



# ENERGY STAR Multifamily High Rise Submittal Validation Form V1.3

## INSTRUCTIONS

The ENERGY STAR Multifamily High Rise Submittal Validation Form is used by the Licensed Professional to validate submittals. This form must be signed and stamped by a professional engineer or registered architect and submitted to EPA or its designated agent for approval. For more information on program submittals see the *Licensed Professional's Guide to the ENERGY STAR Multifamily High Rise Program*.

## BUILDING INFORMATION

Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Building Address	ENERGY STAR Developer Partner	Licensed Professional
Project Name: _____	Company Name: _____	Company Name: _____
Street: _____	Contact Name: _____	Contact Name: _____
City, State: _____	Phone: _____	Phone: _____
ZIP: _____	Email: _____	Email: _____

## SUBMITTAL VALIDATION

1. The units in this building are earning the ENERGY STAR using the following (Please check the appropriate box):

- Performance Path**  
 State code at time of permit:<sup>1</sup> Choose an item.  
 Performance target:<sup>2</sup> Choose an item.

- Prescriptive Path**

2. This validation form pertains to the following (please check the appropriate box)

- Proposed Design Submittal (The following documents must be included as part of the submittal)**

- Proposed Design Performance Path Calculator<sup>3</sup> (Performance and Prescriptive Path)
- Testing and Verification Worksheets
- Statement of Energy Design Intent

- As-Built Submittal (The following documents must be part of the submittal)**

- As-Built Performance Path Calculator (Performance and Prescriptive Path)
- Testing and Verification Worksheets
- Photo Template
- Accepted Proposed Design Submittal Review Form (with response to EPA comments if appropriate)

**Licensed Professional Stamp**

Signature: \_\_\_\_\_

I declare that I have examined this certification, including accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this certification are true, correct and complete.

By signing and stamping this form the Licensed Professional is not guaranteeing performance of the operating building nor does it require that the Licensed Professional certify that the building or units will perform to any specified level. By validating the submission, the Licensed Professional is confirming that the information contained within the submitted documents is accurate and in accordance with the program's guidelines.



# ENERGY STAR Multifamily High Rise Submittal Validation Form V1.3

---

The ENERGY STAR MFHR Developer Partner or the Licensed Professional working on their behalf may engage a third party, who is not a Licensed Professional, to conduct some or all of the inspections and diagnostic testing required per the ENERGY STAR MFHR Testing and Verification Protocols. However, the ENERGY STAR MFHR Submittal Validation Form must bear the seal and signature of the Licensed Professional, who remains responsible for all work performed by others under his or her direction and control.

## HOW TO SUBMIT DOCUMENTS

To ensure that EPA or its designated agent has a complete file for each project participating in the program the Proposed Design and As-Built Submittals should be submitted as indicated below.

- The following documents must be submitted in Portable Document Format (PDF)
  - ENERGY STAR MFHR Submittal Validation Form
  - Statement of Energy Design Intent
- The following documents must be submitted in their entirety
  - Performance Path Calculator Excel file<sup>3</sup> (Performance and Prescriptive Path)
  - Testing and Verification Worksheets Excel file
- There are multiple options for submitting the Photo Template. Please visit the [Guidance Document](#) page for more information.

All documents should be emailed as an attachment to [mfhr@energystar.gov](mailto:mfhr@energystar.gov) with the following the subject line, **[Proposed Design] or [As-Built] Submittal (Project Name, City, State)**.

### Contact information for questions:

- **Email:** [mfhr@energystar.gov](mailto:mfhr@energystar.gov)
- **Website:** [www.energystar.gov/mfhr](http://www.energystar.gov/mfhr)

---

<sup>1</sup> All Project Applications submitted on or after January 1, 2015 must pursue a Performance Target of 15% better than the state energy code that is in effect when the building is permitted. For example, MFHR projects pursuing ENERGY STAR certification in states that have adopted ASHRAE 90.1-2010/2012 IECC are required to meet a Performance Target of 15% over ASHRAE 90.1-2010, rather than the national requirement of 15% over ASHRAE 90.1-2007. Please visit the [Program Requirements](#) page for more information.

<sup>2</sup> To reduce the burden of applying two different codes to a given project, a Policy Record has been established that requires higher performance targets based on earlier code years. More information is available in the Policy Record located on the [Program Requirements](#) page.

<sup>3</sup> For the Performance Path, submission of the Excel file, with Basic Info, Reporting Summary, and the three lighting worksheets completed, is mandatory. For projects using eQUEST, all worksheets are expected to be completed, except the SIR by Measure worksheet. For projects using the Prescriptive Path, only the Basic Info, In-Unit Lighting, Interior Lighting, and Exterior Lighting tabs are required to be completed and submitted, in order to verify compliance with lighting requirements of the Prescriptive Path.