[Jurisdiction Letterhead]

[Month, DD, YYYY]

California Building Standards Commission

Ordinance Filing

2525 Natomas Park Drive, Suite 130

Sacramento, Ca 95833

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

**SUBJECT**: Filing of Local Amendment to the California Building Standards Commission

[Jurisdiction Name] Ordinance No. [Ordinance Number]

Dear Building Standards Commission Staff,

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] found and determined that the local ordinance:

* Is reasonably necessary due to unique topographical, geographic, or climatic conditions within the [Jurisdiction]; and
* 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 following approval by the California Energy 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 and Green Building Standards Code] baseline for [residential and nonresidential] buildings.

The [Jurisdiction] will continue to enforce other sections of Building Code as well as the adopted ordinance. The adopted ordinance will require buildings to reduce emissions while complying with all other parts of Title 24. The proposed standards are more protective of the environment than the State standards, and there are no reasonably foreseeable adverse impacts. As the lead agency, the [City/Town/etc.] has also determined that this activity is exempt from CEQA under section [15061(b)(3)].

Please consider and accept enclosed Ordinance No. [Ordinance Number] pursuant to California Health and Safety Code Sections 17958.5, 17958.7 and 18941.5. If you have any questions, please contact [Contact Name], [Contact Title], at [Contact Phone Number].

Sincerely,

[First Name, Last Name]

[Title]