

2013 CALIFORNIA GREEN BUILDING CODE (CALGreen) CHECKLIST FOR ADDITIONS OR ALTERATIONS TO EXISTING NON-RESIDENTIAL BUILDINGS

Building additions of 1,000 square feet or greater AND/OR building alterations with a permit valuation of \$200,000 or more shall be designed to include the green building measures specified as mandatory in the application checklists for additions or alterations.

Building Permit #: _____

Address: _____

Feature or Measure (For full details of the code requirements see the 2013 CALGreen Code)	MANDATORY MEASURES SPECIFIED Yes / No and Plan Reference
SITE DEVELOPMENT (Section 5.106)	
Storm Water Pollution Control. New additions which disturb less than one acre of land shall prevent the pollution of storm water runoff from the construction activities through local ordinance per Section 5.106.1.1	
Short Term Bicycle Parking. If an addition or alteration that adds 10 or more visitor vehicular parking spaces, provide permanently anchored bicycle racks within 200 feet of the visitors' entrance, readily visible to passers-by, for 5% of visitor motorized vehicle parking capacity, with a minimum of one two-bike capacity rack per Section 5.106.4.1	
Designated Parking. If an addition or alteration that adds 10 or more vehicular parking spaces, provide designed parking for any combination of low-emitting, fuel-efficient and carpool/van pool vehicles as shown in Table 5.106.5.2. Parking staff marking shall comply with Section 5.106.5.2	
WATER EFFICIENCY AND CONSERVATION (Chapter 5, Division 5.3)	
INDOOR WATER USE (Section 5.303)	
<p>Meters. Separate submeters or metering devices shall be installed for the uses described in Sections 503.1.1 and 503.1.2</p> <p>Additions in excess of 50,000 square feet. Separate submeters shall be installed as follows:</p> <ol style="list-style-type: none"> 1. For each individual leased, rented or other tenant space within the building projected to consume more than 100 gal/day, including but not limited to, spaces used for laundry or cleaner, restaurant for food service, medical or dental office, laboratory or beauty salon or barber shop. 2. Where separate submeters for individual building tenants are unfeasible, for water supplied to the following subsystems: <ol style="list-style-type: none"> a. Makeup water for cooling towers where flow through is greater than 500 gpm. b. Makeup water for evaporative coolers greater than 6 gpm. 	

<p align="center">Feature or Measure (For full details of the code requirements see the 2013 CALGreen Code)</p>	<p align="center">Yes / No and Plan Reference</p>
<p>c. Steam and hot water boilers with energy input more than 500,000 Btu/h. Excess consumption. A separate submeter or metering device shall be provided for any tenant within an addition that is projected to consume more than 1,000 gal / day.</p>	
<p>Water Reduction. Plumbing fixtures in additions or areas of alterations to the building shall meet the maximum flow rate value shown in Table 5.303.2.3.3</p>	
<p>Water conserving plumbing fixtures and fittings. Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) in additions or areas of alterations shall comply with the prescriptive reduced flow rates specified in Sections 5.303.3.1. through 5.303.3.3</p>	
<p>Standards for plumbing fixtures and fittings. Plumbing fixtures and fittings shall meet the applicable standards referenced in Table 1401.1 of the 2013 <i>California Plumbing Code</i> and in Chapter 6 of CALGreen.</p>	
OUTDOOR WATER USE (Section 5.304)	
<p>Water budget. A water budget shall be developed for landscape irrigation use per CGTC 5.304.1</p>	
<p>Outdoor potable water use. For addition or alteration requiring upgraded water service for landscaped areas between 1,000 square feet and 5,000 square feet, separate submeters or metering devices shall be installed for indoor and outdoor potable water use per Section 5.304.2.</p>	
<p>Irrigation Design. In building addition or alteration with between 1,000 and 2,500 square feet of cumulative landscaped area (the level at which the MWELo applies), install irrigation controllers and sensors which include the following criteria and meet manufacturer’s recommendations Section 5.304.3 Irrigation controllers. Automatic irrigation system controllers installed at the time of final inspection shall comply with Section 5.304.3.1</p>	
WEATHER RESISTANCE AND MOISTURE MANAGEMENT (Section 5.407)	
<p>Weather protection. Provide a weather resistant exterior wall and foundation envelope as required by <i>California Building Code</i> Section 1403.2 and <i>California Energy Code</i> Section 150, manufacturer’s installation instructions or local ordinance, whichever is more stringent.</p>	
<p>Moisture control. Employ moisture control measures by the following methods; Sprinklers. Prevent irrigation spray on structures per Section 5.407.2.1. Entries and openings. Design exterior entries and openings to prevent water intrusion into buildings per Section 5.407.2.2</p>	
CONSTRUCTION WASTE REDUCTION, DISPOSAL, AND RECYCLING (Section 5.408)	
<p>Construction waste diversion. Comply with City of San Carlos Construction and Demolition Debris Recycling Program.</p>	
<p>Verification of compliance. A copy of the completed waste management agreement shall be provided with plan submittal prior to permit issuance.</p>	
BUILDING MAINTENANCE AND OPERATION (Section 5.410)	
<p>Recycling by occupants. Provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of nonhazardous materials for recycling per Section 5.410.1</p>	
<p>Addition. All additions conducted within a 12-month period under single or multiple permits, resulting in an increase of 30% or more in floor area, shall provide recycling areas on site.</p>	
<p>Testing and adjusting. Testing and adjusting of systems shall be required for new system to serve an addition or alteration.</p>	

<p align="center">Feature or Measure (For full details of the code requirements see the 2013 CALGreen Code)</p>	<p align="center">Yes / No and Plan Reference</p>
<p>Operation and maintenance manual. Provide the building owner with detailed operating and maintenance instructions and copies of guaranties/warranties for each system prior to final inspection per Section 5.410.4.5.</p> <p>Inspections and reports. Include a copy of all inspection verifications and reports required by the enforcing agency.</p>	
ENVIRONMENTAL QUALITY (Chapter 5, Division 5.5)	
FIREPLACES (Section 5.503)	
<p>Install only a direct-vent sealed-combustion gas or sealed wood-burning fireplace or a sealed woodstove or a pellet stove, and refer to residential requirements in the <i>California Energy Code</i>, Title 24, Part 6, Subchapter 7, Section 150</p> <p>Woodstoves. Woodstoves and pellet stoves shall comply with US EPA Phase II emission limits.</p>	
POLLUTANT CONTROL (Section 5.504)	
<p>Temporary ventilation. The permanent HVAC system shall only be used during construction if necessary to condition the area or alteration within the required temperature range for material and equipment installation. If the HVAC system is used during construction, use return air filters with a MERV of 8, based on ASHRAE 52.2-1999 or an average efficiency of 30% based on ASHRAE 52.1.1992. Replace all filters immediately prior to occupancy per Section 5.504.1.3.</p>	
<p>Covering of duct openings and protection of mechanical equipment during construction. At the time of rough installation or during storage on the construction site and until final startup of the heating, cooling and ventilating equipment, all duct and other related air distribution component openings shall be covered with tape, plastic, sheet metal or other methods acceptable to the enforcing agency to reduce the amount of dust or debris which may collect in the system per Section 5.504.3.</p>	
<p>Finish material pollutant control. Finish materials shall comply with Sections 5.504.4.1 through 5.504.4.4.</p> <p>Adhesives, sealants and caulks. Adhesives, sealants and caulks used on the project shall meet the requirements of the standards listed in Section 5.504.4.1</p>	
<p>Paints and Coatings. Architectural paints and coatings shall comply with Table 5.504.4.3 unless more stringent local limits apply.</p> <p>Verification. Verification of compliance with this section shall be provided at the request of the enforcing agency.</p>	
<p>Carpet systems. All carpet installed in the building interior shall meet the testing and product requirements of one of the standards listed in Section 5.504.4.4.</p>	
<p>Composite wood products. Hardwood plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the building shall meet the requirements for formaldehyde as specified in Table 5.504.4.5</p>	
<p>Resilient flooring systems. Comply with the VOC-emission limits defined in the 2009 CHPS criteria and listed on its High Performance Products Database; products compliant with CHPS criteria under the Greenguard Children & Schools program; certified under the Resilient Floor Covering Institute Floor Score program; or meet California Department of Public Health 2010 Specifications.</p> <p>Verification of compliance. Documentation shall be provided verifying that resilient flooring materials meet the pollutant emission limits.</p>	
<p>Filters. In mechanically ventilated buildings, provide regularly occupied areas of the building with</p>	

Feature or Measure (For full details of the code requirements see the 2013 CALGreen Code)		Yes / No and Plan Reference
air filtration media for outside and return air prior to occupancy that provides at least a MERV of 8. MERV 8 filters shall be installed after any flushed-out or testing and prior to occupancy, and recommendations for maintenance with filters of the same value shall be included in the operation and maintenance manual.		
ENVIRONMENTAL COMFORT (Section 5.507)		
Acoustical control. Employ building assemblies and components with STV values determined in accordance with ASTM E90 and ASTM E413 or OITC Determined in accordance with ASTM E 1332, using either the prescriptive or performance method in Sections 5.507.4.1 or 5.507.4.2.		
OUTDOOR AIR QUALITY (Section 5.508)		
Ozone depletion and greenhouse gas reductions. Installation of HVAC, refrigeration and fire suppression equipment shall comply with Sections 5.508.1.1 or 5.508.1.2 Supermarket refrigerant leak reduction. New commercial refrigeration systems shall comply with Section 5.508.2 when installed in retail food stores 8,000 square feet or more condition area, and that utilize either refrigerated display cases, or walk-in coolers or freezers connected to remote compressor units or condensing units. The leak reduction measures apply to refrigeration systems containing high-global warming potential (high-GWP) refrigerant with a GWP of 150 or greater.		
Responsible Designer's Declaration Statement	Contractor Declaration Statement	
I hereby certify that this project has been designed to meet the requirements of the 2013 California Green Building Standards Code.	I hereby certify, as the building or installer under permit listed herein, that this project will be constructed to meet the requirements of the California Green Building Standards Code.	
Name:	Name:	
Signature:	Signature:	
Date:	Date:	
Company:	License:	
Address:	Address:	
City/St/Zip	City/St/Zip	