

Green Building Project Checklist

Green Building

Project Location: _____

Applicant

Name: _____

Address: _____

Contact Information

Email Address: _____

Telephone #: _____

Project Information (select all that apply):

- New Construction – GFA: _____
- Addition – GFA of Addition: _____
- Rehabilitation of Existing Building – GFA of Rehabilitated Area: _____
 - Existing Use(s) of Rehabilitated Area: _____
 - Proposed Use(s) of Rehabilitated Area: _____
- Requires Planning Board Special Permit approval
- Subject to Section 19.50 Building and Site Plan Requirements
- Site was previously subject to Green Building Requirements

Green Building Rating Program/System:

- Leadership in Energy and Environmental Design (LEED) – Version: _____
 - Building Design + Construction (BD+C) – Subcategory: _____
 - Residential BD+C – Subcategory: _____
 - Interior Design + Construction (ID+C) – Subcategory: _____
 - Other: _____
- Passive House – Version: _____
 - PHIUS+
 - Passivhaus Institut (PHI)
 - Other: _____
- Enterprise Green Communities – Version: _____



Project Phase

SPECIAL PERMIT

Before applying for a building permit, submit this documentation to CDD for review and approval.

Required Submissions

All rating programs:

- Rating system checklist
- Rating system narrative
- Net zero narrative (see example template for guidance)
- Affidavit signed by Green Building Professional with attached credentials – use City form provided (Special Permit)

Project Phase

BUILDING PERMIT

Before applying for a building permit, submit this documentation to CDD for review and approval.

Required Submissions

All rating programs:

- Rating system checklist – updated from any prior version
- Rating system narrative – updated from any prior version with additional supporting information from construction documents
- Net zero narrative – updated from any prior version (see example template for guidance)
- Energy Simulation Tool results demonstrating compliance with selected rating system. *[Note: For Passive House rating program, must use WUFI Passive, Passive House Planning Package (PHPP), or comparable software tool authorized by Passive House.]*
- Credentials of Green Commissioning Authority (or copy of contract between developer and Commissioning Authority if an independent consultant or subcontractor), including documentation of Green Commissioning process experience on at least two building projects with a scope of work similar to the proposed project extending from early design phase through at least ten (10) months of occupancy
- Affidavit signed by Green Building Professional with attached credentials – use City form provided (Building Permit)

Passive House rating program only:

- Letter of intent from Passive House rater/verifier hired for on-site verification, with credentials of rater/verifier
- Credentials of Certified Passive House Consultant who has provided design, planning, or consulting services (if different from the Green Building Professional for the project)
- Construction drawings and specifications

Project Phase

CERTIFICATE OF OCCUPANCY

Before applying for a certificate of occupancy, submit this documentation to CDD for review and approval.

Required Submissions

All rating programs:

- Rating system checklist – updated from any prior version
- Rating system narrative – updated from any prior version with additional supporting information from as-built conditions
- Net zero narrative – updated from any prior version (see example template for guidance)
- Energy Simulation Tool results demonstrating compliance with selected rating system, updated to as-built conditions.
[Note: For Passive House rating program, must use WUFI Passive, Passive House Planning Package (PHPP), or comparable software tool authorized by Passive House.]
- Affidavit with schedule of commissioning requirements signed by Green Commissioning Authority, with attached credentials – use City form provided (Certificate of Occupancy)
- Affidavit signed by Green Building Professional with attached credentials – use City form provided (Certificate of Occupancy)

Passive House rating program only:

- Pressure Test Verification
- Ventilation Commissioning
- Quality Assurance Workbook
- Final testing and verification report from rater/verifier