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# green building program clearance compliance guide

EnvironmentLA.org

This document provides guidance on preparing project plans for **Green Building Program clearance**. Applicants should consult the following website path for additional information and requirements for Green Building Program clearance:

## cityplanning.lacity.org

- ▼ Forms & Processes
- ▼ Forms & Instructions
- ▼ Standard of Sustainability Instructions [CP-4041]; or
- ▼ Standard of Sustainable Excellence Instructions [CP-4042]

## COMMON INQUIRIES

### Which Version of LEED to Use

If a project is registered with the US Green Building Council (USGBC), the project shall comply with the Rating System version that was in effect upon registration. All other projects shall comply with the LEED® Rating System that is in effect at the time that the project plans are submitted to the Department of Building and Safety for plan check.

### Historic Resource Exemption

In the case that full LEED compliance is determined to require alterations to the building or site that would conflict with the Secretary of the Interior's Standards for the Treatment of Historic Properties, the project team's LEED Accredited Professional (AP) may pursue a Historic Resources Exemption. The LEED AP must identify which specific LEED credits create the conflict and the project must pursue all other reasonable credits. The Department of City Planning (DCP) Office of Historic Resources (OHR) shall determine if an exemption will be granted. Please contact the DCP OHR at (213) 978-1200 for more information.

### Innovation in Design

Innovation in Design (ID) credits must be adequately documented within the plans and annotated on the LEED checklist in the same fashion required for other credits. If the USGBC has previously approved an ID credit that reflects similar circumstances pertinent to the strategy, this approval should be documented in the plans and annotated in the Checklist. Previously approved ID credits can be reviewed at:

## USGBC.org

- ▼ LEED
- ▼ LEED Resources
- ▼ LEED Reference Documents
- ▼ LEED ID Credit Catalog

Applicants pursuing an ID credit that has not been catalogued by the USGBC may consult with the DCP. For consultation, please contact the DCP Green Team Representative. Their e-mail is available at: [EnvironmentLA.org/greenbuilding/greenteam](mailto:EnvironmentLA.org/greenbuilding/greenteam)

### Audit and Fee Exemption

If, at the time of clearance submittal, the applicant provides documentation that the project has successfully completed the LEED Design Review process, the project is exempt from the audit and the applicant is exempt from the fee.

## REQUIRED DOCUMENTATION

LEED for Homes projects require five (5) components. All other Rating System projects require four (4) components:

LEED for Homes	All Other Rating Systems	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1. LEED Checklist
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Project Plans and Specifications
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. LEED Templates (where applicable)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. Title 24 Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. LEED-Homes Durability Evaluation form and Inspection Sheet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Accountability forms (where applicable)

### 1. LEED Checklist (LEED for Homes & All Other Rating Systems)

A LEED checklist must be submitted for each project. If a project is eligible for more than one Rating System, the applicant shall determine which LEED Rating System to pursue. Note that LEED for Homes and LEED for Homes Mid-Rise Pilot rating systems must use the California-specific guidelines and checklists (independent from the national versions of both), which are available from the USGBC. The checklist must be:

- Clearly labeled with the Rating System type, version number and level pursued on top
- Annotated to identify where the documentation for each credit pursued is located within the plans and specifications
- Annotated to indicate when a template is used
- Submitted on 8.5" x 11" paper
- Copied onto the Notes Section of the project plan

*Example of an Annotated Checklist:*

Leed Rating System: New Construction (NC) Version: 3			Pursuing LEED Silver	
	Sustainable Sites		Annotation	Template
Y	Prereq 1	<b>Construction Activity Pollution Prevention</b>	Narrative on pg. 4 Notes Section	<input checked="" type="checkbox"/>
	Credit 1	<b>Site Selection</b>		
	Credit 2	<b>Development Density &amp; Community Connectivity</b>		
	Credit 3	<b>Brownfield Redevelopment</b>		
1	Credit 4.1	<b>Alternative Transportation: Public Transportation Access</b>	Vicinity map on pg. 7 of Notes Section	<input checked="" type="checkbox"/>
1	Credit 4.2	<b>Alternative Transportation: Bicycle Storage &amp; Changing Rooms</b>	Storage and rooms page A-6 of plans. Calculations pg. 8 of Notes Section	<input checked="" type="checkbox"/>

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## 2. Project Plans and Specifications (LEED for Homes & All Other Rating Systems)

Documentation for LEED credits shall be embedded in the plans and specifications per common practice, whenever possible.

When documentation such as narratives, instructions to contractors, maps and certificates does not logically fit within the plans or specifications, it shall be copied into the Notes Section or on separate sheet(s) of the plans. In the case that a project does not have a separate specification document, the applicant shall embed clearance-related specification information directly onto the plans or notes section.

### CLARIFICATIONS

#### Items Addressed by Current Code

Depending on the project and the project's LEED Rating System, there are City, State, and other codes that meet or exceed some LEED credits. Credits of this nature must still be documented in the project plans. Below are some examples that correspond to LEED NC V2.2 and CS V2.0:

- Sustainable Sites Prerequisite 1 – Construction Activity Pollution Prevention
- Materials & Resources Prerequisite 1 – Storage & Collection of Recyclables
- Indoor Environmental Quality Prerequisite 2 – Environmental Tobacco Smoke (ETS) Control

#### Activities Occurring During and/or After Construction

Activities occurring during and/or after construction that cannot be documented in the drawings and specs shall be described in a narrative that identifies the intended action, expected results, and the responsibilities of the involved parties. This narrative is to be copied onto the Notes Section of the plans. To the extent possible, documentation shall be consistent with the submittal requirements for the credit in the respective Reference Guide.

##### **Example: EAp1 Fundamental Commissioning of the Building Energy Systems**

Provide a narrative describing the following: the contact information for the CxA, a statement that the CxA is under contract for the project, and a narrative on how each of the 6 tasks will be completed.

##### **Example: MRc2 Construction Waste Management**

Provide a narrative describing the following: construction waste management approach and plan, the contact information for the diversion/recycling hauler, and the anticipated quantity of diverted/recycled waste.

##### **Example: IEQc3.1 Construction IAQ Management Plan: During Construction**

Provide a narrative describing the indoor air quality management plan.

## 3. LEED Templates (All Other Rating Systems only)

Credit documentation shall be consistent with the USGBC requirements per the appropriate LEED Rating System and corresponding Reference Guide.

- When templates provide a calculation function, the use of LEED templates is recommended. Templates that merely reference information already included in the plans or specifications are optional.
- Templates are available online for both registered and non-registered projects:

#### **USGBC.org**

- ▼ LEED
- ▼ LEED Resources
- ▼ LEED Online – Sample Credit Templates

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## GUIDANCE FOR USING THE LEED TEMPLATES

### Cost Estimates

LEED templates and calculation methodology typically use actual construction information to determine the cost, amount, and type of building materials. For Green Building Program clearance, these calculations shall be based on estimates from the construction drawings, specifications, and budget.

#### Example: MRc3 Materials Reuse

Follow the submittal documentation required by the respective Reference Guide. Use the budgeted line item estimate of the reused materials in the calculations.

### Building Reuse

LEED templates used to calculate credits for the reuse of existing building components use information based on the completed project. For Green Building Program clearance, these calculations shall be based upon the estimated amount of existing building components that are expected to be reused as shown in the construction drawings.

#### Example: MRc1.1 Building Reuse

Follow the submittal documentation required by the respective Reference Guide. Calculate the square footage of estimated reused building components that are reused as stated in the submitted plans.

## 4. Title 24 Report (LEED for Homes & All Other Rating Systems)

Calculations for energy performance prerequisites and credits shall be based on the current California Title 24, Part 6 requirements.

To meet the LEED for Homes prerequisite for optimized energy performance, submit a Title 24 report using the CF-1R form that shows at least the minimum required performance above state energy code requirements, per Rating System standards. The Title 24 Report shall include the applicable HERS verification measures. Depending upon the Rating System (low-rise or mid-rise), the required items may include: Quality Insulation Installation (QII), duct leakage, refrigerant charge test, and tight construction test.

For all other Rating Systems, use the PERF-1 output from State of CA approved Title 24 compliance software to document that energy performance exceeds Title 24 standards by at least the minimum required percentage referenced in the applicable LEED Rating System.

## 5. LEED for Homes Durability Evaluation Form and Inspection Sheet (LEED for Homes only)

Every LEED for Homes project is required to complete a Durability Evaluation Form and Durability Inspection Checklist. All items identified by the applicant as “medium” or “high” risk issues on the Durability Evaluation Form must have at least one corresponding durability strategy identified on the Durability Inspection Checklist.

## 6. Accountability Forms (where applicable) (LEED for Homes only)

Credit documentation shall be consistent with the USGBC requirements per the LEED for Homes Rating System and corresponding Reference Guide. For all prerequisites and claimed credits that require accountability forms, the forms must be signed by the appropriate responsible party (i.e. owner, architect, mechanical engineer, landscape architect, contractor) and included in the submittal.