*[Jurisdiction Letterhead]*

*[Month, DD, YYYY]*

**To:** [[LocalOrdinances@energy.ca.gov](mailto:LocalOrdinances@energy.ca.gov)](mailto:LocalOrdinances@energy.ca.gov)

**Cc**: [FFarahmand@trccompanies.com](mailto:FFarahmand@trccompanies.com), *[Local CCA Representative], [TRC Team Member 1], [TRC Team Member 2]*

# *[Title 24, Part 6 and Title 24, Part 11]* Amendments

**SUBJECT:** Application for Locally Adopted Energy Standards by *[Jurisdiction]* in Accordance with the *[2025]* California Energy Code, Title 24, Part 6 *[and/or Part 11]*, of the California Code of Regulations

Dear Drew Bohan,

Please be advised that the *[Governing Body of Jurisdiction]* has adopted amendments to the *[2025]* Edition of the *[California Green Building Standards Code (Title 24, Part 11) and California's 2025 Energy Code (Title 24, Part 6)]* via Ordinance No. *[Ordinance Number]*, enclosed.

In accordance with California Health and Safety Code Sections 17958.5, 17958.7 and 18941.5, Public Resources Code Section 25402.1 (h)2 and California Code of Regulations, Title 24, Part 1, §10-106, this package of materials demonstrates that the *[Governing Body of Jurisdiction]* determined that the local ordinance:

* Contains standards that are cost effective, and these standards were adopted at a public meeting on *[Month DD, YYYY]*; and
* Will result in buildings designed to consume less energy than permitted by the *2025* California Energy Code.

The ordinance and cost-effectiveness studies were presented to the *[Governing body of Jurisdiction]* on *[Month DD, YYYY]*. The ordinance will become effective and enforceable following approval by the California Energy Commission and filing by the California Building Standards Commission. This submission is based on the collective reach code adoption preparation performed by *[Community Choice Aggregator]*.

Please find the following materials enclosed:

* **Att. 1:** Staff report to the *[Governing body of Jurisdiction]*, outlining the goals of the updated building standards. The report clearly shows that *[Jurisdiction]* made an express finding that amendments to the building standards in the 2025 California Energy Code are reasonably necessary because of local climatic, geological, topographical or environmental conditions.
* **Att. 2:** Signed Ordinance No. *[Ordinance Number]*, which adopts local amendments to the *2025* California Energy Code baseline for *[residential and nonresidential]* buildings.
* **Att. 3:** Cost effectiveness studies demonstrating the expected energy savings and the cost effectiveness of the ordinance in *[Jurisdiction]* (Climate Zone *[#]*).
* **Att. 4:** Demonstration of cost effectiveness summarizing how cost effectiveness study results informed the ordinance parameters.
* **Att. 5:** Evidence of CEQA compliance through the attached Notice of Exemption. *[Governing body of Jurisdiction]* found that under the California Environmental Quality Act pursuant to Section *[15061(b)(3), 15301(a), 15307, 15308]* of the CEQA Guidelines, there is no possibility that the implementation of this ordinance will have a significant negative impact on the environment, and this is exempt from the requirements of CEQA.

Please consider and accept enclosed Ordinance No. *[Ordinance Number]* pursuant to California Code of Regulations, Title 24 Part 1, Section 10-106. If you have any questions, please contact *[Contact Name]*, *[Contact Title]*, at *[Contact Phone Number]*.

Sincerely,

*[First Name, Last Name]*

*[Title]*