

Applicant & Project Information

Applicant / Owner Name	
Project Address	
Tax Parcel Number	
Design Professional	
Contact Email	
Contact Phone	
Building Use / Occupancy Type	
Climate Zone	5 (Ithaca, NY default)
Gross Conditioned Floor Area (ft²)	
Gross Semiheated Floor Area (ft²)	
IECC Compliance Path Used	C401.2.1 / C401.2.1 Item 2 / C401.2.2
REmin Method	Table CC103.1 or Energy Simulation
On-Site Renewable System Type	
On-Site Renewable Annual Production (kWh)	
Off-Site Procurement Method	
RENonRecs (kWh)	
RERecs (kWh)	
Procurement Factor	1.0 / 0.75 / 0.20 as applicable
Adjusted Off-Site Renewable Energy (kWh)	
Minimum Renewable Energy Requirement REmin (kWh)	
Certificate of Occupancy Target Date	
Submission Date	

2025 NYS Energy Conservation Construction Code — Appendix CC

Zero Energy Commercial Building Permit Checklist

Applicant Use | March 30, 2026

Blue wording underlined below are live links that can be clicked to access portions of Appendix CC

✓	Requirement	Code Reference	Guidance / Notes	Status/ Code Dpt.
SECTION CC101 — GENERAL				
<input type="checkbox"/>	Project is a new commercial building subject to the commercial provisions of the Energy Code	CC101.2	<i>Appendix CC applies to new buildings addressed by the NYSECCC commercial provisions.</i>	
<input type="checkbox"/>	Project is not a detached one- or two-family dwelling, townhouse, qualifying low-rise Group R-2, manufactured home, or manufactured house	CC101.2 Exception 1	<i>Those residential uses are excluded from Appendix CC.</i>	
<input type="checkbox"/>	Building that use neither electricity nor fossil fuel	CC101.2 Exception 2	<i>Buildings which do not use electricity nor fossil fuel are excluded.</i>	
SECTION CC102 — DEFINITIONS				
<u>Appendix CC Definitions Link</u>				
<input type="checkbox"/>	<i>Building energy</i> basis identified as all energy consumed at the building site as measured at the site boundary	CC102.1	<i>On-site and off-site renewable contributions are excluded when determining building energy.</i>	
<input type="checkbox"/>	<i>On-site renewable energy system</i> location confirmed as building site or qualifying commonly controlled adjacent/separated property	CC102.1	<i>Use the defined on-site location limits before claiming on-site credit.</i>	
<input type="checkbox"/>	Off-site renewable energy procurement method identified and documented	CC102.1	<i>Examples include CREF, REIF, FPPA, direct ownership, direct access, green retail pricing, unbundled RECs, and PPPA.</i>	
<input type="checkbox"/>	<i>Semiheated Space</i> area identified, if applicable	CC102.1	<i>Semiheated space matters when calculating RE_{min} under the prescriptive path.</i>	

SECTION CC103.1 — MINIMUM RENEWABLE ENERGY				
<input type="checkbox"/>	Minimum renewable energy requirement (RE _{min}) compliance path identified	CC103.1	Choose whether RE _{min} is based on Table CC103.1 area method or energy simulation, depending on the IECC compliance path.	
<input type="checkbox"/>	Equation CC-1 satisfied: on-site renewable energy plus adjusted off-site renewable energy is at least the minimum renewable energy requirement	CC103.1 / Eq. CC-1	Document RE _{on-site} + RE _{off-site} ≥ RE _{min} .	
<input type="checkbox"/>	Gross conditioned floor area documented	CC103.1	Needed for the prescriptive renewable energy requirement method.	
<input type="checkbox"/>	Gross semiheated floor area documented, if any	CC103.1	Include semiheated area in the RE _{min} calculation when applicable.	
<input type="checkbox"/>	Building area type identified for Table CC103.1	Table CC103.1	Select the correct occupancy/building area type column such as Office, School, Retail, Warehouse, etc.	
<input type="checkbox"/>	Climate zone identified for Table CC103.1	Table CC103.1	Use the project climate zone to select the prescriptive kWh/ft ² /yr factor. (Climate zone 5)	
<input type="checkbox"/>	For mixed-use buildings, area-weighted average renewable energy requirement calculated	CC103.1	Mixed-use projects must use an area-weighted average.	
<input type="checkbox"/>	If using C401.2.1 Item 2 or C401.2.2, RE _{min} based on energy simulation results	CC103.1	Attach simulation summary showing building energy used as RE _{min} .	
SECTION CC103.2 — ON-SITE RENEWABLE ENERGY				
<input type="checkbox"/>	Annual on-site renewable energy production determined using <i>approved</i> software	CC103.2	Provide software output or design report for PV or other qualifying systems.	
<input type="checkbox"/>	On-site renewable system type identified (PV, solar thermal, geothermal, wind, or approved equivalent)	CC102.1 / CC103.2	System must qualify as a renewable energy system under the appendix definition.	
<input type="checkbox"/>	Roof-area condition for procurement factor documented (7.5 W/ft ² or more, or applicable exception to Section C405.15.1)	Table CC103.2	This affects whether off-site procurement factors are 1.0/0.20 or 0.75/0.20.	

<input type="checkbox"/>	RECs associated with on-site renewable energy assigned to initial and subsequent owners for at least 15 years	CC103.2.1	<i>Transfer to tenants is permitted, but REC assignment must satisfy the 15-year requirement.</i>	
SECTION CC103.3 — OFF-SITE RENEWABLE ENERGY				
<input type="checkbox"/>	At least one off-site procurement method selected, if off-site energy is used for compliance	CC103.3.1	<i>Valid methods are community renewables energy facility, REIF, FPPA, direct ownership, direct access to wholesale market, green retail pricing, unbundled RECs, and PPPA.</i>	
<input type="checkbox"/>	Legally binding contract or other approved agreement provided for off-site renewable energy	CC103.3.2 Item 1	<i>Submit signed contract or approved agreement with the permit package.</i>	
<input type="checkbox"/>	Off-site procurement contract duration is at least 15 years	CC103.3.2 Item 2	<i>The contract must survive partial or full transfer of property ownership.</i>	
<input type="checkbox"/>	Contract language demonstrates survival after partial or full transfer of ownership	CC103.3.2 Item 2	<i>Review assignment/transfer provisions carefully.</i>	
<input type="checkbox"/>	RECs retained or retired by or on behalf of the owner or tenant for at least 15 years	CC103.3.2 Item 3.1	<i>Document REC treatment in the agreement.</i>	
<input type="checkbox"/>	RECs created within a 12-month period of REC use	CC103.3.2 Item 3.2	<i>Provide REC vintage documentation if applicable.</i>	
<input type="checkbox"/>	RECs sourced from generating assets built not more than 5 years before certificate of occupancy issuance	CC103.3.2 Item 3.3	<i>Include COD / commissioning date for the generating asset.</i>	
<input type="checkbox"/>	Generating source is a qualifying renewable energy system	CC103.3.2 Item 4	<i>Nonqualifying generation cannot be credited.</i>	
<input type="checkbox"/>	Energy can be delivered to the building site by direct connection, local utility/distribution entity, or interconnected network with delivery capacity	CC103.3.2 Item 5	<i>Document the delivery path.</i>	
<input type="checkbox"/>	Applicant will retain records of power sent to or purchased by the building and make them available upon request	CC103.3.2 Item 6	<i>Include a recordkeeping acknowledgment in the submission.</i>	
<input type="checkbox"/>	Adjusted off-site renewable energy calculated using Equation CC-2	CC103.3.3 / Eq. CC-2	<i>Document $RE_{off-site} = PF_{NonRecs} \times RENonRecs + 0.20 \times RERecs$.</i>	

<input type="checkbox"/>	Correct procurement factor selected from Table CC103.2	CC103.3.3.1 / Table CC103.2	Use 1.0 for other procurement methods when 7.5 W/ft ² roof condition or stated exceptions are met; otherwise use 0.75. Unbundled RECs use 0.20.	
SECTION CC103 — SUPPORTING DOCUMENTS				
<input type="checkbox"/>	Renewable energy summary report attached	CC103	Include REmin, REon-site, REoff-site, assumptions, and calculation method.	
<input type="checkbox"/>	Approved software output attached for on-site renewable production	CC103.2	Attach design report or software summary.	
<input type="checkbox"/>	Energy simulation report attached, if using simulation-based REmin path	CC103.1	Required when REmin equals simulated building energy.	
<input type="checkbox"/>	Table CC103.1 calculation worksheet attached, if using prescriptive area method	CC103.1 / Table CC103.1	Show climate zone, building type, floor areas, and resulting REmin.	
<input type="checkbox"/>	Off-site contract(s), REC documentation, and generation source information attached, if applicable	CC103.3.2	Attach the documents needed to verify duration, REC compliance, and delivery eligibility.	
Town of Ithaca Chapter 144- Energy Code Supplement				
<input type="checkbox"/>	Exempt building per Town of Ithaca Code	144-202.1B(1)	A manufactured home, an agricultural building, a building or part of a building that is used as critical infrastructure, a building or part of a building that is used as a hospital or other medical facility, or a building or part of a building used for generation of emergency back-up power or standby power.	
<input type="checkbox"/>	All buildings to be built to net-zero GHG emissions and shall not use fossil fuels, per Town of Ithaca Code.	144-202.2	Current edition required; confirm rater used the correct standard version	