



PLANNING AND BUILDING
SERVICES DEPARTMENT

GREEN BUILDING IMPLEMENTATION GUIDELINES

Application Materials:

- A. Discretionary Planning Entitlements. Application materials for all Covered Projects subject to Design Review or Administrative Design Review shall include the completed Green Building Checklist appropriate to the Covered Project Type demonstrating compliance with the minimum achievement Thresholds set for the applicable Project Tier. Specific implementation details for all Green Building measures are not required at this stage but the submitted building elevations, sections, site, landscape, floor and/or roof plans should include those items that could affect the appearance or functionality of the design.
- B. Building Permit Application. The building permit application for a Covered Project must include a copy of a Pre-Construction Debris Recovery Plan and a Green Building Checklist appropriate to the Covered Project Type printed on the plan set that shows that the requisite achievement Thresholds have been met. Additionally, an index locating each detail drawings, specification or general note that demonstrates means of adherence with each checklist measure claimed shall be signed by the project architect and included with the checklist.

A copy of the contract with a Green Building Rater or LEED[®] AP must also be submitted with the Building Permit application for all Covered Projects requiring LEED[®] AP Verification or voluntarily seeking GreenPoint Rating or registration with the USGBC.

C. Special Provisions

1. Building commissioning specified as a prerequisite for LEED[®] ratings is not required for LEED[®] AP or City Certified projects using the LEED[®] checklist and guidelines. Applicants must, however, verify that the fundamental building systems are designed, installed and calibrated to operate as intended. Documentation of building commissioning is required when commissioning measures other than prerequisites are included as a part of the designated points necessary to achieve the applicable Compliance Threshold.
2. Solar photovoltaic energy systems claimed for credits on the green building checklist must meet all installation criteria in the "Guidelines for California's Solar Electric Incentive Programs Pursuant to Senate Bill 1." The methodology used to calculate the energy equivalent to the solar photovoltaic credit shall be the CECPV Calculator using the most recent version prior to the permit application date, which may be found on the website of the State's New Solar Homes Program at www.gosolarcalifornia.ca.gov/nshpcalculator/index.html.
3. Temporary Buildings. The Building Permit application for a temporary building shall include the appropriate green building checklist prepared and certified by the module manufacturer

indicating all green building measures incorporated into the structure. A supplemental checklist shall also be included by the project applicant for all site specific measures claimed.

At the discretion of the Director of Planning and Building Services, a temporary building constructed prior to 2004 may be determined to be in compliance with the goals of the Green Building Ordinance. In such a case, no green building measures specific to building construction will be required. Documentation showing the date of module construction must be submitted for the review and approval of the Director in its place

6. Projects following the LEED[®] standards must demonstrate energy performance compliance using one of the three following methods:
 - a. Follow the LEED[®] rules for reducing the annual energy cost of the baseline building using the American Society of Heating, Refrigerating, and Air-Conditioning Engineers/ Illuminating Engineering Society of North America (ASHRAE/IESNA) Standard 90.1-2004 for LEED[®] v2.2 (until February 1, 2010) or the ASHRAE/IESNA Standard 90.1-2007 for LEED[®] v3.0-2009. The analysis must include detailed accounting of all on-site building energy use, including all exterior and security lighting, elevators, and all process and receptacle loads. The information required for LEED[®] certification by the USGBC for this measure must be kept in the project documents; or,
 - b. Employ software (such as EnergyPro v5) which is capable of automatically setting the baseline or reference building for the LEED[®] ASHRAE/IESNA Standard 90.1-2004 for LEED[®] v2.2 (until February 1, 2010) or Standard 90.1-2007 for LEED[®] v3.0-2009 calculations from the data input for the proposed building. In addition to Title 24 performance data, submit documentation showing the annual energy costs for the baseline building and the proposed building demonstrating that the proposed building reduces the annual energy cost by the requisite percentage specified by the appropriate version of LEED[®]; or,
 - c. Submit standard 2008 Title 24 energy performance documentation demonstrating that the proposed building uses at least 10% less TDV energy than the standard design. Exterior lighting, receptacle and process loads may be excluded in the “Better than Title 24” calculations. Interior lighting may also be excluded from this calculation when the interior lighting system is not included in the project permit.

Plan Review, Inspection and Verification: City-Certified & LEED[®] AP Verified Projects:

1. City-Certified Projects,

The project architect or designer shall be responsible for retaining all documentation showing compliance with specific points claimed on the project green building checklist and verifying that the all green building measures and provisions identified in the building permit application are implemented for the project. The Planning and Building Department staff shall also retain the right to verify that the proposed green building measures and provisions are implemented, City-Certified Projects may, therefore, be subject to foundation, framing and any type of close-in inspections as needed prior to final inspection or issuance of occupancy permits as appropriate. Additional inspections may also be conducted to ensure compliance.

2. LEED[®] AP Verified Projects

The project LEED AP shall be responsible for carrying out all inspections necessary to verify that all green building measures and provisions identified in the building permit application are implemented for the project.

3. Documentation

Project Documentation for LEED[®] AP Verified or City-Certified projects using the LEED[®] checklist and guidelines shall be substantially the same as that which is required for LEED[®] registered projects. However, rather than filing documents with the USGBC, the architect, engineer or LEED[®] AP of record shall be the repository for all documentation related to the LEED[®] rating system being used for the covered project. The architect, engineer or LEED[®] AP of record shall make these documents available to the Director of Planning and Building Services upon request.

Documentation for City-Certified projects using the Build It Green checklists and guidelines shall be substantially the same as that which is required for GreenPoint Rated projects.

Documentation submitted to comply with the energy performance requirements of this ordinance (a) shall be prepared and signed by a Certified Energy Plans Examiner (CEPE) who has met certification requirements for the 2008 Title 24 Standards; or (b) shall be reviewed, approved and signed by a CEPE as described above to verify that the energy performance documentation is sufficiently accurate and correct."

Final Compliance Documentation

- A. LEED[®] AP Verified and City-Certified Projects. Prior to approving a final inspection and occupancy permit for a City Certified or LEED AP Verified Project the applicant shall submit the following to the Director of Planning and Building Services:
1. City-Certified Projects: A Final Compliance form signed either by the project architect or engineer of record, that certifies that the Covered Project has attained the required achievement level and been constructed in compliance with the approved Green Building Checklist.
 2. LEED[®] AP Verified Projects: A copy of the final rating score sheet and a Final Compliance form signed by the project LEED AP that certifies that the Covered Project has been constructed in compliance with the approved Green Building Checklist.
 3. City-Certified and LEED[®] AP Verified Projects: Any supplemental documentation that would be required by the LEED reference guide for LEED[®] certification, or by the GreenPoint Rated manuals for GreenPoint Rated certification when required by the Planning and Building Services Department that verify the incorporation of credits claimed in the Green Building Checklist. Documentation of construction consistent with building plans calculated to achieve energy compliance is sufficient verification in lieu of post-construction commissioning unless commissioning measures other than prerequisites are included as a part of the designated points necessary to achieve the applicable Compliance

Threshold. **In no instance, will a certificate of occupancy be issued in the absence of requested documentation.**

Plan Review, Inspection and Verification: LEED[®] Registered & GreenPoint Rated Projects.*

Inspection and verification activities for projects that will be LEED[®] Registered or Green Point Rated shall be conducted by a Green Building Rater or LEED[®] AP retained by the project applicant for the purpose of receiving certification or registration on the applicable Green Building rating system.

A. LEED[®] Registered Projects

Registered LEED[®] projects shall follow the certifying and procedural process of the U.S. Green Building Council (USGBC) for the rating system used. Applicants of LEED[®] registered projects shall submit proof of registration of the project with the USGBC within thirty days (30) of building permit issuance. The Applicant shall also provide the Planning and Building Services Department with online access to the USGBC website to allow monitoring of the submission documents.

B. GreenPoint Rated Projects

GreenPoint Rated projects shall follow the rating process of the Build It Green Green Point Rated program. Prior to issuance of a permit to build, the project applicant shall submit a copy of a rating and inspection contract with a Certified Green Point Rater. The GreenPoint Rater for all GreenPoint Rated projects shall be required to submit a compliance status report within two-weeks of the City scheduled framing inspection and at any other time as requested by the Planning and Building Services Department.

Final Compliance Documentation LEED[®] Registered & GreenPoint Rated Projects.

- A. GreenPoint Rated Projects. Prior to approving a final inspection for a GreenPoint Rated Project, the Green Building Rater shall submit a copy of the final rating score sheet demonstrating compliance with the approved green building checklist and attainment of the requisite achievement level along with Build It Green certification submission forms. At the Director of Planning and Building Services' discretion additional verification may be required. A Build It Green Certificate of Evaluation shall also be submitted to the Planning and Building Department within thirty days of the issuance of an occupancy permit.
- B. LEED[®] Registered Projects: Prior to approval of a final inspection and/or issuance of an occupancy permit for any a project subject to LEED[®] registration, the applicant shall demonstrate attainment of the designated achievement level by substantially completing of the LEED[®] documentation for the project. Within one year of granting occupancy by the City, the Applicant shall submit proof of LEED[®] certification from the USGBC to the Planning and Building Department.

Post Final Inspection Requirement. For the purposes of assessing the effectiveness of this Ordinance, one year after approval of the final building inspection, the applicant or current

owner shall submit documentation detailing compliance with the operation, efficiency, and conservation related credits from the approved checklist.

General

The Planning and Building Services Department may conduct verification inspections at their discretion. If, at any time in the construction process, the Planning and Building Services Department determines that the project is not in compliance with the approved green building measures, a stop work order may be issued for the entire project or the portion of the project affected. A stop work order shall remain in affect and issuance of Occupancy Permits withheld until the Covered Project is brought into compliance with this Chapter.

**Registration with the USGBC or Build It Green is optional. Should an applicant choose to register a LEED commercial project with the USGBC or to submit a residential project to Build it Green for GreenPoint Rating the following procedures shall apply.*

APPENDIX A

In order to receive credit for certain points claimed on the green building checklist and obtain a Certificate of Occupancy, the project applicant will be required to verify compliance through the submission of documentation. Documentation may take the form of product receipts cross or manifests cross referenced to the manufacture catalogue, packaging or container labels (preferably attached to the appliance or product) or signed accountability forms showing conformance to the green building project plans and specifications.

The applicant, therefore, shall meet with the project planner during the design review process in order to identify specific green building measures claimed on the project checklist that will require documentation.

The project applicant is advised to diligently collect and save all of the identified documentation for provision to the building inspector in order to obtain a Certificate of Occupancy.