<City Letterhead>

<Month, DD, YYYY>

Attn: Mr. Drew Bohan

California Energy Commission

1516 Ninth Street, MS-37

Sacramento, CA 95814-5512

Re: Filing of Local Amendment to the California Building Standards Code

City of <City Name> Ordinance No. <Ordinance Number>

Dear Mr. Bohan,

Please be advised that the <City Name Council OR County Name Board of Supervisors> has adopted amendments to the 2022 Edition of the California Building Energy Efficiency Standards Code via Ordinance No. <Ordinance Number>, enclosed.

In accordance with Public Resources Code Section 25402.1 (h)2 and Section 10-106 of the Building Energy Efficiency Standards, this package of materials includes the <City Name> proposed local ordinance requiring more stringent energy requirements than those set by California's 2022 Building Energy Efficiency Standards Title 24, Part 6. The ordinance was adopted by the <City Name Council OR County Name Board of Supervisors> on < Month DD, YYYY> and will become effective following approval by the California Energy Commission.

Please find the following materials enclosed:

* Att. 1: This cover letter
* Att. 2: Staff report to the <City Name Council OR County Name Board of Supervisors>, outlining the goals of the updated building standards
* Att. 3: Signed Ordinance No. <Ordinance Number>, which adopts updates to the City’s Building Ordinance, including requirements for energy reach standards beyond Title 24, Part 6 baseline for residential and nonresidential new construction, additions, and alterations. This provides clear requirements that buildings be designed to consume no more energy than permitted by Part 6.
* Att. 4: Cost effectiveness studies demonstrating the expected energy savings and the cost effectiveness of the ordinance in the <City Name> (<Climate Zone 3, Climate Zone 4, Climate Zone 12>).
* Att. 5: Evidence of CEQA compliance through the attached Notice of Exemption.
* Att. 6: A letter from the Chief Building Official to the Executive Director of the CEC about the changes to building standards.

The City will continue to enforce Title 24, Part 6, as well as the proposed ordinance. The proposed ordinance will require buildings to consume no more energy than is permitted by Title 24, Part 6. The proposed standards are more protective of the environment than the State standards, and there are no reasonably foreseeable adverse impacts, and so there is no possibility that the activity in question may have a significant effect on the environment. As the lead agency, the City has also determined that this activity is exempt from CEQA under section 15061(b)(3).

If you have any questions, please contact <Contact Name>, <Contact Title>, at <Contact Phone Number>.

Sincerely,

<First Name, Last Name>

<Title>