



# BUILD

Building Initiative for Low-Emissions Development Program



## STEP 1: BUILD DESIGN RESERVATION APPLICATION CHECKLIST

### Design Reservation Application Eligibility & Term:

**Design Reservation Application:** If an applicant and the proposed project meet all BUILD Program eligibility requirements and the project has not been issued a building permit, then a BUILD Step 1 Design Reservation is the best place to start.

Projects eligible for Design Reservation must demonstrate the following:

- Ensure all requisite eligibility requirements are met, please see [BUILD Program Guidelines | California Energy Commission](#) Chapter 2: Eligibility pgs. 5-10.
- No building permits issued from the applicable local agency or tribal government.

**Design Reservation Term:** The initial term of the Design Reservation is 18 months with an optional 6-month extension, by which time eligible applicants must meet the readiness requirements to proceed to Construction Reservation.

### New Adopter Design Award:

**New Adopter Design Award:** If applicants are pursuing their first all-electric multifamily building, applicants can apply for the New Adopter Design Award, an optional part of the Design Reservation application, to receive funding based on the initial building designs.

If applicable, applicants and projects eligible for the New Adopter Design Award must demonstrate:

- Developer has not yet submitted a permit for the development and construction of an all-electric residential building in California at the time of applying for the award.
- The project is a multifamily residential building of at least 10 units.
- The award will reimburse direct costs and paid invoices for architectural, engineering, or energy consultation design services for the project.

### Design Reservation Application Checklist:

**Provide Preliminary Compliance Certificate(s): CF1R-PRF-01E, LMCC-PRF-01-E, or NRCC-PRF-E (.pdf)**

- The CF1R-PRF-01E is a Title 24 Part 6 Certificate of Compliance for single family buildings. The LMCC-PRF-01-E is a Title 24 Part 6 Certificate of Compliance for multifamily buildings 3 stories or less. The

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NRCC-PRF-E is a Title 24 Part 6 Certificate of Compliance for multifamily buildings 4 stories or more. These documents are usually completed by an energy consultant.

Here are links for more information on the CF1R, LMCC, & NRCC Documents:

- CF1R – [2022 Single Family Residential](#)
- LMCC- [2022 Low-rise Multifamily](#)
- NRCC - [2022 Nonresidential & High-rise Multifamily](#)

**Complete Attestation**

This portion at the end of the application is to confirm applicant intent to develop an eligible project and comply with Program Guidelines.

*\*If Applicable\** **Provide your CalEnviroScreen Score for DAC (.jpg, .pdf, .png)**

- CalEnviroScore: A screening method that is used to identify California communities that are disproportionately burdened by multiple sources of pollution.
- Enter your project’s address and take a screenshot of your project’s location results including overall percentile scores and the map.
- [CalEnviroScreen 4.0](#)

**Complete and Provide BUILD Incentive Calculator (.xlsx) or Energy Model(s) (.ribd or .BLD file) with recommended Custom Path Tool Results (.xlsx)**

- The BUILD Calculator & Custom Path Tool are utilized to provide an overview of incentives and ensure project designs will meet the modeled resident bill savings requirement.
- Access to the calculator and tool and instructions for use are located on the BUILD webpage on the right-hand side under BUILD CALCULATOR. Please select your specific building type to properly calculate an estimate.
- [BUILD Incentives | California Energy Commission](#)

**Complete Payee Data Record (STD-204) (.pdf)**

- An STD-204 is needed to process payments of invoices.
- [Payee Data Record - STD-204 | California Energy Commission](#)

**Complete the Supplemental Narrative**

- This portion of the application is required to establish an understanding of project status and developer experience. You will need information on the following five topics:
  - Project Schedule
  - Project Financing
  - Project’s Affordable Income Restrictions
  - Project’s Modeled Resident Utility Costs Savings
  - Applicant’s Developer Experience (Initial application only)

*\*For New Adopter Design Award Only\** **Provide Eligible Invoices for Design-Build Services (.pdf)**

- An applicant applying for the New Adopter Design Award must provide paid invoices pertaining to architectural, engineering, energy consultation, or other design-build services. These documents must

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be combined into a single pdf and provided using the “Paid Invoices for Eligible Design Costs” upload option on the Application.

- NOTE: The BUILD Online system will list (at the project summary page) if the Eligible Applicant may be eligible for the New Adopter Design Award. If the application is approved for a design reservation, BUILD staff will provide the applicant with additional documentation to complete.
- More information can be found on the [BUILD Incentives | California Energy Commission](#) webpage under “New Adopter Design Award” Drop Down Menu or in the [Program Guidelines | California Energy Commission](#).