



Delegated Design - Lighting Review

Contractor Service Request

Building Number: _____ Building Name: _____

Room Number(s): _____

Project Coordinator: _____

Name of Submitter: _____ Date: _____

Submitter's Email: _____

This form is intended for use on small construction projects upgrading lighting, where the project does not otherwise require design drawings. It is intended to expedite projects, while still achieving the required review and approvals by licensed Design Professionals. Larger projects and those impacting life safety will need design by an Electrical Engineer in lieu of this checklist.

A *User's Guide* document has been developed to assist Electrical Contractors with filling out this checklist and how to submit the required information. Design Services will be able to approve projects quicker when all requested information is provided up front. Please review the *User's Guide* or contact Design Services if you have specific technical questions.

All projects are unique. Depending on the specific room and project, Design Services may have additional questions or request additional information from the contractor/lighting supplier. At a minimum, the contractor shall submit the following:

☐ Floor Plan

Indicate location of any new lights.

Indicate location of any new lighting controls (switches, dimmers, occupancy sensors).

Indicate location of any new or existing exit signs, as well as new or existing emergency lighting fixtures.

☐ COMcheck Form

Document shows compliance with IECC-2024 requirements.

☐ Lighting Fixture Cutsheet(s)

Indicate full model number(s).

Alternatively, indicate all options (Size, Dimming, Voltage, Lumens, CCT, etc.).

☐ Lighting Controls Information

Cutsheets on lighting controls (occupancy sensors, dimmers, etc.). Locations shown on floorplan.

Alternatively, indicate reason for code exemption below:

Emergency Lighting (Choose One)

- ☐ New emergency lighting: Cutsheets are being submitted. Indicate which fixtures are on emergency power on the floorplan. Indicate emergency power source per NFPA 101.
- ☐ Existing emergency lighting circuit to be reused with new fixtures: Cutsheets are being submitted. Indicate which fixtures are on emergency power on the floorplan. Indicate emergency power source per NFPA 101.
- ☐ No new or existing emergency lighting. Not required, code based rational listed below:

Exit Lights (Choose One)

- ☐ New exit signage. Cutsheets are attached; emergency power source indicated.
- ☐ Existing exit sign(s) to remain. Please indicate location(s) on floorplan.
- ☐ No new or existing exit signs. Not required per IBC-2021 paragraph 1013.1.1: *"Exit signs are not required in rooms or areas that require only one exit or exit access."*
- ☐ No new or existing exit signs. Not required, code based rational listed below:
