a Notary
15. List the **Date** the Notary signed the Affidavit.
16. List the **Expiration Date** of the Notary's License.
17. Copies of the affidavit and supporting documentation shall be provided to the Public Service Department, Division of Efficiency and Energy Resources, 112 State St., Montpelier, VT 05620-2601

QUESTIONS?

**CALL THE VERMONT PUBLIC SERVICE DEPARTMENT: 800-642-3281 (in state) or
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