



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 169**  
Energy Efficiency Lighting Retrofit Projects  
(Commercial)

DATE: November 13, 2009 - *Revised February 24, 2012/August 1, 2014*

CREATED BY: Field Services Division

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 169 on energy efficiency lighting retrofit projects. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

In keeping with the Sustainable Building Code (Mission Verde) goals, DSD has developed the following information bulletin to assist our customers to better understand some of the minimum electrical requirements pertaining to energy efficiency lighting retrofit projects.

**Scope:**

**OBJECTIVE:** The main objective is to promote overall energy conservation through efficiency and thus to create a policy that will eliminate confusion and concerns regarding various code requirements when designing and installing a retrofit project. This policy is intended to serve as a general guide and is not intended to cover every situation or scenario that may be encountered on any particular retrofit project.

The following should be considered as general guidelines that DSD staff will be requiring as they relate to plans review, permits and inspections. These guidelines are intended for stand-alone type energy efficiency lighting retrofit projects. We understand that lighting retrofits may, at times, be only a small part of a much broader scope of electrical construction. In those cases, the minimum electrical requirements would be consistent with what we require for remodel work or new construction.

**EXISTING BRANCH CIRCUIT CONDUCTORS:** For a project to be considered an Energy Efficiency Lighting Retrofit the project will need to qualify for the CPS Energy High-Efficiency Lighting Equipment Rebate, the Commercial Lighting Equipment

Rebate; or the scope of work shall be limited to the replacement of fixture components for the purpose of increased energy efficiency. Where lighting retrofits consist of the replacement of fixture components designed by the manufacturer for the purpose of increased energy efficiency, the components (e.g. ballasts, sockets, switches, etc.) may be connected to the existing branch circuit conductors. It is assumed that the existing fixture is in compliance with the codes under which it was initially installed. If it is known, however, that the fixture does not comply with the code under which it was originally installed, corrective action will be required for that fixture. The following list identifies other elements that are required/not required under this policy:

**NOT REQUIRED:**

- Plans are not required.
- Lighting Compliance Statements are not required.
- Installation of bi-level switching/occupancy sensors and tandem wiring as required by the International Energy Conservation Code.

**REQUIRED:**

- Electrical permit secured by a licensed electrical contractor registered with the City of San Antonio
- Disconnecting means for fluorescent fixtures in accordance with 410.130(G)(1) of the 2011 National Electrical Code.

Hopefully, this policy and these general guidelines will provide added assurance and confidence to DSD customers as to what will be required of them when embarking on energy conservation measures associated with the Mission Verde goals.

Should you have any questions on this policy, please contact Gary Kreutziger, Electrical Inspections Supervisor at 207-8286.

**Summary:**

This Information Bulletin is for informational purposes only.

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