[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 California Energy 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] 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 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 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]