



Process for Certifying EarthCraft Houses in 2007

1. Choose how to achieve ENERGY STAR
 - Builder Option Package (BOP)
 - Home Energy Rating (HERS)
2. Submit House Plan, Load Calculation and ARI certificate (or equivalent performance data sheet, Construction Specification sheet (if using the performance path for ENERGY STAR certification) and your completed 2007 EarthCraft House worksheet, to:

EarthCraft House
Attn: Office Administrator
241 Pine St., N.E.
Atlanta, GA 30308
Fax: 404-604-3681
Email: echinfo@earthcrafthouse.com

Plan Submittal and Requesting Services - Completing the attached construction specification sheet and furnishing a complete set of scaled drawings provides EarthCraft House with the information required to perform the requested services. When submitting plans, please specify the services you would like - a HERS (ENERGY STAR) rating, tax credit recommendations, load calculation and/or duct design. An additional form is required for duct designs and will be sent out as needed.

Builders are strongly encouraged to submit plans as early in the construction process as possible. This helps ensure that homes which require modification to meet ENERGY STAR or the 2005 federal tax credit still have the opportunity to implement the easiest and least expensive upgrades. Builders may preauthorize EarthCraft House to perform a tax credit recommendation (see below).

Scaled Drawings - Home plans are now accepted in PDF and DWF AutoCAD file formats. These files must be correctly scaled for printing on 8.5 x 11, 8.5 x 14, or 11 x 17 paper. In an effort to facilitate plan storage and reduce paper, we are requesting that all plans be submitted electronically through one of the above methods. If you are unable to provide plans electronically, they may still be mailed to the EarthCraft House office, Attn: Office Administrator.

2005 Federal Tax Credit Services - Any home demonstrating a 50% improvement over code for heating and cooling is eligible for a \$2000 Federal Tax Credit. The Federal Tax Credit is available for all homes completed and sold between August 31, 2005 and December 31, 2008. EarthCraft House will perform a tax credit compliance check at the time of the HERS rating, and will notify the builder of the results. Homes that meet this requirement can have the documentation provided for a fee of \$50/home. Homes not meeting the requirements can receive a "tax credit recommendation." These recommendations will include several approaches a builder can take in order to improve their home to meet the requirements for the tax credit. This service is performed at our normal billing rate of \$70/hour. Typical time required is around 1-2 hours.

Billing Policy: Fees for HERS ratings and load calculations are based on the total square footage of the house (including semi-conditioned basements.) This fee covers analyzing the plans and specifications, building the computer model and printing the required reports. Performing the HERS rating and the load calculation at the same time qualifies for a discounted rate. If incomplete plans, Construction Specifications or other information pertaining to the HERS rating or the load calculation are submitted, a billable rate of \$70/hour will apply to time spent exchanging emails or on the phone gathering the required



inputs. Once the requested services are complete, EarthCraft House will send a report detailing the results, and specifying recommendations when applicable. This report will be sent to the builder with the invoice.

If you have any questions about our services or would like the status of your project, please contact Southface Technical Services at 404-604-3636.

3. **Schedule Pre-Sheetrock Inspection:** This is a requirement for ENERGY STAR and EarthCraft House and must be done **after** insulation is installed and **before** sheetrock is hung. If a home does not receive this inspection, it **MAY NOT** be certified. Each pre-sheetrock inspection will include a thermal by-pass checklist and installation grading. Please work with your inspector to plan these inspections with as much advance notice as possible. The Manual J load calculation, house plans, and EarthCraft House Worksheet should be provided to the inspector at this time.
4. **Schedule Final Inspection:** This inspection should be scheduled after the home is completely finished but before it is occupied. We will perform all diagnostic tests at this time and verify all remaining point items from the worksheet. Please schedule your inspection when no conflicting trades are working on the site, i.e. floor finishers, window painters, carpet installers, etc. Upon passing the final inspection, EarthCraft House will provide all documentation to the builder.

NOTE: Please give two weeks advance notice for all inspections to insure that they will be performed by requested date.