



Title 24 Designer Intake & Transmittal Checklist

New Residential Projects - Complete and submit with plans

Project Address		Project Type	☐ New Residence ☐ ADU ☐ Other
Designer / Firm		Date Submitted	
Phone		Email	

Category	Designer Checklist	Plan Page / Detail	
PLANS & SITE INFORMATION			
Floor Plans	☐ Dimensioned or drawn to scale ☐ North arrow or property-line bearing ☐ Project address shown ☐ Exterior walls, windows, doors, and skylights shown ☐ Walls, room names, and ceiling heights shown ☐ Mechanical equipment and zones served shown	Sheet: _____ Detail: _____ Notes: _____	
OPENINGS & BUILDING ENVELOPE			
Windows / Doors	☐ Window and door schedule, notes, or scaled elevations provided ☐ Window and door IDs shown on floor plans ☐ Sizes, operator types, and frame materials identified ☐ U-factors provided ☐ SHGC values provided	Sheet: _____ Detail: _____ Notes: _____	
Exterior Assemblies	☐ Layer-by-layer exterior wall assembly descriptions provided ☐ Floor assembly identified: raised floor or slab ☐ Roof assembly identified ☐ Ceiling assembly identified	Sheet: _____ Detail: _____ Notes: _____	
SLOPED / VAULTED CEILINGS			
True Vaults	☐ Construction detail provided for each single-rafter sloped ceiling ☐ Rafter size identified ☐ Extent of each vaulted area shown in plan and/or section	Sheet: _____ Detail: _____ Notes: _____	
MECHANICAL SYSTEMS			
HVAC & Water Heating	☐ Heating, cooling, and water-heating system types identified ☐ Equipment efficiencies provided, when known ☐ Make and model numbers provided, when known ☐ Equipment locations and zones served shown on plans ☐ Duct layout shown, or exact supply and return locations described	Sheet: _____ Detail: _____ Notes: _____	
SPECIAL ENERGY FEATURES			
Identify Any Included	☐ Radiant barrier roof sheathing ☐ Solar water heating ☐ Whole-house fan ☐ HRV / ERV ☐ Cool roof ☐ Other energy-related material or method: _____	Sheet: _____ Detail: _____ Notes: _____	
REQUIRED PROJECT CONTACTS			
Billing Contact		Responsible Designer	
Name		Name	
Phone / Email		Phone / Email	
Homeowner or Developer		Required for Registration	Name, phone number, and email are required before Title 24 registration can begin.
Name		Phone / Email	

Designer Confirmation: Plans and information are complete enough to begin Title 24 analysis. Missing or unclear information may delay completion or require revisions.

Sign

Date



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