



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, August 29, 2016
Scheduled for 9:00am – 10:00am PDT**

Call to Order

Committee Co-Chair Mark Meyers (CALBO) called the meeting to order at 9:00 a.m. PDT. The meeting was recorded for note purposes.

Roll Call

WHPA Staff (Wendy Worrell) conducted roll call based on the current WHPA Online Permitting Working Group roster. The Committee currently acts by consensus of the eligible voting body. 14 participants (or proxies) attended the meeting.

P = Present at meeting
A = Absent at meeting; if proxy has been assigned it will be noted below.
* = Absent voting member with vote given in advance on selected items—see body of minutes for details

Organization	First Name	Last Name	WHPA Category	Attendance
Voting Eligible				
CALBO (California Building Officials)	Mark	Meyers	Codes & Standards Official (Association or Jurisdiction)	P (Co-Chair)
CalCERTS, Inc.	Charlie	Bachand	Certifying Body	P (last 36 min)
CHF (California Homebuilding Foundation)	Allison	Paul	Research Organization	P (Co-Chair)
DNV GL – Energy	Amber	Watkins	Energy Efficiency Program Consultant	P
Enalaysys	Eric	Taylor	Third Party Quality Assurance Providers	P
Enalaysys (standing Proxy)	Michael	Thompson	Third Party Quality Assurance Providers	P
IHACI (Institute of Heating and Air Conditioning Industries)	Bob	Wiseman	Contractor Association	P
Indio Cooling & Heating Supply	Tim	Mann	Distributor	P
PG&E (Pacific Gas and Electric Company)	Jill	Marver	California IOU	P
Voting Eligible (Upon Meeting Attendance)				
ACCA (Air Conditioning Contractors of America)	Todd	Washam	Contractor Association	A
CalCERTS, Inc. (Standing Proxy)	Susan	Davison	Certifying Body	A
CHEERS	Bob	Johnson	Certifying Body	A
Duct Testers	Dave	Hegarty	Other Stakeholder	A
The Energy CA, LLC	Eric	Beriault	Third Party Quality Assurance Providers	A (requested recording)
Non-Voting Eligible				
CEC (California Energy Commission)	Thomas	Trimberger+	Government (Other than CPUC)	A
Conserva Alliance ^(P)	Alex	Trochez ^(P)	Other Stakeholder	P
Enalaysys	Brent	Locke	Third Party Quality Assurance Providers	P
Energy Cloud Inc. ^(P)	John	Carrieri ^(P)	Other Stakeholder	P
iPermit ERaters**	Ian	Jacoby+	Third Party Quality Assurance Providers	A
Guests				
CALBO (California Building Officials)	Bob	Barks	Codes & Standards Official (Association or Jurisdiction)	P (Compliance Chair)
WHPA Staff				
CLEAResult	Paul	Kyllo	Other Stakeholder	A
InfoPlast	Wendy	Worrell	Other Stakeholder	P (Host/Scribe)
Opinion Dynamics	Ellen	Steiner	Other Stakeholder	A

** Organization is Not a Member of the WHPA; + Individual is NOT Registered with the WHPA; (P) = Member Organization is Pending Approval from the WHPA Executive Committee.

WHPA Staff Note: Post meeting, Alex Trochez clarified that his involvement with the Working Group is as an independent energy consultant and not as a USERA representative as was noted during roll call and on the meeting slide deck. The received registration for Conserva Alliance with Alex Trochez as the designated participant is pending approval at the September 14, 2016 WHPA Executive Committee meeting.

AGENDA

The following agenda was distributed to the Working Group by WHPA Staff prior to the meeting:

- 1) **Roll Call** – WHPA Staff (Wendy Worrell) – 5 min
- 2) **Co-Chairs’ Welcome and Introductions** – Co-Chairs (Mark Meyers, CALBO & Allison Paul, CHF) – 5 min
- 3) **Working Group Overview** – Co-Chairs (Mark Meyers, CALBO & Allison Paul, CHF) – 45 min
 - a) **FOCUS:** Online Permitting Only
 - b) **GUIDING REFERENCE:** [WHPA Online Permitting for Residential HVAC Alterations Roadmap](#)
 - c) **GOALS:**
 - i) Confirm Minimum Legal Requirements for Mechanical Permits and Document in an Interim Memo



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- ii) Identify Legislative and Regulatory Policy Issues related to Online Permitting and Document in an Interim Memo
- iii) Research Best Practices in Online Permitting and Document in a Memo
- d) ROSTER CONTRIBUTIONS
 - i) How do we move into the phase of structuring a survey for building departments to get their perspective on an online permitting system that would benefit them and the contractors?
 - ii) Which committee members can apply their practical knowledge and/or experience to get an outline or sample survey/questionnaire started?
- 4) **Meeting Next Steps Overview** – Co-Chairs (Mark Meyers, CALBO & Allison Paul, CHF) - 5 min
 - a) SCHEDULING:
 - i) 10 Meetings in 2016 (Mondays from 9:00am – 10:00am PDT)
 - ii) Next Meeting: Monday, September 12, 2016 from 9:00am – 10:00am PDT (Expected)
 - b) NEXT AGENDA:
 - i) TBD
- 5) **Adjournment** by 10:00am PDT – Co-Chairs (Mark Meyers, CALBO & Allison Paul, CHF)

Co-Chairs' Welcome and Introductions

WHPA Staff emailed the following content to the roster for knowledge base development prior to the meeting:

1. [WHPA Online Permitting for Residential HVAC Alterations Roadmap](#) with notation that “This is the WHPA Compliance Committee work product that enacted this Working Group.”
2. The OPWG’s [Implementation Plan](#) with notation that “This clarifies the Working Group’s primary goals and milestones.
3. [WHPA Online Permitting Working Group webpage](#) with notation that “This is the Working Group’s dedicated webpage housing general information, reference materials including the 2 above links, and future meeting notes.”

Co-Chair Mark Meyers (CALBO) thanked all for their attendance and willingness to participate. Allison Paul with CHF is the other Co-Chair.

Working Group Overview

The Co-Chairs overviewed the Working Group’s drafted [Implementation Plan](#) goals and milestones as detailed on meeting reference slides #7 thru #9. WHPA Staff clarified that Staff can provide assistance in memo format development and final editing if needed.

The Working Group’s focus is on online permitting only: “What are the roadblocks we need to eliminate for online permitting of HVAC change outs and installations to be a reality?” The scope covers the minimum requirements that can be streamlined throughout the State. It does not include the particulars within jurisdictions at this point. General permitting barriers will be covered in the WHPA Compliance Committee and other related WHPA Committee work.

The primary guiding reference for the Working Group is the [WHPA Online Permitting for Residential HVAC Alterations Roadmap](#) developed by the WHPA Compliance Committee in 2015 and approved by the WHPA Executive Committee as a WHPA Work Product in January 2016. Other relevant resources are available on the [WHPA Online Permitting Working Group webpage](#).

There was discussion about what an online permitting system is trying to achieve and what constitutes an online permit.

- Amber Watkins (DNV GL - Energy) asked if permits are being put online so researchers can view them, if building departments are making them available to the public, or both of those. What is online permitting trying to achieve?
- Co-Chair Mark Meyers (CALBO) clarified that in prior WHPA Compliance Committee discussion, the HVAC industry has said that it is too difficult to get permits. The address that concern, the idea is to try to make it easier for the industry at large to use a mobile phone, laptop, etcetera to enable them to go to a website (one for all or redirections to existing systems) to pull a permit. In terms of issuing permits, many building department sites already allow public searching and viewing by address or type.
- Amber Watkins (DNV GL - Energy) summarized understanding that it is about being able to download or upload in .pdf format through some application for contractors or customers.



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- Co-Chair Mark Meyers (CALBO) confirmed that some contactors may already have some of the forms they can upload, pay online, and get the permit.
- John Carrieri (Energy Cloud) noted that they already built an online permitting system. The first step is to define what an online system is. Some are posting permits online as .pdf files or posting information on permits being pulled, which is different than having the ability to pull a permit online with project information and online payment.

DEFINITION CLARIFICATION: Co-Chair Mark Meyers (CALBO) confirmed that a permitting system provides the ability for the applicant to submit appropriate information to obtain a permit in the field via a handheld device or a computer. Overall, the applicant needs the ability to pull a permit remotely from beginning to end.

GENERAL CONSENSUS AGREEMENT: It was generally agreed that deliverable development will focus on appropriate forms required by State laws for CSLB requirements, CEC requirements, and Building Standard requirements, but not local requirements at this time.

The Co-Chairs clarified that research and documentation, appropriate stakeholder interviewing, and interim memo finalization will be required for each of the following Working Group goals:

- **Goal #2:** Confirm **Minimum Legal Requirements** for Mechanical Permits and Document in an Interim Memo Posted to the WHPA Website by September 30, 2016.
- **Goal #3:** Identify **Legislative and Regulatory Policy Issues** Related to Online Permitting and Document in an Interim Memo posted to the WHPA website by October 31, 2016.
- **Goal #4:** Research **Best Practices** in Online Permitting and Document in a Memo Posted to the WHPA Website by December 31, 2016.

WHPA Staff reported that interim memo formatting and editing assistance is available as needed.

Eric Taylor (Enalaysis) indicated that a step by step approach on each barrier to market is important to the overall process, starting with getting contractors to pull a permit through each integrative process and the messaging to each provider along the way to encourage use of the online permitting system, as well as determining where the data goes, etcetera.

Co-Chair Mark Meyers (CALBO) responded that it will depend on how the solution is formatted for this issue. He indicated that there are a number of jurisdictions around that State already using an online permitting system in some form. A single source solution needs to be developed to redirect a person trying to obtain the permit to a fully functional permitting system in the local jurisdiction to ensure availability of the most reliable information on a statewide basis. For communities that do not have an online permitting presence, an online solution that can be configured to gather what they specifically need to issue a permit and then transfer the information and proceeds to the jurisdiction is needed.

Co-Chair Mark Meyers (CALBO) confirmed as accurate Eric Taylor's (Enalaysis) summary that the system described would be one with open ATI that would integrate into a larger jurisdiction's internal system enabling internal process ability to receive information for the permit and integrate the HERS forms as well. The Co-Chair added that those who have a system keep it, but gain assistance in getting the customer to them from a single site. Of course, there are more specific details to work out for the system requirements.

WHPA Staff reported that the chart on meeting reference slide #6 (and on page 4 below) outlines the action steps for development and the recommended timeline, which may need adjustment given our late start this year. The purple "Plan" box is the Working Group's current concentration. The Green "Define" section below it includes system requirements as a future phase beyond the current scope.



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Table 1: Action Items to Meet Goal 1-1 of the Strategic Plan

Timeline Adjustments? →		Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Mid-Term	Long-Term
PLAN	Create WHPA Working Group to Focus on Online Permitting	X									
	Confirm Minimum Legal Requirements for Mechanical Permits	X	X								
	Identify Legislative and Regulatory Policy Issues		X	X							
	Research Best Practices in Online Permitting		X	X							
	Conduct Survey of Building Departments			X	X						
DEFINE	Develop System Requirements Document				X	X					
	Define System Interconnection Points (HERS Registry, etc.)					X					
	Prepare Workflow Diagrams to Map System Process					X					
	Engage Broad Set of Stakeholders to Verify System Requirements and Workflow						X				
	Refine as Needed Based on Stakeholder Input							X	X		
PILOT	Pilot Online Permitting System									X	
	Refine System Based on Pilot									X	
	Expand Pilot with Additional Jurisdictions									X	
DEPLOY	Document Results of Pilot										X
	Prepare Final WHPA Recommendation										X
	Conduct Outreach Sessions with Building Departments and Stakeholders										X

2016 Goals



GENERAL CONSENSUS AGREEMENT: The Working Group confirmed understanding of focus on developing minimum legal requirement for mechanical HVAC permits, the information that needs to be contained, and the steps that need to be followed; State (not local jurisdictional) legislative requirements; research on regulatory processes; research that best practices are observed; and surveying of the 456 jurisdictions throughout the State for what they may already have and how they work.

There was discussion about what HVAC process scope to include for online permitting.

- Bob Wiseman (IHACI) commented that the permitting process is a large topic. He suggested accepting a limited process scope at the outset, such as change out of a residential furnace coil and a condensing unit versus something more elaborate like duct work, plan check and new construction scenarios. In his opinion, 80% of processes would be this type of scenario.
- Co-Chair Mark Meyers (CALBO) suggested that the residential system change out limited scope would include rooftop unit or split with coil, condenser, and possibly furnace replacement, exclusive of any duct work.
- Tim Mann (Indio Cooling & Heating Supply) agreed with the limited scope concept, but suggested including ductless systems as they are becoming more mainstream. HERS testing has a clause for it in both commercial and residential.
- Co-Chair Mark Meyers (CALBO) asked if ductless systems are being used as replacements to older, ducted systems, or replacement to window units or to small, unitary unit in a single room if they are not being used in new construction. He also asked if most jurisdictions would require a plan check at least for electrical necessities that may be changing loads or abandonment of duct work if replacing duct work for ducted systems. He asked if replacing duct systems, if it would be for multiple fan coil units to multiple rooms.



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- Tim Mann (Indio Cooling & Heating Supply) clarified that locally in Coachella Valley quite a few are being replaced with HERS raters completing the CFR form for existing units in the desert.
- Bob Wiseman (IHACI) reported that in the City of Los Angeles and all its surrounding communities, there is so plan check requirement for a ductless system.

GENERAL CONSENSUS AGREEMENT: It was generally agreed to limit the online permit process scope to HVAC change out exclusive of duct work. This would include rooftop units, coil, condenser, ductless, and possibly furnace replacement.

There was discussion of how the roster participants could contribute both within and outside of meetings.

- Co-Chair Mark Meyers asked how to move into the phase of structuring a survey for building departments to get their perspective on an online permitting system that would benefit them and the contractors.
- Co-Chair Allison Paul (CHF) reported that she has done this before with mechanical change outs for the whole State of California. She suggested determining who would like to focus on this surveying section versus the legal requirements. For the survey specifically, there is a need to figure out who will be targeted: the entire State? She pointed out that some jurisdictions do not have a system and currently write everything down, while others have existing online permitting systems.

JURISDICTIONAL SURVEYING

Co-Chair Allison Paul (CHF) asked which Working Group members can apply their practical knowledge and/or experience to get an outline or sample survey/questionnaire started.

ACTION: Allison Paul (CHF), Amber Watkins (DNV GL – Energy), and Alex Trochez (Conserva Alliance) volunteered to work on jurisdictional surveying outside of meetings. Allison to lead the survey portion via email, etc. with Amber’s assistance. Alex to be involved in creation of survey content.

Related Discussion:

In reply to Co-Chair encouragement that perhaps Enalasis could assist in this area, Eric Taylor (Enalasis) noted that he could help in talking with jurisdictions they have been piloting to provide historical perspective of what they have found and get information from those they know, but that Enalasis does not have a lot of experience with collecting survey information, etcetera. He suggested using the CSE best permitting practices study funded by the CEC and LADWP as it focused “exactly on what we are discussing”.

WHPA Staff clarified that Marissa Spata (CSE) reported prior to the meeting that the CSE final report is not yet approved by CEC for distribution, but that she agreed the content would be useful for the Working Group’s purposes and hopes it will be released soon. CSE has presented on the content at prior Compliance Committee meetings. The presented information is available on the Working Group’s webpage under resource documents.

Co-Chair Allison Paul (CHF) confirmed that rather than duplicating efforts, focus should be on comparing results, identifying gaps, and working from the CSE information as a starting point once the report is received. The Working Group’s efforts would be toward “digging a little deeper”.

ACTION: WHPA Staff to see if CSE can provide us with the survey questions they used in their permitting best practices study.

Amber Watkins (DNV GL – Energy) suggested cascading the content from the CSE survey to other parts of the State for broader input.

Speaking as a Working Group attendee and not as the WHPA Compliance Committee Chair, Bob Barks (CALBO) suggested using whatever survey the Working Group develops as a source of additional information for the direction of the Working Group. Other data and available resources, including previous surveys, are helpful in directing the Working Group, but if more information is needed on how to proceed, then building department input is a valuable part of the process. The Working Group needs to decide what is needed to move this forward.



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Co-Chair Allison Paul (CHF) reported that she has very regular interaction with building departments. She offered to handle distribution and data collection of the survey once the content and format have been structured. She agreed that it should be more comprehensive across the State.

Co-Chair Mark Meyers (CALBO) suggested obtaining the CSE survey to see what was being asked as a basis and then modifying it to our needs. If CSE only focused on 60 building departments, we will need to and want to expand to a larger group, particularly in Bay Area jurisdictions where some have been working for a central point of contact to see how well that has worked for them.

CONTRACTOR SURVEYING

Co-Chair Mark Meyers (CALBO) reported the need to look at permitting from the contractor and user perspective. He asked how to obtain information from them.

ACTION: Eric Taylor (Enalasy), Bob Wiseman (IHACI), and Brent Locke (Enalasy) volunteered to work on contractor surveying outside of meetings. Brent to lead survey creation with assistance from Bob and Eric. The contractor target list will include contractors from around the state, plus contractors involved in any online permitting to determine what might induce them to participate in ongoing, online permitting. Initial list generation source to include CSLB.

Related Discussion:

Eric Taylor (Enalasy) indicated that Enalasy's work is focused on gaining contractor and user perspective.

Amber Watkins (DNV GL – Energy) noted that there is a performance approach where there is an alteration or addition to the house, as well as a prescriptive approach. She suggested the Working Group focus on a prescriptive approach which could include the entire duct replacement or partial duct repair. The performance approach would be entirely separate and would require Title 24. She commented that a scope limited to prescriptive unit replacement would also limit the scope of contractors who use it.

Co-Chair Mark Meyers (CALBO) agreed that the focus may be a bit narrow, but noted that if the group feels it will yield beneficial information, he would go either way. For enforcement, he would use the “carrot” and avoid “the stick” by getting a product delivered that people want to use versus one they have to use.

Following points raised by a few Working Group members that an enforcement component should be included in the online permitting development process, Co-Chair Mark Meyers (CALBO) clarified that the Working Group is looking at roadblocks for online permitting only, while the WHPA Compliance Committee is focusing on enforcement aspects of permitting overall.

Eric Taylor expressed the need to stay away from it since it a primary reason for the Compliance Committee's existence. The Working Group exists to see what the viability of an online permitting system is. Compliance already addressed those issues so the Working Group should not get side tracked on big barriers on which others are already focused. The Working Group's concentration should be on systems that people want to use.

As Chair of the WHPA Compliance Committee, Bob Barks (CALBO) commented that the goals of the Working Group partially address the issue by looking at legal barriers and legislative/regulatory requirements. While the Working Group may not focus on the barriers directly, they may highlight, as a sidebar issue, what will be needed to bring others into the process to make it work, i.e. some type of legislative focus, CSLB, or other state agencies. He agrees that the Working Group focus should be on what is needed to create a system. The other elements will be left to additional work further along the timeline.

Co-Chair Mark Meyers (CALBO) commented that, in reality, the Working Group is charged with how to create an online permitting system and the practices that go with it. There are systems already in place within jurisdictions but that does not mean they have better permitting compliance. This focus is on what is needed to enable people to do online permitting and what we can do to remove roadblocks related to online permitting.

Alex Trochez (Conserva Alliance) agreed that the focus should be on this as a means for contractors to easily pull permits and make the compliance process easier for expansion toward overall compliance goals. It is a step in the right direction.

Amber Watkins (DNV GL-Energy) noted that [SB1414](#) passed the State Senate last week (on August 19th). It will that IOUs are provided with proof of permit closure for rebate payout. It will impact the Energy Upgrade Program. Paragraph section 2B(2) is new language. It does not apply to distributors with the Upstream Program.

ACTION: Amber Watkins (DNV GL – Energy) to send the [SB1414 link](#) to WHPA Staff for distribution.



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In reply to inquiry about whether or not the Working Group has Utility participation, Co-Chair Mark Meyers (CALBO) clarified that the Working Group has PG&E participation. He also noted that in year of enticement to use the “To Code” Program in Fresno, etcetera, no one took advantage of it.

Jill Marver (PG&E) acknowledged Mark’s comments and noted that going in they knew they could not offers as much incentive as was needed to encourage more participation. Jill also expressed her belief that online permitting is not the primary barrier to compliance, but that she is respective of the task and perception of the group that it is one piece of the puzzle so she will support as much as she can.

LEGISLATIVE REQUIREMENTS and/or LEGAL RESTRICTIONS ACCUMULATION

Co-Chair Mark Meyers (CALBO) asked for volunteers to assemble legislation requirements and/or legal restrictions related to online permitting per the Working Group’s scope.

ACTION: Amber Watkins (DNV GL – Energy), Jill Marver (PG&E), John Carrieri (Energy Cloud), and Alex Trochez (Conserva Alliance) volunteered to accumulate information on legislative requirements and/or legal restrictions outside of meetings. Alex to lead the focus and gather information on the legal aspects related to CFIR requirements. Amber to gather together content about related Assembly bills. Jill to provide content on code requirements and CEC. John to provide assistance with HERS Registry, CFIR and CSLB information. Charlie Bachand (CalCERTS) and Greg Thomas (?) to also be approached as possible volunteers for this focus.

Related Discussion:

Amber Watkins (DNV GL – Energy) commented that she can bring content together about related Assembly bills, but that she does not have the bandwidth to lead that focus. Jill Marver (PG&E) commented that she can provide information on code requirements.

Co-Chair Mark Meyers (CALBO) clarified that the legal requirement focus is primarily on code requirements, such as the Building Standards Commission requirements for HVAC change outs, the California Energy Commission requirements for HVAC change outs and the Contractor State Licensing Board requirements for licensed contractors and clarification of “which categories” they can be.

John Carrieri (Energy Cloud) offered his help noting that he is working with all Registries with CFIR. They integrated their system directly with the CSLB contract licensing system on the front end. The CFIR and HERS Registry is integrated at the back end. He noted that all have different requirements at the jurisdictional level. He is not aware of another standardized format other than the CFIR.

Co-Chair Mark Meyers (CALBO) confirmed that the CLSB and CEC are the two largest pieces. He believed that the Building Standards Commission requirements are mostly in mechanical code and are relatively small and straight-forward.

John Carrieri (Energy Cloud) commented that he does not want to want to create a new barrier to get jurisdictions to participate, but suggested that it would be nice if there was some basis for standardization.

Eric Taylor (Enalasy) suggested focusing a standardization base around CFIR requirements.

Co-Chair Mark Meyers (CALBO) agreed that the CFIR is a key piece of information, but reminded that the Working Group is not focusing on jurisdictional specifications.

Eric Taylor (Enalasy) suggested that Alex Trochez (Conserva Alliance), Charlie Bachand (CalCERTS), Greg Thomas (?), and the like, who “know code inside and out”, should be part of this focus.

Alex Trochez (Conserva Alliance) agreed to do legal aspects related to CFIR requirements. He agreed to lead the focus.

Meeting Next Steps Overview

Co-Chair Mark Meyers reported that the Working Group has 10 WHPA Staff supported meetings (60 minutes each) in 2016.



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WHPA Staff clarified that recent Doodle Poll suggested the best meeting options to be from 9:00am – 10:00am Pacific Time on Mondays.

DECISION: Until further notice, Online Permitting Working Group meetings will be on alternating Mondays from 9:00am – 10:00am Pacific Time until further notice starting with September 12, 2016.

The next Online Permitting Working Group meeting is planned for September 12, 2016 from 9:00am – 10:00am PDT. The agenda will be distributed prior to the meeting but is expected to include updates from the different concentrations.

Closing Comments/Adjournment

The Co-Chairs adjourned the meeting at 10:05 a.m. PDT.

* * * * *

Summary of Action Items and Key Decisions (from above)

DECISIONS

1. **DEFINITION CLARIFICATION:** Co-Chair Mark Meyers (CALBO) confirmed that a permitting system provides the ability for the applicant to submit appropriate information to obtain a permit in the field via a handheld device or a computer. Overall, the applicant needs the ability to pull a permit remotely from beginning to end.
2. **GENERAL CONSENSUS AGREEMENT:** It was generally agreed that deliverable development will focus on appropriate forms required by State laws for CSLB requirements, CEC requirements, and Building Standard requirements, but not local jurisdictional requirements at this time.
3. **GENERAL CONSENSUS AGREEMENT:** The Working Group confirmed understanding of focus on developing minimum legal requirement for mechanical HVAC permits, the information that needs to be contained, and the steps that need to be followed; State (not local jurisdictional) legislative requirements; research on regulatory processes; research that best practices are observed; and surveying of the 456 jurisdictions throughout the State for what they may already have and how they work.
4. **GENERAL CONSENSUS AGREEMENT:** It was generally agreed to limit the online permit process scope to HVAC change out exclusive of duct work. This would include rooftop units, coil, condenser, ductless, and possibly furnace replacement.
5. **DECISION:** Until further notice, Online Permitting Working Group meetings will be on alternating Mondays from 9:00am – 10:00am Pacific Time until further notice starting with September 12, 2016.

ACTION ITEMS

1. **ACTION:** Allison Paul (CHF), Amber Watkins (DNV GL – Energy), and Alex Trochez (Conserva Alliance) volunteered to work on jurisdictional surveying outside of meetings. Allison to lead the survey portion via email, etc. with Amber’s assistance. Alex to be involved in creation of survey content.
2. **ACTION:** WHPA Staff to see if CSE can provide us with the survey questions they used in their permitting best practices study. (DONE)
3. **ACTION:** Eric Taylor (Enalaysys), Bob Wiseman (IHACI), and Brent Locke (Enalaysys) volunteered to work on contractor surveying outside of meetings. Brent to lead survey creation with assistance from Bob and Eric. The contractor target list will include contractors from around the state, plus contractors involved in any online permitting to determine what might induce them to participate in ongoing, online permitting. Initial list generation source to include CSLB.
4. **ACTION:** Amber Watkins (DNV GL – Energy) to send the [SB1414 link](#) to WHPA Staff for distribution. (DONE)
5. **ACTION:** Amber Watkins (DNV GL – Energy), Jill Marver (PG&E), John Carrieri (Energy Cloud), and Alex Trochez (Conserva Alliance) volunteered to accumulate information on legislative requirements and/or legal restrictions outside of meetings. Alex to lead the focus and gather information on the legal aspects related to CF1R requirements. Amber to gather together content about related Assembly bills. Jill to provide content on code requirements and CEC. John to provide assistance with HERS Registry, CF1R and CSLB information. Charlie Bachand (CalCERTS) and Greg Thomas (?) to also be approached as possible volunteers for this focus.