



Date: April 28, 2020

To: All New Home Builders and HVAC Contractors

From: Darrell Smith, Chief Plumbing/Mechanical Inspector

Subject: **Procedure for HVAC Final Inspection Effective May 1, 2020**

On July 14, 2019, Howard County adopted the 2018 IECC (International Energy Conservation Code) which requires the builder to demonstrate compliance with Section 402.4.1 by supplying certifications demonstrating compliance with Section 402.4.1 and Section 402.4 Air leakage and Section 402.4.1.2 Testing. Builders are required to attach all the Energy Certifications to the building permit prior to the final HVAC inspection.

Builders will need to register with the permits Office (410-313-2455) to obtain a login and password which will enable them to access the County's online citizen's access program known as ACA ([www.myhoward.info](http://www.myhoward.info)) and upload the required certifications. Certifications can also be emailed to [Docs4dilp@howardcountymd.gov](mailto:Docs4dilp@howardcountymd.gov). The subject line must include the building permit number, address and IECC certifications. They must be emailed independently of all other certifications.

If the builder is Energy Star certified they will need to attach 5 different documents:

1. Thermal Enclosure Rater Checklist (2 pages)
2. HVAC System Quality Installation Rater Checklist (2 pages)
3. Water Management System Builder Checklist (single page)
4. Duct tightness test report (one for each zone)
5. Blower door test (one for each zone)

All documents need to be attached before the final HVAC inspection can be approved and the U & O issued.

If the builder is not Energy Star certified he will need to attach the 2012 Residential Data Collection Checklist (7 pages). The checklist can be found on the Howard County website. The duct tightness report and the blower door test report are required as well.

When all the required certifications are attached to the building permit the contractor can request the final HVAC inspection. The inspector will make his inspection and check for the green Energy Efficiency sticker (provided with the building permit) which is to be located on the electrical panel. This sticker must be filled out completely and signed. If this is not the case, the HVAC final gets rejected with the comment "Energy Efficiency sticker missing from panel box and/or is incomplete."

If the certifications are missing when the final HVAC is requested the inspector will enter "Cancelled by Inspector" "Required Energy Certifications are not attached to the building permit or are incomplete. Contact your HVAC inspector." This is a onetime courtesy to the builder. If the final gets recalled without certifications it will be "FAIL", with the comment "Required Energy Certifications are not attached to the building permit or are incomplete. Contact your HVAC inspector." It will be the responsibility of the HVAC contractor to reschedule the HVAC final inspection. If all is OK the inspector will sign the orange Final sticker and enter "PASS" result into Accela wireless for the inspection.