



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**  
"To Enrich Lives Through Effective and Caring Service"

**BUILDING AND SAFETY DIVISION**

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-3173  
<http://dpw.lacounty.gov/bsd>

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**FORM 5.410 – OWNER’S PROJECT REQUIREMENTS**

*This form is required for newly constructed buildings 10,000 square feet and more. This form shall demonstrate the commissioning measures identified below have been completed by the Owner. This form must be completed and returned prior to permit issuance.*

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**PROJECT INFORMATION**

OWNER: \_\_\_\_\_ COMMISSIONING AGENT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

**STATEMENTS OF COMPLIANCE**

In accordance with Title 31 Section 5.410.2.1, the following Owner’s or Owner representative’s Project Requirements (OPR) have been discussed and documented during the design phase of the building:

- |  |   |
|--|---|
| <input type="checkbox"/> Environmental and sustainability goals    | <input type="checkbox"/> Facility functions and hours of operation                |
| <input type="checkbox"/> Energy efficiency goals                   | <input type="checkbox"/> Equipment and systems expectations                       |
| <input type="checkbox"/> Indoor environmental quality requirements | <input type="checkbox"/> Building occupant and maintenance personnel expectations |

In accordance with Title 31 Section 5.410.2.3, a commissioning plan has been completed during the design phase of the building and documents how the project will be commissioned. The commissioning plan includes the following:

- |  |   |
|--|---|
| <input type="checkbox"/> General project information | <input type="checkbox"/> Commissioning team information                         |
| <input type="checkbox"/> Commissioning goals         | <input type="checkbox"/> Commissioning process, schedules, and responsibilities |
| <input type="checkbox"/> Systems to be commissioned  |   |

Owner hereby states that the above required measures have been completed to the extent described in the County of Los Angeles Green Building Standards Code Title 31. Owner is also aware of all requirements related to building commissioning, including receipt of a final Commission Report, and that *Form 5.410 – Verification* shall be completed and provided to the Authority Having Jurisdiction prior to Building Permit final.

OWNER: \_\_\_\_\_  
(Signature) (DATE)

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**REFERENCE**

PLAN CHECK NO: \_\_\_\_\_ DISTRICT OFFICE: \_\_\_\_\_