How-to Guide:
Supporting Documentation

In Compliance with

2025 New York City Energy Conservation Code

- GENERAL
- BUILDING ENVELOPE
- MECHANICAL SYSTEMS
- LIGHTING & ELECTRICAL POWER
- OTHER REQUIREMENTS

NOTE: In this *How-To Guide: Supporting Documentation*, selected Energy Code provisions have been generalized, summarized, rephrased, and/or highlighted. This guide is intended: 1) To provide general guidance for the job applications seeking compliance with the 2025 NYCECC; 2) Not to replace or represent the entire 2025 NYCECC and related regulations of the City of New York and the Department of Buildings; and 3) Not to provide complete compliance solutions for any particular type of job or work. Comprehensive mandates, applicability, exemptions, exceptions and options will be found in the 2025 NYCECC and related regulations of the City of New York and the Department of Buildings.

OVERVIEW

What is Supporting Documentation?

1 RCNY §5000-01(g)
1 RCNY §5000-01(e)
ECC 101.5.2.3
ECC 103

- **A Requirement to Demonstrate Compliance with NYCECC**
  - Supporting Documentation is required for all job applications that are *not* exempt from the NYCECC in accordance with 1 RCNY §5000-01 (e)(3).
  - Exempt from the NYCECC Job applications claiming exemption from the 2025 NYCECC must :
    - Complete DOB NOW application must indication exemption.
    - On drawings, provide Professional Statement for exemption, and specify the basis for exemption in accordance with 1 RCNY §5000-01 (e)(3).
    - On drawings, provide a simple Tabular Analysis listing the proposed work types and summary work scope to validate the exemption.
  - Partially exempt from the NYCECC Historic buildings may claim partial exemption from the 2025 NYCECC , they must :
    - Completed DOB NOW application must indicate Historic Building.
    - On drawings, provide Professional Statement for partial exemption, and specify the basis for exemption in accordance with 1 RCNY §5000-01 (e)(2).
    - A full energy analysis must be submitted for scope not claimed as part of the exemption.
    - A report describing the character defining feature that could be negatively affected by compliance with the ECC and an explanation why compliance would affect this feature must be submitted as a supporting document in DOB NOW.
- **Essentially, Construction Documents**
  - To be submitted to the Department of Buildings for approval.
  - To inform means and methods of construction for all energy design elements in the form of technical drawings, schedules, specification notes, etc.
  - To prove that all proposed energy design elements will match or exceed the requirements of the NYCECC in their quality, quantity, size, capacity, efficiency, performance, location, configuration, composition, etc.
- **Must Match the Proposed Work Type and Scope**

  Supporting Documentation (Construction Documents) must provide construction data to match all proposed Work Types and work scope indicated in
  - DOB NOW filed Work Types, such as Mechanical Systems (MS), Plumbing (PL), and Boiler Equipment (BE)
  - DOB NOW progress inspections
- **Must Support Energy Analysis**
  - Construction Documents must support the Energy Analysis reports. Specifically, the values and attributes of any energy-code-regulated element proposed in the construction documents must match or exceed those of the same element listed in the Energy Analysis (e.g., Tabular analysis, REScheck, COMcheck, TSPR and EN1).
  - Supporting Documentation and Energy Analysis must be submitted along with its associated work type through DOB NOW as required.
  - Job applications with Energy Modeling analysis must submit the completed EN1 workbook along with the primary job filed through DOB BIS.

• Refer to Page [GE-5] for Energy Analysis options.

KEY PRINCIPLES

How Should Supporting Documentation be Prepared?

1 RCNY §5000-01(g)
ECC 101.5.2.3
ECC 103

- ### Identify a Correct Code Version to Follow
  - Job applications filed on and after March 30, 2026 must comply with the 2025 NYCECC.
  - Job applications filed between May 12, 2016 and March 29, 2026 must comply with the 2020 NYCECC.
  - Refer to 'What Codes, Rules & Forms Apply When' to identify which ECC Code version is applicable for a particular job application.

- ### Identify Correct Code Sections to Follow
  - Applicable Code sections must be carefully identified and selected according to the job application/project type.
  - For a Commercial building application, the *Single* chosen Code (NYCECC or ASHRAE; indicated as the Code compliance path on DOB NOW) must be referenced throughout the entire set of construction documents.

Figure GE-2.
2025 NYCECC and Applicable Job Types

2025 NYCECC		Residential Buildings		Commercial Buildings w. *NYCECC* as Code Compliance Path		Commercial Buildings w. *ASHRAE* as Code Compliance Path	
		New Buildings	Existing Buildings	New Buildings	Existing Buildings	New Buildings	Existing Buildings
Chapter 1	Administration	v	v	v	v	v	v
Chapter R2	Definitions	v	v				
Chapter R3	General Requirements	v	v				
Chapter R4	Residential Energy Efficiency	v					
Chapter R5	Existing Buildings		v				
Chapter R6	Referenced Standards	v	v				
Chapter C2	Definitions			v	v		
Chapter C3	General Requirements			v	v		
Chapter C4	Commercial Energy Efficiency			v			
Chapter C5	Existing Buildings				v		
Chapter C6	Referenced Standards			v	v		
2025 NYC ASHRAE 90.1	Modified Energy Standard for Buildings, Except for Low-Rise Residential Buildings (2025 NYS ASHRAE 90.1 with NYC Modifications)					v	v

KEY PRINCIPLES

How Should Supporting Documentation be Prepared?

1 RCNY §5000-01(g)
ECC 101.5.2.3
ECC 103

- Supporting Partially exempt status

1. **Statement on Plans:** "To the best of my professional knowledge and ability, this building is listed as a national historic landmark and contains character-defining features that may claim exemption from compliance with the 2025 NYCECC"
2. **Identify Character-Defining Features:** Features that justify the exemption must be clearly listed and shown on plans.
3. **Plans Must Clearly Show the Features:**
   - Features claiming exemption must be **identified and labeled on drawings**
   - Plans must include **references to the sheets where the features appear**

Character-Defining Feature	Location on Plans
Ground Floor Windows	See Sheet A-100.00
Original masonry façade	Sheet A-201
Decorative cornice	Sheet A-301

How Should Supporting Documentation be Prepared?

1 RCNY §5000-01(g)
ECC 101.5.2.3
ECC 103

▪ Supporting Partially exempt status (Continued)

Applicants must submit a **Historic Building Report** to DOB NOW

The report must include:

1. **Proof the Building is Listed:**

Screenshot from the **CRIS system** showing:

- Building address
- USN
- Status as **"Listed"**

2. **Character-Defining Features**

The report must identify which features are character-defining using documentation such as

- LPC designation report
- NR listed building documentation
- Other historic documentation

3. **Explanation for Any Exemption**

If a feature is used to claim exemption, the report must explain why complying with the NYCECC requirement would negatively affect the historic feature.

4. Report must be signed and sealed.

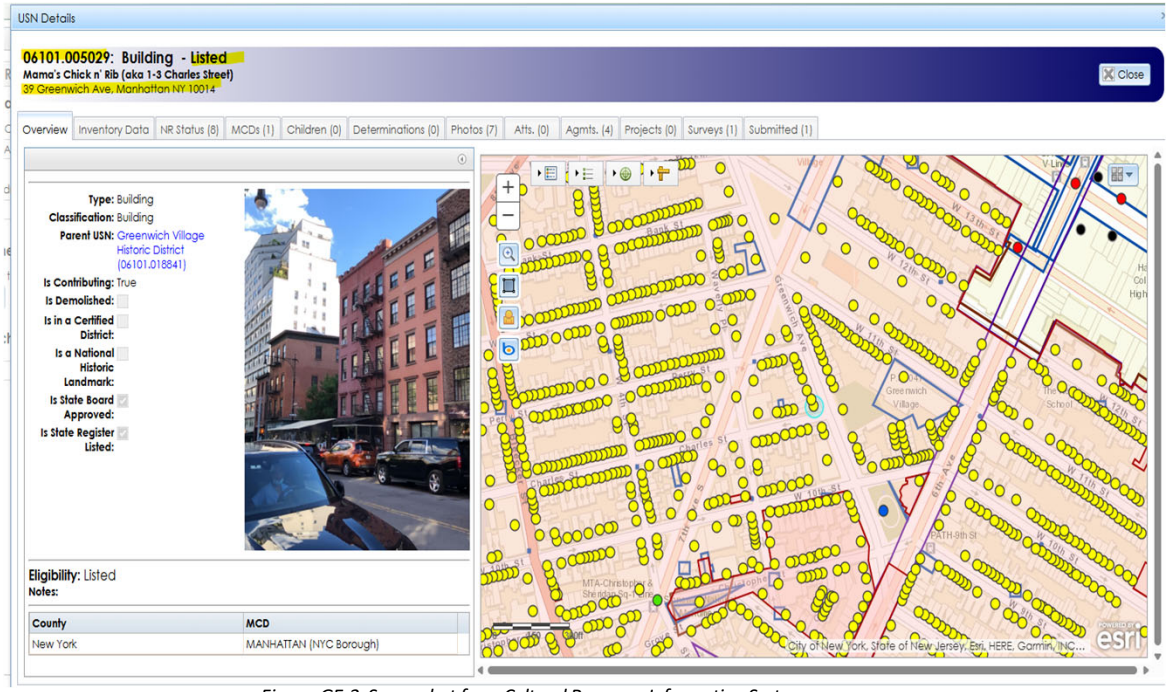


Figure GE-3. Screenshot from Cultural Resource Information System
Source: cris.parks.ny.gov

Character Defining Feature	Source	Claiming Exemption	Explanation
Sheet-metal awnings	LPC Designation Report (Attached, page 38)	NO	N/A
Arched openings in the base	LPC Designation Report (Attached, page 36)	Yes	Insulation would alter historic masonry profile

KEY PRINCIPLES

How Should Supporting Documentation be Prepared?

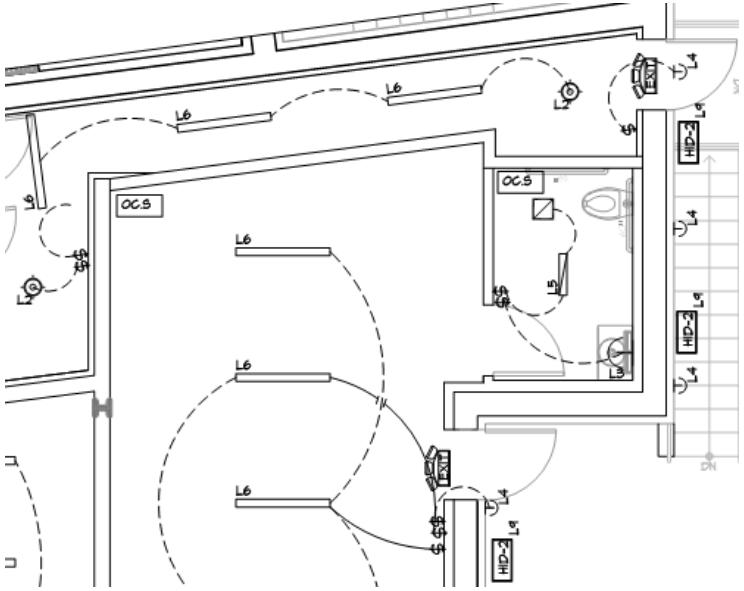
1 RCNY §5000-01(g)
ECC 101.5.2.3
ECC 103

Label Energy Design Elements Consistently Among Drawings

- Identification keys for all proposed energy design elements, such as wall types, window/door types, light fixture types, mechanical equipment system types, etc., must be consistent between Supporting Documentation and Energy Analysis.

Values and Attributes Must Match

- Specifications (in values and attributes) of energy design elements reported in Energy Analysis must be validated through Supporting Documentation. For example, Energy-Code-relevant specifications (e.g., insulation type, R-value, U-factor, luminaire type, luminaire wattage, equipment size, equipment efficiency, etc.) declared in the COMcheck energy analysis, but not identified in the construction documents will *not* be accepted for Energy Code compliance.
- Total numbers reported in Energy Analysis must be validated through Supporting Documentation. For example, the gross values such as exterior wall/fenestration areas, roof/floor areas, luminaire/equipment counts, area-weighted average values, etc. listed in the Tabular energy analysis must be easily identified in the drawings, schedules, and/or diagrams provided in the construction documents.



LEGEND FOR ALL LIGHT FIXTURES USED ENTIRELY FOR THE BUILDING			QUANTITY RESIDENTIAL	QUANTITY RETAIL
TAG	DESCRIPTION	FIXTURE WATT.		
L1	HIGH HAT 4" SQUARE TRIM LED	13 W	44	
L2	CEILING LIGHT ROUND LIGHT FIX COMPACT FLORESCENT	40W	21	7
L3	BATHROOM SCONCE LED	11W	18	4
L4	EXTERIOR SCONCE COMPACT FLORESCENT BALCONIES/ EXTERIOR DOORS	28 W	2/ EXT DOORS 29/ BALC.	7/ EXT DOORS
L5	CLOSET FIXTURE FLUORESCENT T8 24"	17W	30	4
L6	TEMP. FLUORESCENT T8 32W, 2 LAMPS PER FIXTURE, 48"	64W	20	79
	CEILING MOUNTED 14" ROUND FIX 3			

Proposed Interior Lighting Power

A Fixture ID : Description / Lamp / Wattage Per Lamp / Ballast	B Lamps/ Fixture	C # of Fixtures	D Fixture Watt.	E (C X D)
1-Multifamily				
LED 1- L1 HIGH-HAT 4" FIX: LED PAR 13W:	1	44	13	572
2-Retail				
Linear Fluorescent L6: 48" T8 32W: Electronic:	2	79	64	5056
Compact Fluorescent -L2: Twin Tube 40W: Electronic:	1	7	40	280
Linear Fluorescent L5: 24" T8 17W (Super T8): Electronic:	1	4	17	68
L3-BATHROOM SCONCE: LED A Lamp 11W:	1	4	11	44
			Total Proposed Watts =	11536

Figure GE-5.
Sample Lighting Fixture Layout Plan (top left),
Matching Fixture Schedule (top right), and
Matching Interior Lighting COMcheck Report (bottom right)

KEY PRINCIPLES

How Should Supporting Documentation be Prepared?

1 RCNY §5000-01(g)
ECC 101.5.2.3
ECC 103

▪ Specific Design Data in Proper Locations

- *Specific* design values and characteristics proposed for the work scope in the application must be provided in the construction documents in sufficient detail and clarity. For example, window schedules on drawings must list each proposed window assembly's U-factor, SHGC, air leakage rating, and Visible Transmittance (as required) values furnished/published by the respective window manufacturer.
- Notes directly *relevant* to achieve the proposed design must be provided in the construction documents in sufficient detail and clarity. In other words, mere duplicates of general Energy Code sections placed on the drawings will *not* be construed as Energy Code compliance.
- In *proper locations* within construction documents, construction data must be presented. For example, 1) HVAC mechanical equipment schedules and a sequence-of-operations narrative must be found on Mechanical drawings; 2) Lighting control notes must be placed in conjunction with lighting fixture plans and schedules on drawings (typically on RCP drawings).

▪ List of Progress Inspections on EN- Sheet

- All *applicable* progress inspections required for Energy Code compliance must be listed on an EN- labeled sheet in tabular format as shown in 1 RCNY §5000-01(h), and must match those identified on the TR8.

AIR HANDLING UNIT SCHEDULE																											
TAG	LOCATION	AREA SERVED	AIR FLOW	AIR FLOW			SUPPLY FAN				CHILLED WATER									HOT WATER							RECOVERERY WHEEL
				SUPPLY	MIN OA	RETURN	TSP	BHP	HP	PH/V/RPM	EAT Db	EAT Wb	LAT Db	LAT Wb	TOT. CAP	SENS. CAP.	FLOW	EWT	LWT	EAT	LAT	TOT. CAP	SENS. CAP	FLOW	EWT	LWT	ENTHALPY
				CFM	CFM	CFM	IN			CFM	°F	°F	°F	°F	MBH	MBH	GPM	°F	°F	°F	°F	MBH	MBH	GPM	°F	°F	%
AHU-1	ROOF	3 NORTH	VAV	26000	5500	20500	4.7	23.5	25	3/460/1750	80	67	55	54	380	270	47	42	58	45	90	480	270	49	160	140	NOTE 3

NOTES:

1. PROVIDE MOTORIZED SHUT-OFF DAMPER AT THE OA INTAKE WITH MAXIMUM LEAKAGE RATE OF 4 CFM/SF AT 1 IN. WG. DAMPER SHALL CLOSE WHEN THE UNIT IS OFF.
2. IN ECONOMIZER MODE, MINIMUM OCCUPIED AIRFLOW SETPOINT ON VAV TERMINALS SHALL BE AUTOMATICALLY RESET BASED ON PERCENTAGE OF OUTSIDE AIR ABOVE DESIGN MINIMUM.
   A. AS PERCENTAGE OF OA DAMPER AT 100% AND AS ECONOMIZER OUTPUT INCREASES FROM 0-100%, MINIMUM AIRFLOW SETPOINT AT TERMINAL UNITS SHALL PROPORTIONATELY RESET LOWER TO MAINTIAN REQUIRED MINIMUM FRESH AIR VENTILATION.
   B. RESETTING SHALL OCCUR BASED ON INCREEMENTS OF 10% CHANGE OF VALUE OF ECONOMIZER OUTPUT.
3. PROVIDE HEAT WHEEL THAT SHALL RECOVER MINIMUM 50% OF THE ENTHALPY. HEATWHEEL SHALL CONTAIN A BYPASS FOR ECONOMIZER MODE.
4. AT A MINIMUM, ALL VAV TERMINAL UNITS SERVED BY AN AHU SHALL BE LINKED WITH ASSOCIATED VAV AHU CONTROLLER TO PERFORM THE FOLLOWING FUNCTIONS.
   A. ZONE OCCUPANCY SCHEDULE (USER DEFINED FROM GRAPHIC INTERFACE) SHALL NORMALLY AUTOMATICALLY SELECT THE OCCUPIED OR UNOCCUPIED OPERATING MODE OF AIR HANDLING UNIT.
      1) ACTIVATION OF TIMED OVERRIDE SWITCH ON ZONE THERMOSTATS SHALL ONLY RESET ZONE HEATING AND COOLING SETPOINTS TO "OCCUPIED" VALUES, BUT SHALL NOT AFFECT OTHERWISE SCHEDULED UNOCCUPIED OPERATING MODE OF AIR HANDLING UNIT.
   B. DUCT STATIC PRESSURE RESET AS DESCRIBED IN FAN CONTROL SECTION.
   C. DISCHARGE AIR TEMPERATURE SETPOINT –OPTIMIZED AS DESCRIBED IN THE DISCHARGE TEMPERATURE CONTROL SECTION.

1. FAN POWER LIMITATION CHECK -- PER Table C403.2.12.1(1)
   HP ≤ CFM x 0.0015
   25 ≤ 26000 x 0.0015 = 39 >> OK

Figure GE-6. Sample Mechanical Equipment Schedule and Notes

KEY PRINCIPLES

Identify the type of building, Residential or Commercial

C202
R202

Residential Building:

Must meet ALL of the following:

- Be of R2 or R3 occupancy
- Have less than 3 or less stories above grade plane

Commercial Building:

Any building that does NOT meet the Residential definition.

Key Implications

👉 **A building can be residential in use but classified as Commercial if > 3 stories above Energy Grade Plane**

👉 **Story count must be determined FIRST based on Energy Grade Plane.**

👉 **Low-rise (3 stories or less) Mixed-use buildings.**

Commercial portions → Commercial provisions

Residential portions → Residential provisions

👉 **Building classification depends on BOTH occupancy AND number of stories above Energy Grade Plane.**

KEY PRINCIPLES

Identify the Energy Grade Plane and Stories Above Grade Plane

C202
R202

Energy Grade Plane (NYCECC): Reference plane representing the **average finished ground level at exterior walls**

⚠️ **Use the Energy Grade Plane for Energy Code compliance.**
👉 **Do not use:**
Zoning base plane
Building Code grade plane

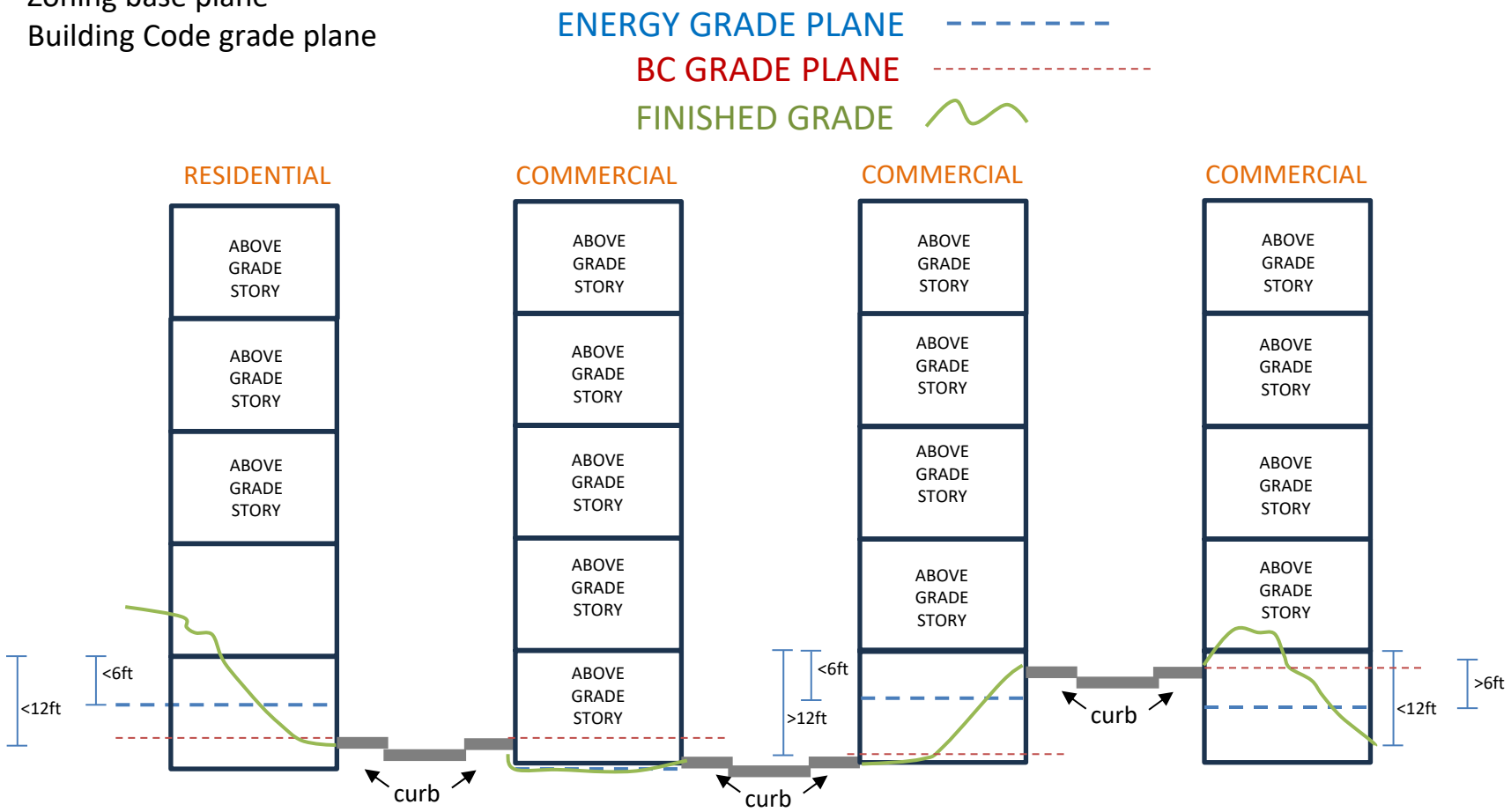


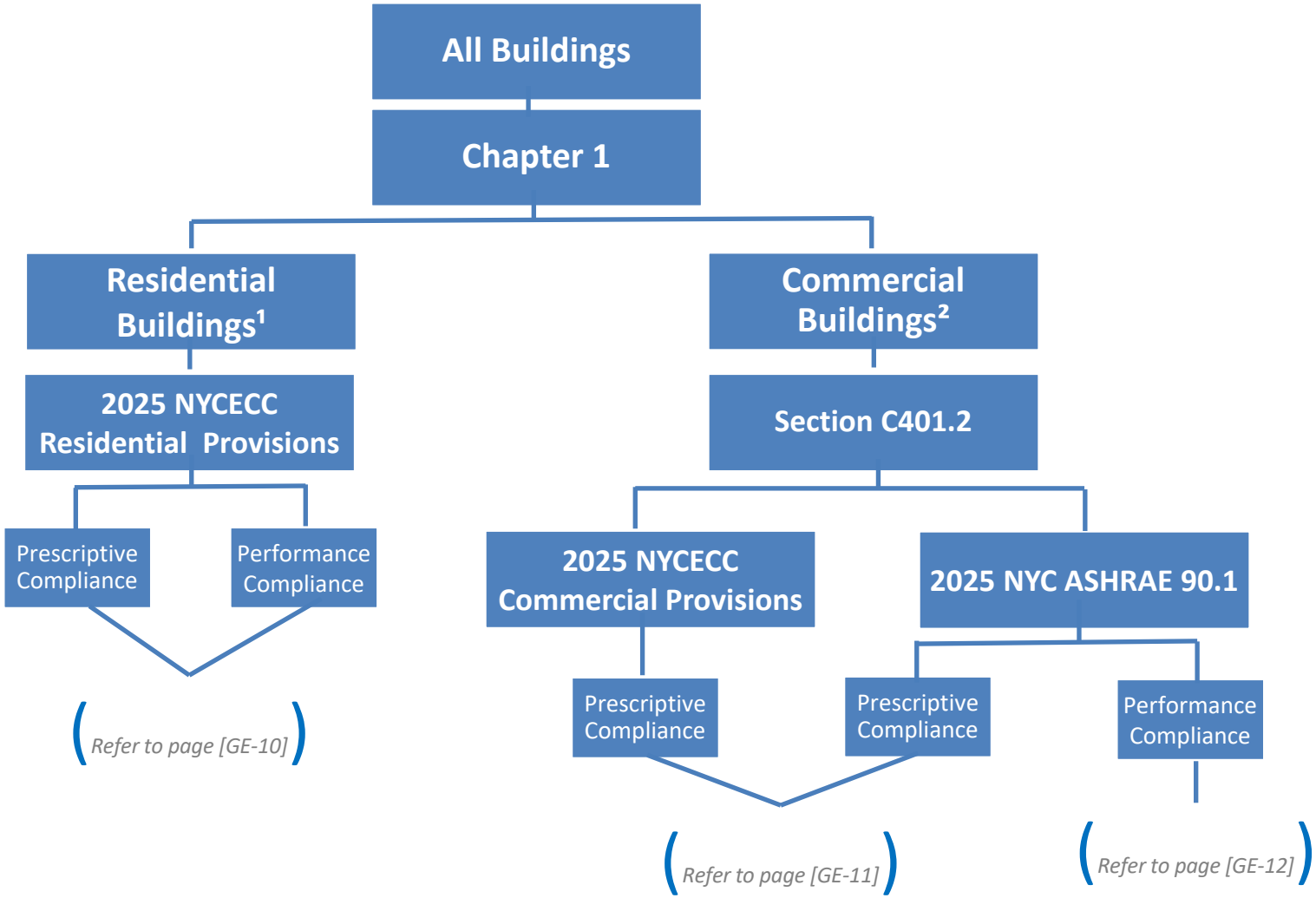
Figure GE-8. Determining Story above Energy Grade Plane

ENERGY ANALYSIS BUILDINGS

to Demonstrate ECC Compliance in conjunction with Supporting Documentation

* Refer to Quick Reference Guide: How to Demonstrate Energy Code Compliance for more information.

R401.2
C401.2
4.2.1



1. Residential buildings as defined under Chapter R2 of the 2025 NYCECC
2. Commercial Buildings as defined under Chapter C2 of the 2025 NYCECC

Figure GE-9.
Compliance Paths

ENERGY ANALYSIS RESIDENTIAL BUILDINGS

to Demonstrate ECC Compliance in conjunction with Supporting Documentation

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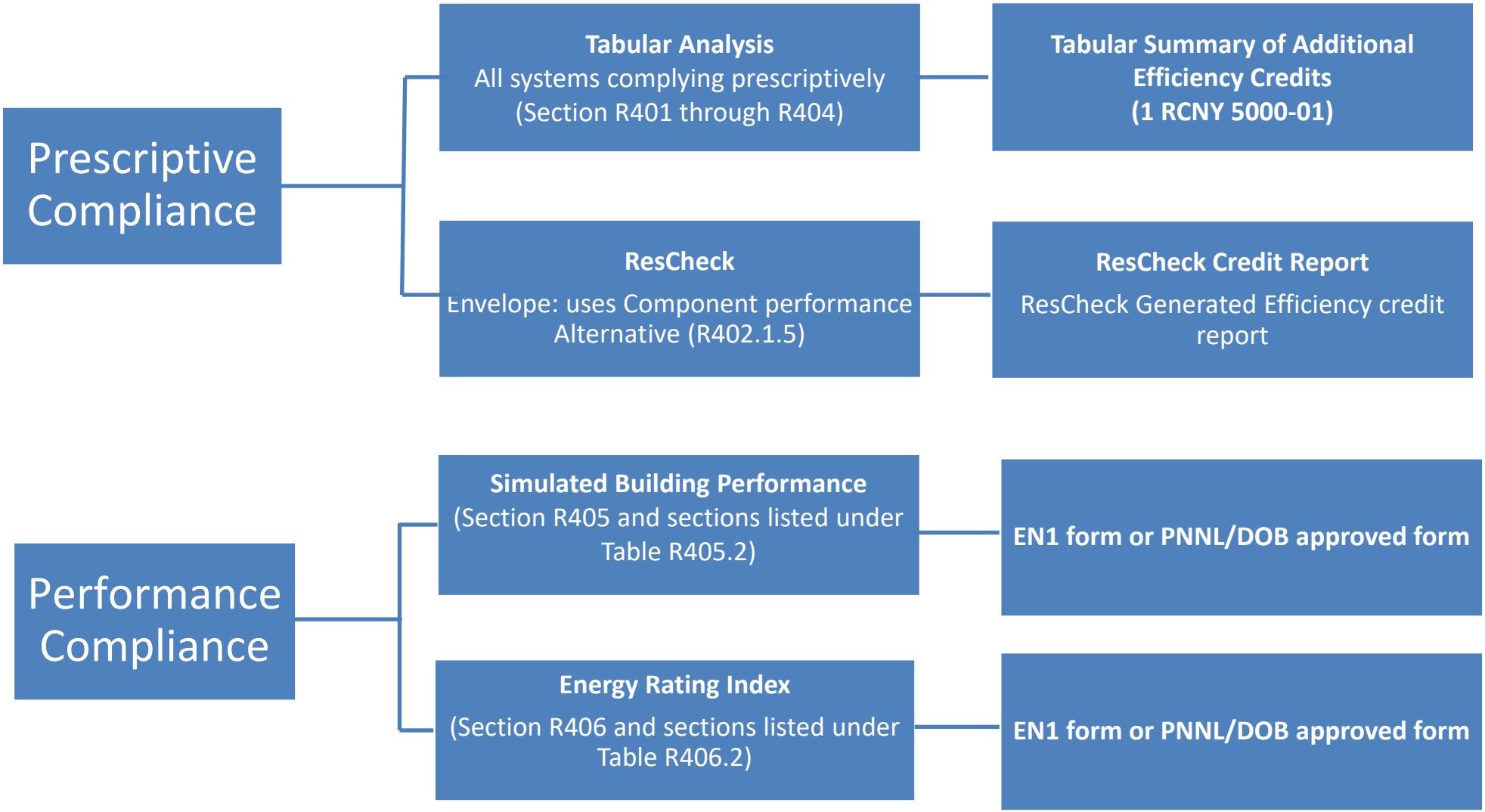
R401.2



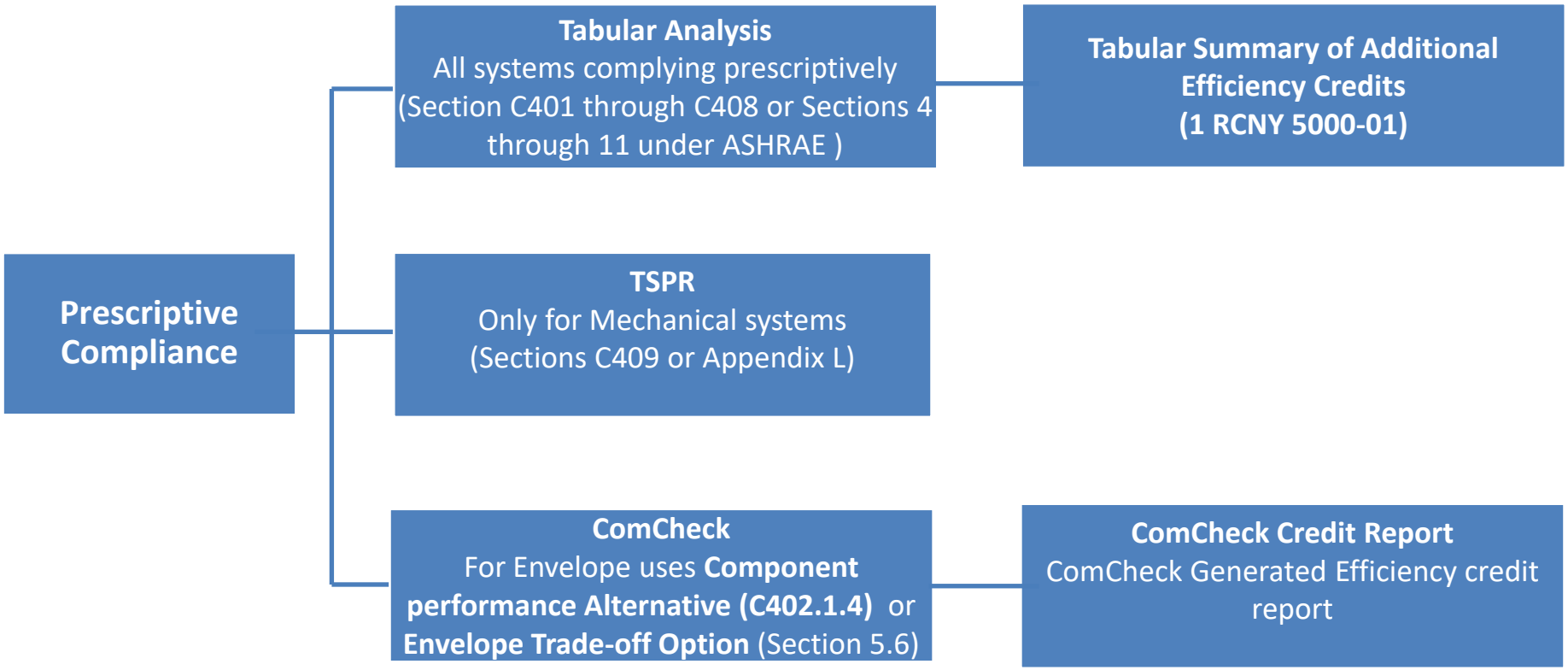
Chapters 1, R2 and R3 and Section R401.2 apply to all Residential buildings

Figure GE-10.
Energy Analysis Methods Residential Buildings

ENERGY ANALYSIS COMMERCIAL BUILDINGS

to Demonstrate ECC Compliance in conjunction with Supporting Documentation

C401.2



Chapter 1, and Section C401.2 apply to all Commercial buildings

Figure GE-11.
Energy Prescriptive Energy Analysis Commercial Buildings

ENERGY ANALYSIS COMMERCIAL BUILDINGS

to Demonstrate ECC Compliance in conjunction with Supporting Documentation

C401.2

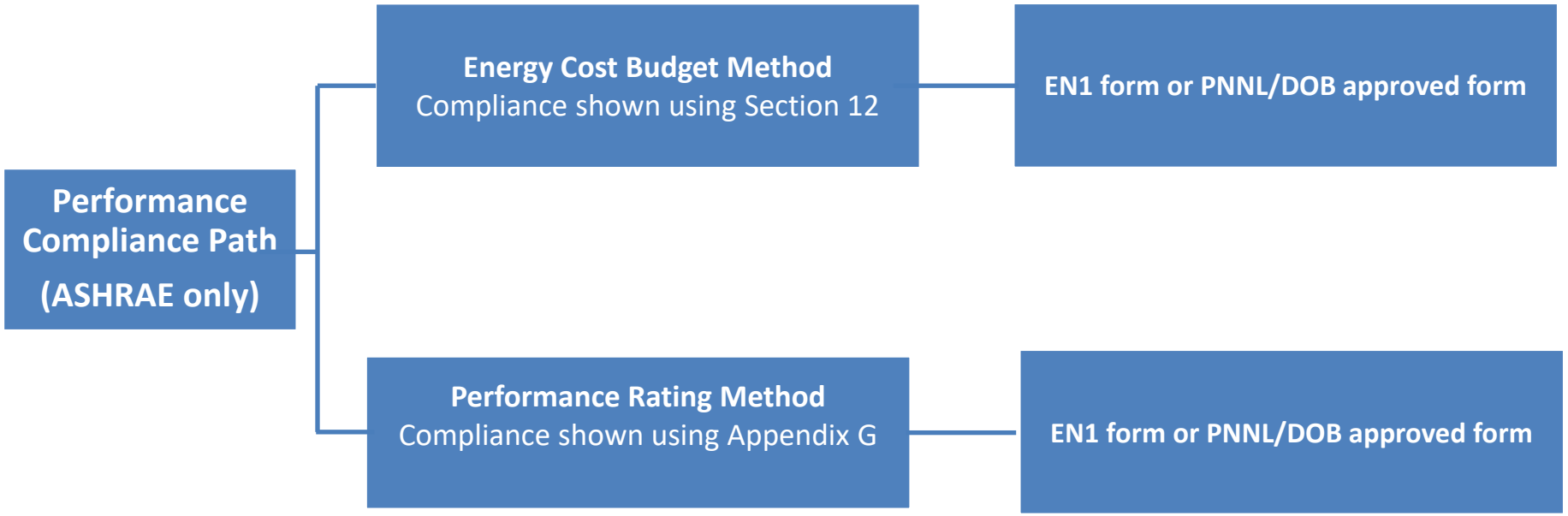


Figure GE-12.
Energy Performance Energy Analysis Commercial Buildings

Chapter 1, and Section C401.2 apply to all Commercial buildings