



CITY OF ENCINITAS
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NONRESIDENTIAL CLIMATE ACTION PLAN CHECKLIST

Version: January 21, 2026

Purpose and Relevance to Climate Action Plan

The City's Climate Action Plan (CAP) outlines actions and measures to reduce greenhouse gas (GHG) emissions, including energy efficiency and green building code requirements that must be implemented by development projects seeking building permits. This checklist provides a streamlined review process for proposed development projects that are subject to Encinitas' local CAP-related building requirements. This CAP Checklist must be completed in addition to the forms and documentation required by the California Energy Code (Title 24, Part 6) and the California Green Building Standards Code (Title 24, Part 11).

Checklist Procedure

- When seeking a permit for a New Construction, Addition, or Alteration project, the applicant must complete this checklist and **include it as a sheet in the project plans with its location denoted in the sheet index.**
- **Every section of this checklist must be complete.** If the section is not applicable to your Project Type, mark 'Not Applicable.'
- The applicant must **provide plan references**, an explanation, and/or relevant supporting materials to demonstrate how the project satisfies, is not applicable to, or qualifies for an exception to the requirements.
- The applicable requirements in the checklist must be included in the project's conditions of approval and on the permitted building plans.

Referenced Code

Encinitas Municipal Code Chapter 23 - Denoted as "EMC" throughout the checklist.

Full Code: <https://ecode360.com/EN5042>

California Title 24 Part 6 - Denoted as "T24P6" throughout the checklist.

Full Code: energy.ca.gov/sites/default/files/2025-07/CEC-400-2025-010-F_0.pdf

California Title 24 Part 11 - Denoted as "T24P11" throughout the checklist.

Full Code: <https://codes.iccsafe.org/content/CAGBC2025P1>

Fact Sheets summarizing the requirements can be found <http://www.encinitasca.gov/greenbuilding>

Definitions:

New Construction: All new buildings and any existing buildings where more than 50% of the roof framing and exterior bearing walls/columns are removed or conditioned area more than doubles.

Nonresidential: Buildings as defined in Title 24, Part 2 § 3.302.1 other than residential occupancies.

Mixed use: Buildings which include both residential and nonresidential uses. Mixed-use buildings must comply with all applicable residential and nonresidential requirements.

Hotel/Motel: A structure or portion thereof or groups of attached guest rooms or suites occupied on a transient basis for compensation. Hotel/motel structures are defined as Residential Group occupancies in the California Building Code.

Alteration: Any modification to an existing building that requires a building permit, other than a repair. Alterations include tenant improvements and remodels.

Contact and Project information

Applicant Name and/or Company:

Scope of Work or Project Description:

Applicant Phone Number:

Applicant Email:

Permit Number:

Project Address:

Proposed Building Gross Square Feet:

Permit Valuation:

Project Type and Applicable Checklist Sections

Project Type	Selection	Required Sections	Notes
New Construction		1, 2, 3	
Alteration/Addition with >50% of roof framing and exterior bearing walls/columns removed		1, 2, 3	Considered new construction, no longer addition/alteration
Alteration/Addition with building conditioned area more than doubled		1, 2, 3	Considered new construction, no longer addition/alteration
Alteration/Addition with Permit Valuation ≥ \$500,000		4	
All other nonresidential projects		None Applicable	

New Construction (Section 1-3)

Section 1: All-Electric Design or Green Building Certification	
<p>1A) All-Electric Building (Voluntary)</p> <p>The City of Encinitas recommends that all nonresidential new construction projects be designed and built all-electrically.</p> <p>All-Electric buildings:</p> <ul style="list-style-type: none"> • Use electricity as the source of energy for space heating, water heating, cooking appliances, and clothes drying appliances • Do not have natural gas or propane plumbing in the building or on the property and no gas meter connection • Use a heat pump or solar thermal system for pool heating <p><i>This voluntary measure is one option for discretionary projects seeking to streamline their greenhouse gas emissions analysis for CEQA to demonstrate consistency with the City's Climate Action Plan and state greenhouse gas emission goals.</i></p>	<p>To be Completed by Applicant</p> <p>Voluntarily Comply</p> <p>Plan Sheet Reference(s): _____</p> <p>Opt Out</p>
<p>1B) Green Building Incentive Program (Voluntary)</p> <p>Nonresidential construction projects may consider participating in the City's Green Building Incentive Program. This program provides a financial incentive, priority plan check, and City Council</p>	<p>To be Completed by Applicant</p> <p>Voluntarily Comply</p> <p>Plan Sheet Reference(s): _____</p>

<p>recognition for projects that register and achieve certification with the Build It Green (BIG) GreenPoint Rated program or the US Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED)® program. To learn more see: www.encinitasca.gov/gbip. To participate in the program, submit the required application materials to climateaction@encinitasca.gov for pre-approval before submitting your building application.</p>	<p>_____</p> <p>Pre-Approval granted on: _____ (date)</p> <p>Opt Out</p>
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Section 2: Solar Photovoltaic Systems

<p>2) Solar Photovoltaic Systems (T24P6 § 140.10(a))</p> <p>All nonresidential new construction projects must include solar photovoltaic equipment sized according to CA Title 24, Part 6, Energy Code Section 140.10(a).</p> <p>To be Completed by Applicant</p> <p>Conditioned Floor Area: sq. ft. Minimum System Size: kW_{dc} Actual System Size: kW_{dc} Battery Size (optional): kWh</p>	<p>To be Completed by Applicant</p> <p>Required</p> <p>Plan Sheet Reference(s):</p> <p>_____</p> <p>Exception Request*</p> <p>Not Applicable*</p> <p><i>*Provide documentation below</i></p>
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***For section 2, substantiate any request for exception or non-applicability. Submit any necessary supplementary documentation.**

Section 3: Electric Vehicle Charging Stations

<p>3) EV Charging for new nonresidential buildings (T24P11§ 4.106.4)</p> <p>All nonresidential new construction projects must include electric vehicle charging receptacles and stations to specifications of Title 24, Part 11, California Green Building Standards Code Section 4.106.4.</p> <p>To be Completed by Applicant</p> <p>EV Ready Spaces: Level 2 Spaces: DC Fast Spaces:</p>	<p>To be Completed by Applicant</p> <p>Required</p> <p>Plan Sheet Reference(s):</p> <p>_____</p> <p>Exception Request*</p> <p>Not Applicable*</p> <p><i>*Provide documentation below</i></p>
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***For section 3, substantiate any request for exception or non-applicability. Submit any necessary supplementary documentation.**

Addition/Alteration (Section 4)

Section 4: Electric Vehicle Charging Stations	
<p>4) Addition/Alteration Electric Vehicle Charging (EMC 23.12.110 E)</p> <p>For any nonresidential or hotel/motel alteration or addition with a building permit valuation of \$500,000 or greater as determined by the City of Encinitas Building Division, at least eight (8) percent of the total number of parking spaces provided for all types of parking facilities, but in no case less than one, shall be Level 2 EV spaces. For additions and alterations to tenant building space, these requirements shall apply to those parking spaces allocated to the tenant(s).</p> <p>To be Completed by Applicant Number of Level 2 Spaces: Number of DC Fast Spaces: <i>Installation of DC Fast chargers as an alternative compliance pathway requires prior authorization by the City.</i></p>	<p style="text-align: center;">To be Completed by Applicant</p> <p style="text-align: center;">Required</p> <p>Plan Sheet Reference(s): _____</p> <p style="text-align: center;">Exception Request*</p> <p style="text-align: center;">Not Applicable*</p> <p style="text-align: center;"><i>*Provide documentation below</i></p>

***For section 4, substantiate any request for exception or non-applicability. Submit any necessary supplementary documentation.**

Determination of Completion

By signing below, the applicant confirms having read, understood, and filled out the checklist truthfully and accurately and hence affirming compliance with the Encinitas Local Energy and Green Building Ordinances 2025-11. Applicant further acknowledges that the required energy and green building measure will be installed per the checklist and approved plan.

Applicant Name (Print) _____ Signature _____ Date: _____