



**CEESP Goal 1: WHPA Compliance Online Permitting Working Group
Teleconference Summary Notes
Monday, September 12, 2016
Scheduled for 9:00am – 10:00am PDT**

Call to Order

Committee Co-Chair Allison Paul (CHF) called the meeting to order at 9:04 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. As no voting panel was determined prior to the meeting, members are organized by voting eligibility status. The following 18 participants (or proxies) attended the meeting.

Organization	First Name	Last Name	WHPA Category	Attendance
Voting Eligible				
CALBO (California Building Officials)	Mark	Meyers	Codes & Standards Official (Association or Jurisdiction)	A (Co-Chair)
CalCERTS, Inc.	Charlie	Bachand	Certifying Body	P
CalCERTS, Inc. (standing Proxy)	Susan	Davison	Certifying Body	P
CHEERS	Bob	Johnson	Certifying Body	P
CHF-CIRB (California Homebuilding Foundation, Construction Industry Research Board)	Allison	Paul	Research Organization	P (Co-Chair)
DNV GL – Energy	Amber	Watkins	Energy Efficiency Program Consultant	P
Duct Testers	Dave	Hegarty	Other Stakeholder	P
Enalasy	Eric	Taylor	Third Party Quality Assurance Providers	P
Enalasy (standing Proxy)	Michael	Thompson	Third Party Quality Assurance Providers	P
The Energy CA, LLC	Eric	Beriault	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 (first 35 min)
PG&E (Pacific Gas and Electric Company)	Jill	Marver	California IOU	A
SCE (Southern California Edison)	Gary	Shushnar	California IOU	P
Voting Eligible (Upon Meeting Attendance)				
ACCA (Air Conditioning Contractors of America)	Todd	Washam	Contractor Association	A
Non-Voting Eligible				
CEC (California Energy Commission)	Thomas	Trimberger+	Government (Other than CPUC)	A
Conserva Alliance ^(P)	Alex	Trochez ^(P)	Other Stakeholder	P
Enalasy	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
USERA	Don	Charles+	Third Party Quality Assurance Providers	P
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: Alex Trochez with Conserva Alliance and John Carrieri with Energy Cloud Inc. have pending WHPA membership applications. Their meeting attendance as well as of those who have not yet registered either as a WHPA member organization and/or a participant of a WHPA registered member organization (Thomas Trimberger with CEC, Ian Jacoby with iPermit ERaters, Don Charles with USERA) was approved with understanding that they are responsible for participation in accordance with the [Western HVAC Performance Alliance Code of Conduct](#).

AGENDA

The following agenda was distributed to the Working Group by WHPA Staff prior to the meeting, along with the meeting slides:

- 1) **Roll Call** – WHPA Staff (Wendy Worrell) – 5 min
- 2) **Prior Notes Approval** – Co-Chairs (Mark Meyers, CALBO & Allison Paul, CHF) – 2 min
- 3) **Progress Updates** - Co-Chairs (Mark Meyers, CALBO & Allison Paul, CHF) – 40 min



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- a) LEGISLATIVE AND REGULATORY POLICY ISSUES for minimum requirements that can be streamlined throughout the State of California. (This does not include jurisdictional variables.)
 - i) **Related Assembly Bills** – Amber Watkins, DNV GL-Energy
 - ii) **CFIR Requirements** – Alex Trochez, Conserva Alliance
 - iii) **Code Requirements** – Jill Marver, PG&E
 - b) SURVEYING for perspective on how an online permitting system would benefit building departments and contractors, as well as what might induce them to participate in ongoing online permitting.
 - i) **Jurisdictional Surveying** – Allison Paul, CHF
 - ii) **Contractor Surveying** – Brent Locke, Enalasy
- 4) **Best Practices in Online Permitting** – Co-Chairs (Mark Meyers, CALBO & Allison Paul, CHF) – 10 min
- a) Call for Subgroup Volunteers
 - b) Potential Resources List
- 5) **Meeting Next Steps Overview** – Co-Chairs (Mark Meyers, CALBO & Allison Paul, CHF) - 3 min
- a) Next Meeting: Monday, September 26, 2016 from 9:00am – 10:00am PDT
 - b) Next Agenda: TBD
- 6) **Adjournment** by 10:00am PDT – Co-Chairs (Mark Meyers, CALBO & Allison Paul, CHF)

PRIOR MEETING NOTES

WHPA Staff emailed the August 29, 2016 draft meeting notes for review prior to the meeting.

Co-Chair Allison Paul (CHF) motioned for approval of the August 29, 2016 meeting minutes. Bob Wiseman (IHACI) seconded the motion. There was no discussion. The motion carried by general aye consensus with no abstention or nay votes cast.

PROGRESS UPDATES

Co-Chair Allison Paul (CHF) facilitated discussion of the following update categories.

LEGISLATIVE AND REGULATORY POLICY ISSUES

Progress updates were provided on legislative and regulatory policy issues related to online permitting. As agreed previously, the focus is on the minimum requirements needed for a streamlined online permitting system for use throughout California, but not on specific jurisdictional variables.

Related Assembly Bills

Amber Watkins (DNV GL – Energy) reported that she pulled together some content on SB1818 and SB1414. Previously SB1818 required utility companies to ensure permits for (LISTEN), now legislation SB1414 now requires closed permits for IOU rebate distribution. She did not find any other bills affecting HVAC or energy efficiency.

ACTION: Amber Watkins (DNV GL-Energy) to research bills related to HVAC online permitting, including SB1414, and circulate content to the roster post meeting.

CFIR Requirements

Alex Trochez (Conserva Alliance) reported on the minimum CFIR requirements in terms of the signature and preparation requirements, HERS field verifications, and format and information order needs.

In terms of signatures and preparation requirements, the responsible person is defined as “the person responsible for the building design or their legal representative”. This is based on Building Code Section 10.101, Division 3 Business and Professional Code. The Documentation Author prepares the Certificate of Compliance and signs a declaration statement on the CFIR. Original signatures are on paper documents. E-signatures are on electronic documents created in a HERS Registry. The document author signature requirements and the responsible person signature requirements are found in the electronic signature specifications in Reference Joint Appendix JA7.

Where a HERS verification is necessary, registration and retention must be done through a HERS provider data registry.

The format and information order require identification of energy features, performance specifications, materials, components and manufactured devices necessary for compliance. In terms of the building name and location, there must be consistency with building design plans and the specifications submitted in other forms. A unique registration number is assigned by the data



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registry. A declaration statement is made indicating compliance with Title 24, Parts 1 and 6 and that the building design features are consistent with other compliance documents.

The CF1R form is directly tied into pulling of the permit.

ACTION: Alex Trochez (Conversa Alliance) to provide a side by side view of CF1R, CF2R, and CF3R requirements for comparison.

Code Requirements

Jill Marver (PG&E) previously agreed to research related code requirements, but was unable to attend this meeting.

ACTION: Jill Marver's (PG&E) update on Code Requirements related to online permitting was moved to a future WHPA Online Permitting Working Group agenda.

SURVEYING

There was discussion of the available resources to develop survey distribution lists as well as the type of content to distribute and the tools used to survey both jurisdictions and contractors. Surveying will be done from the perspective of how online permitting would benefit building departments and contractors, as well as on what might induce them to participate in ongoing, online permitting was

Jurisdictional Surveying

The Jurisdictional Surveying subgroup currently includes Allison Paul, Amber Watkins, Brent Locke, and Eric Beriault. As the Jurisdictional Surveying subgroup lead, Allison Paul (CHF) reported that the survey will be distributed to the list of jurisdictions to which she already has access. The content for jurisdictional feedback at both the city and county levels seeks feedback on existing online permitting use, plus expansion beyond the regional best practices surveying done by CSE.

With regard to the surveying timeline, WHPA Staff noted that the chart from the guiding [Online Permitting Roadmap](#) shows the task for surveying after the steps for confirming the minimum legal requirements for mechanical permits, identifying legislative and regulatory policy issues, and researching best practices in online permitting.

ACTION: The Jurisdictional subgroup will try to draft initial survey content by noon on September 23rd for review at the September 26th Online Permitting Working Group meeting.

Amber Watkins (DNV GL) reported that DNV GL has a survey system similar to Survey Monkey but with more customization ability that the Working Group may be able to use for survey distribution. She suggested that the Working Group needs to provide communication to CALBO or others to inform them the survey is coming. She also suggested that the Working Group test the survey before distributing it.

ACTION: Amber Watkins (DNV GL) to seek approval for use of DNV GL's survey instrument for jurisdictional surveying purposes.

ACTION: Susan Davison (CalCERTS) and Don Charles (USERA) to provide offline information for how building departments are interacting with the CF1R form, including addressing if they are processing them through the HERS registry.

Gary Shushnar (SCE) reported that after the forms are checked for accuracy by the jurisdictions, many do not file them or keep them in any form. Typically, they don't use the Registry. For those that do, they typically deal with .pdf forms.

Charlie Bachand (CalCERTS) noted that a project report was released last week and made available to all building departments. It clarifies resource listing requirements for alterations or new construction so that all pages desired can be downloaded from one webpage. While it is true that the majority of building departments are not aware of the page, efforts are in process to provide awareness.

Gary Shushnar (SCE) and Charlie Bachand (CalCERTS) agreed that use depends on the building department and on the market.

Eric Beriault (Energy) clarified that building inspectors require the CF2R and CF3R forms are to be printed and left with the owner and the building department. He asked about using historical survey questions as a base for the Working Group's needs.



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Co-Chair Allison Paul (CHF) confirmed that there will be overlap in questions previously asked, but that the key will be in prefacing them appropriately by acknowledging that jurisdictional was done before but that additional “a, b, c” information is also needed.

WHPA Staff reported that the Working Group currently has access to [CSE’s HVAC Permit Compliance Survey Slides](#) and [Greg Mahoney’s survey of building departments](#) for reference use.

Co-Chair Allison Paul (CHF) clarified that the CSE study was focused in Southern California only, but that the Working Group’s focus was looking to expand throughout California.

Amber Watkins (DNV GL) noted the SF Chronicle article about how challenging the San Francisco jurisdiction found the implementation of online permitting.

Eric Taylor (Enalasy) noted that most of the existing systems do not integrate with CF1R forms. He sees that as an important factor in making a seamless online permitting system.

Contractor Surveying

The Contractor Surveying subgroup currently includes Brent Locke, Bob Wiseman, and Eric Taylor. As the Contractor Surveying subgroup lead, Brent Locke (Enalasy) reported that prior to the meeting he reached out to Bob Wiseman (IHACI) who is experienced in doing surveys. They agreed that the survey needs to be short and direct since the contractor community is very busy.

As it was suggested that a wide net be cast to a large number of contractors throughout California, Brent Locke (Enalasy) has contacted the WHPA associated CSLB representatives to see if CSLB can be a provider network resource.

ACTION: Brent Locke (Enalasy) and Allison Paul (CHF) to work together to ensure alignment within the Jurisdictional and Contractor surveying activities.

The Contractor Surveying subgroup is open to suggestions for both surveying tools and design content.

Eric Beriault with Energy asked how to get a list of mechanical contractors if the CSLB list is not attainable. Brent Locke (Enalasy) suggested using contractor lists from IHACI, etcetera.

Amber Watkins (DNV GL) reported that in the past she has talked with Scott Weber at CSLB about obtaining similar information. CSLB sells a list for \$250, but will waive the fee if it is obtained with a government sponsor, such as CPUC.

ACTION: Amber Watkins (DNV GL) to send the contact information for requesting CSLB’s C20 contractor list to Brent Locke (Enalasy) and WHPA Staff (wendy@performancealliance.org).

Brent Locke (Enalasy) reported that there are groups of contractors in different stages of pulling permits: those who have used systems and those who have not. The contractor surveying subgroup wants to look at the permitting process overall for how online permitting would help contractors to be in compliance, and how compliance would enhance their businesses.

Don Charles (USERA) commented on the need to address the fairness issue since many contractors are trying to compete on a playing field they perceive as not being fair.

Brent Locke (Enalasy) clarified that the enforcement component was brought up in the last meeting. It was determined that it should not be factored in as it was being work on elsewhere (in the Compliance Committee). He suggested asking a question related to how to enact enforcement in an online permitting system.

Don Charles (USERA) agreed with the importance of do it in a non-threatening way by including a “nice, fairness question”.

Bob Wiseman with IHACI agreed and clarified that IHACI calls it a “level playing field”. The laws should be the same for everyone. He hopes most questions would focus on what the barriers are to contractors being able to pull permits, such as the time and cost to do it. There has to be value (money to be saved, better process than what they are doing now) in order for them to use it.



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Don Charles (USERA) commented that lots of contractors not pulling permits since they ultimately do not feel they have to do so because enforcement is not occurring as it should be.

Amber Watkins (DNV GL) suggested that the survey ask if contractors are aware of the CSLB tools available to them for reporting contractors who do not pull permits or act in compliant ways.

The contractor and jurisdictional survey development and process will be in alignment.

ACTION: WHPA Online Permitting Working Group members with survey question input to email Allison Paul (CHF) and Brent Locke (Enalasis) by end of day September 23rd.

BEST PRACTICES IN ONLINE PERMITTING

Co-Chair Allison Paul (CHF) reminded that the Working Group is also tasked with researching best practices in online permitting.

CALL FOR SUBGROUP VOLUNTEERS

ACTION: OPWG members who wish to work on the best practices focus for determination of what has and has not worked in existing online permitting systems to notify WHPA Staff (wendy@performancealliance.org).

POTENTIAL RESOURCES LIST

WHPA Staff reported that the following resources are available to the WHPA Online Permitting Working Group:

[California Solar Permitting Guidebook](#)

[Jan. 2016 - Online Permitting for Residential HVAC Alterations - An Industry Stakeholder Roadmap](#)

[8-10-16 HVAC6 Phase 1 Results Memo Response to Public Comments](#)

[8-10-16 HVAC6 Rev Phase 1 Study Results](#)

[10-08-15 Reference Slides: Online Permitting Study](#)

[4-9-15 CSE HVAC Permitting Best Practices Presentation Slides](#)

MEETING NEXT STEPS OVERVIEW

The next Online Permitting Working Group meeting is planned for September 26, 2016 from 9:00am – 10:00am PDT. The agenda will be distributed prior to the meeting.

ACTION: WHPA Staff to work with the Co-Chairs to determine the September 26, 2016 agenda.

CLOSING COMMENTS/ADJOURNMENT

Co-Chair Allison Paul (CHF) adjourned the meeting at 10:04 a.m. PDT.

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SUMMARY OF ACTION ITEMS AND KEY DECISIONS (from above)

ACTION ITEMS

1. **ACTION:** Alex Trochez (Conversa Alliance) to provide a side by side view of CF1R, CF2R, and CF3R requirements for comparison. (IN PROCESS for October 11th Agenda)
2. **ACTION:** Jill Marver’s (PG&E) update on Code Requirements related to online permitting was moved to a future WHPA Online Permitting Working Group agenda.
3. **ACTION:** The Jurisdictional subgroup will try to draft initial survey content by noon on September 23rd for review at the September 26th Online Permitting Working Group meeting. (IN PROCESS)
4. **ACTION:** Amber Watkins (DNV GL) to seek approval for use of DNV GL’s survey instrument for jurisdictional surveying purposes. (APPROVAL NOT RECEIVED)
5. **ACTION:** Susan Davison (CaCERTS) and Don Charles (USERA) to provide offline information for how building departments are interacting with the CF1R form, including addressing if they are processing them through the HERS registry.
6. **ACTION:** Brent Locke (Enalasis) and Allison Paul (CHF) to work together to ensure alignment within the Jurisdictional and Contractor surveying activities. (IN PROCESS)
7. **ACTION:** Amber Watkins (DNV GL) to send the contact information for requesting CSLB’s C20 contractor list to Brent Locke (Enalasis) and WHPA Staff (wendy@performancealliance.org). (DONE)



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8. **ACTION:** WHPA Online Permitting Working Group members with survey question input to email Allison Paul (CHF) and Brent Locke (Enalasy) by end of day September 23rd. (DONE)
9. **ACTION:** OPWG members who wish to work on the best practices focus for determination of what has and has not worked in existing online permitting systems to notify WHPA Staff (wendy@performancealliance.org).
10. **ACTION:** WHPA Staff to work with the Co-Chairs to determine the September 26, 2016 agenda. (DONE)