



## Building Energy Reach Code Readiness Checklist Part 1: Investigation and Preparation

Are you or our staff interested in adopting a local code that reduces carbon emissions from buildings and helps your jurisdiction meet your climate action goals? Consider an electrification reach code!

There are many steps, but we are here to support you through them. Here is a list to get you started:

- Trigger Point – a request, initial interest that gets you started
- Identify Champion
- Identify Staff Lead / Main Point of Contact
- Join the Zero Emission Buildings (ZEB) Reach Code Task Force
  - The ZEB Task Force is hosting regular coordination calls for local government staff and stands ready to support interested local governments.
  - Contact: Amy Rider ([arider@archamy.com](mailto:arider@archamy.com))
- Build Internal Support:
  - Elected Officials
  - Building Officials
  - Planning & Permitting Staff
  - Sustainability Staff
- Start to Clarify Scope of Interest
  - New Construction, Alterations, Existing Buildings
  - Residential, Commercial
  - Buildings Over a Particular Size
- Engage with Stakeholders – gauge early reactions
  - Identify points of general agreement
  - Identify primary concerns
- Educate Stakeholders about Technologies
  - Offer / leverage regional educational opportunities
  - Use existing meetings as early test beds
- Find Out What is Legal with Cost Effectiveness Studies
  - Examine any differences between what you can do and what you want to do
- Commit to Pursuit of Reach Code!!**
- Set a Target Date for Adoption
  - Consider code timing (e.g. building code cycles)
    - Be advised: To go into effect on January 1, 2020 with the new building code, reach codes must be adopted by City Council and submitted to the CEC by September 30, 2019.
  - Consider alignment with other efforts (e.g. retirement of champion)
- Consider Media Plan
  - Regardless of how big you want your efforts to be, plan for a press release at least.
  - If you want to go big, plan for both proactive and reactive media presence.

## **Building Energy Reach Code Readiness Checklist Part 2: Engagement and Approval**

Once you've decided to pursue a reach code, here are steps to help you get through adoption.

- Create an Outreach/Stakeholder Engagement Plan
  - Work backwards from target date to plan stakeholder engagement
  - Team up with others in your region to host events
- Educate Stakeholders about Technologies
  - Offer / create regional educational opportunities
  - Address concerns head on wherever possible
- Get on Agenda for Advisory Commissions as needed
  - Sustainability Council
  - Planning Commission
  - \_\_\_\_\_
- Get on Council calendar
  - First Reading scheduled for \_\_\_\_\_
  - Vote scheduled for \_\_\_\_\_
- Draft an Approach
  - The ZEB Task Force recommended approach will be announced in April
  - Clarify Intended Scope
  - Share internally for initial feedback
- Engage with Stakeholders – talk to everyone!
  - Get specific feedback on elements of your approach
  - Connect with impacted industries
    - Contractors and builders
    - Labor unions
    - Real estate agents
    - Property managers
  - Identify primary concerns
- Revise Your Approach
  - Review impacts of approach with internal processes
  - Work with other regional entities to compare approaches
  - Start to define implementation process
- Present to Council/Board – First Reading
- Execute Media Plan
- Continue Educating and Engaging the Public
- Define Implementation Process
- Council/Board Vote
- Submit to CEC for Approval
- Start Training Staff on Implementation Process

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**Contact:** Amy Rider ([arider@archamy.com](mailto:arider@archamy.com))