

# Transmittal Letter Template to the California Energy Commission

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[DATE]

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California Energy Commission  
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Please accept the [City/County] of \_\_\_\_\_'s application for approval of a solar reach code.

The attached ordinance was adopted by [Council/Board] at a regularly scheduled meeting on \_\_\_\_\_.

[Council/Board] has adopted express findings that the ordinance is cost-effective based on a cost-effectiveness study commission by PG&E, and is necessary due to local **[summarize findings regarding local climatic, geological, or topographical conditions]**.

As the Chief Building Official **[change title accordingly]**, I have determined that the Ordinance will not require buildings to consume more energy than permitted by the current California Energy Code. I will continue to enforce the California Energy Code and will work with staff involved in energy plan review and field inspection to improve their working knowledge of the energy standards, including special training as needed which focuses on enforcement of the energy standards and the special requirements of local energy standards.

Additionally, the [Council/Board] found that, under the California Environmental Quality Act pursuant to Section 15061(b)(3) of the CEQA Guidelines, there is no possibility that the implementation of the ordinance will have a significant negative impact on the environment and is thus exempt from the requirements of CEQA.

Please approve the enclosed ordinance pursuant to Public Resources Code Subsection 25402.1(h)(2).

Sincerely,

**[NAME AND TITLE OF AUTHORIZED BUILDING OFFICIAL]**

*Attachments*

1. *Ordinance*
2. *Resolution (if findings are not in the ordinance)*
3. *Cost-effectiveness Study*