

COMMERCIAL ENERGY LOAN PROGRAM



Energy Audit Factsheet: What Participants Need to Know

What Is an Energy Audit?

An energy audit helps you understand how your building uses energy and where improvements can reduce utility costs, improve comfort, and lower greenhouse gas emissions.

For the Commercial Energy Loan (CEL) Program, participants must provide an ASHRAE Level II Energy Audit or an acceptable alternative. An Open Technologies Virtual Decarbonization Planner assessment or other energy model may be accepted when supported by a completed [Engineering Attestation Form](#) signed by a qualified Energy Professional.

Why an Energy Audit Matters

An energy audit helps you and the City understand whether proposed upgrades are eligible, practical, and supported by reasonable cost and savings estimates. It can help you:

- Identify eligible energy and water conservation measures
- Compare upgrade options based on cost, savings, and payback
- Plan, budget, and phase projects over time
- Identify utility incentives or other funding opportunities
- Prepare a stronger business case for proposed retrofits

When Is an Energy Audit Required?

An energy audit is required when applying for funding for energy efficiency improvements. The audit helps confirm that proposed upgrades are eligible and supported by estimated costs and savings. Where relevant, the audit may also identify energy and water conservation measures that support overall utility cost savings.

What a Level II Energy Audit Usually Includes

A Level II audit is more detailed than a basic walk-through. It looks at your building systems, utility use, and possible upgrades so you can make informed decisions about which improvements to pursue.

The audit report includes practical recommendations specific to your building, with estimated project costs, energy savings, and payback where available.

Level II Audits typically include:

- A description of the building, including major systems and typical use
- A review of recent utility bills to understand energy use and costs
- An inventory of major equipment, such as heating, cooling, ventilation, lighting, controls, and domestic hot water systems
- Site observations, measurements, or short-term monitoring where needed
- Recommended energy and water conservation measures
- Suggested next steps for planning and completing upgrades

Audit costs can vary depending on building size, complexity, and available information. Participants should confirm scope and pricing directly with their selected energy professional.

Acceptable Standards and Resources

Your audit or supporting documentation should follow a recognized standard or professional assessment approach. The City may review alternative documentation to confirm that it provides enough information to assess project eligibility, estimated savings, and proposed retrofit measures. Acceptable options include:

- ASHRAE Level II or Level III Energy Audit, completed in accordance with ANSI/ASHRAE/ACCA Standard 211-2018
- Open Technologies Virtual Decarbonization Planner assessment, when supported by a completed Engineering Attestation Form signed by a qualified Energy Professional. The City may provide free Virtual Decarbonization Planner assessments for a limited time, subject to availability.
- Other professional engineering assessments or energy models accepted by the City.

Before You Start

- Confirm that your audit or alternative assessment will meet CEL Program requirements before you begin.
- Complete the audit before finalizing your project scope so recommended measures can be included in your funding request.
- Before paying for an audit, confirm the required scope with the Program Coach to reduce the risk of submitting documentation that does not meet program requirements.
- Review the [Resources for Funding, Support Services and Energy Professionals](#) and the [Program Guide](#) for more information. If you are unsure what documentation is needed, contact the Program Coach before proceeding.

Questions? Contact the Program Coach at BetterBuildings@saskatoon.ca or [306-986-1658](tel:306-986-1658).