



CALGREEN: NON-RESIDENTIAL BUILDING PLAN SUBMITTAL CHECKLIST

New non-residential buildings shall be designed to include the green building mandatory measures specified in this checklist. This checklist shall also be applied to non-residential building additions of 1,000 square feet or larger and/or alterations with the permit valuation of \$200,000 or more. The requirements shall apply only to the specific area of the addition or alteration. Initial tenant improvements are also subject to the mandatory measures. Subsequent tenant improvements are exempt.

** LOCAL GREEN BUILDING AND ENERGY ORDINANCE MEASURES ARE LOCATED WITHIN THE CHECKLIST AND ARE IDENTIFIED WITH "SMMC" AND THE SAN MATEO MUNICIPAL CODE REFERENCE.*

BUILDING PERMIT #: _____

ADDRESS: _____

Feature or Measure (For full details of the code requirements see the 2019 Cal Green Code)	Specified Measures Yes/No and Plan Reference
PLANNING AND DESIGN	
SITE DEVELOPMENT (5.106)	
Storm water pollution control. Newly constructed projects which disturb less than one acre of land shall prevent the pollution of storm water runoff from the construction activities through local ordinance per CGC 5.106.1 through 5.106.2.	
Short-term bicycle parking. If the project is anticipated to generate visitor traffic, provide permanently anchored bicycle racks within 200 feet of the visitors' entrance, readily visible to passers-by, for 5 percent of visitor motorized vehicle parking capacity, with a minimum of one two-bike capacity rack per CGC 5,106.4.1.1. Long-term bicycle parking. For buildings with over 10 tenant-occupants, provide secure bicycle parking for 5 percent of tenant-occupied motorized vehicle parking capacity, with a minimum of one space per CGC 5.105.4.1.2 through CGC 5.106.4.1.5.	
Designated parking for clean air vehicles. For projects that provide 10 or more parking spaces, provide designated parking for any combination of low-emitting, fuel-efficient and carpool/vanpool vehicles as shown in Table 5.106.5.2. Parking stall marking shall comply with CGC 5.106.5.2.1.	
New electric vehicle charging station. Newly constructed non-residential buildings with 10 parking spaces or more, the minimum EVCS shall be required per SMMC Section 23.70.050: <ol style="list-style-type: none"> 1. 10% of total number of parking spaces provided for all types of parking facilities shall be provided for EV spaces capable of supporting future EVSE with calculations rounded up to the nearest whole number. 2. 5% of the total number of parking spaces provided for all types of parking facilities shall be equipped with Level 2 EVSE with calculations rounded up to the nearest whole number. 	
Light Pollution Reduction. Outdoor lighting systems shall be designed and installed to comply with requirements in the California Energy Code and in compliance with CGC 5.106.8.	
Grading and Paving. Construction plans to indicate how site grading and drainage system will manage all water flows to keep water from entering buildings. Examples found at CGC 5.106.10. Alterations and additions are excluded.	

Feature or Measure (For full details of the code requirements see the 2019 Cal Green Code)	Yes/No and Plan Reference
ENERGY EFFICIENCY	
LOCAL ENERGY CODE (SMMC 23.24)	
<p>Local amendment for mandatory solar photovoltaic system (SMMC 23.24.030):</p> <ol style="list-style-type: none"> 1. For newly constructed non-residential buildings with building areas less than 10,000 square feet, provide a minimum of 3 kilowatts. 2. For newly constructed non-residential buildings with building areas of 10,000 square feet or more, provide a minimum of 5 kilowatts. 	
WATER EFFICIENCY AND CONSERVATION	
INDOOR WATER USE (CGC 5.303)	
<p>Meter. Separate submeters or metering devices shall be installed for the uses described in CGC Section 5.303.1.1 and 5.303.1.2.</p> <p>Buildings 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 subsystem: <ol style="list-style-type: none"> a. Makeup water for cooling towers where through is greater than 500 gpm. b. Makeup water for evaporative coolers greater than 6 gpm. c. Steam and hot-water boilers with energy input more than 500,000 Btu//h. <p>Excess consumption. A separate submeter or metering device shall be provided for any tenant within a building that is projected to consume more than 1,000 gal/day.</p>	
<p>Water conserving plumbing fixtures and fittings. Plumbing fixtures (water closets and urinals) and fittings (faucets, foundations, and showerheads) shall comply with the prescriptive reduced flow rates specified in CGC 5.303.2.3.1 through 5.303.45.303.3.1 through 5.303.3.4.</p>	
<p>Commercial kitchen equipment. Food waste disposers shall either modulate the use of water to no more than 1 gal/min when disposer is not in use or automatically shut off after 10 minutes of inactivity per CGC 5.303.4.</p>	
<p>Standards for plumbing fixtures and fittings. Plumbing fixtures and fittings shall meet the applicable standards referenced in Table 1701.1 of the 2019 California Plumbing Code and in Chapter 6 of CGC (California Green Building Standards Code).</p>	
OUTDOOR WATER USE (CGC 5.304.)	
<p>Scope. The provisions of Section 5.304 reference the mandatory Model Water Efficiency Landscape Ordinance (MWELO) contained within Chapter 2.7, Division 2, Title 23 of the California Code of regulations per CGC 5.304.1.</p>	
<p>Outdoor water use in landscape areas. For new water service not subject to the provision of water code Section 535, separate meters or submeters shall be installed for indoor and outdoor potable water use for landscaped area of at least 500 square feet but not more than 1,000 square feet. CGC 5.304.2.</p>	
<p>Outdoor water supply system and Technical requirements. Potable water system for indoor and outdoor use shall comply with the current edition of the California Plumbing Code and irrigation system regulated by a local water efficient landscape ordinance or by the California Department of Water Resources Model Water Efficient Landscape Ordinance (MWELO) shall use recycled water. CGC A5.304.</p> <p>For technical requirements for outdoor recycled water supply system please refer to CGC 5.305.1.2</p>	
MATERIAL CONSERVATION AND RESOURCE EFFICIENCY	
WEATHER RESISTANCE AND MOISTURE MANAGEMENT (CGC 5.407)	
<p>Weather projection. Provide a weather-resistant exterior wall and foundation envelope as required by California Building Code Section 1403.2 and California Energy Code 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; Sprinkler. Prevent irrigation spray on structures per CGC A5.407.4.1.</p>	

Feature or Measure (For full details of the code requirements see the 2019 Cal Green Code)	Yes/No and Plan Reference
Entries and openings. Design exterior entries and openings to prevent water intrusion into building per CGC A5.407.4.2.	
CONSTRUCTION WASTE REDUCTION, DISPOSAL, AND RECYCLING (CGC 5.408)	
Construction waste management. Recycle and/or salvage for reuse a minimum of 65% of the nonhazardous construction and demolition waste per CGC 5.408.1	
Universal waste. Additions and alterations that meet the scoping provisions in Section 301.3 shall provide verification that universal waste materials (fluorescent lamps and ballasts, mercury thermostats) are disposed of properly per CGC 5.408.2.	
Excavated soil and land clearing debris. 100% of trees, stumps, rocks and associated vegetation resulting from land clearing shall be reused or reused or recycled. CGC 5.408.3	
BUILDING MAINTENANCE AND OPERATION (CGC 5.410)	
Recycling by occupants. Provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of nonhazardous materials (including organic waste) for recycling per CGC 5.410.1.	
Commissioning. For new building 10,000 square feet and over, building commissioning for all building systems covered by T24, Part 6, process systems and renewable energy systems shall be included in the design and construction processes of the building project. Commissioning requirements shall include items listed in Section 5.410.2.	
Commissioning report. A report of commissioning process activities undertaken through the design and construction phases of the building project shall be completed and provided to the owner or representative per CGC 5.410.2.6.	
Testing and adjusting. Testing and adjusting of systems shall be required for buildings less than 10,000 square feet per CGC 5.410.4.	
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 CGC 5.410.4.5.	
Inspections and repots. Include a copy of all inspection verifications and reports required by the enforcing agency per CGC 5.410.4.5.1.	
ENVIRONMENTAL QUALITY	
FIREPLACES (CGC 5.503)	
Fireplaces. 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 California Energy Code, Title 24, Part 6, Subchapter 7, Section 150. (CGC 5.503).	
Woodstoves. Woodstoves and pellet stoves shall comply with US EPA New Source Performance Standards emission limits per CGC 5.503.1.1.	
POLLUTANT CONTROL (CGC 5.504)	
Temporary ventilation. The permanent HVAC system shall only be used during construction if necessary to condition the building 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 (CGC 5.504.1).	
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 CGC 5.504.3.	
Finish material pollutant control. Finish materials shall comply with Sections 5.504.4.1. through 5.504.4.6.	
Adhesives, sealants and caulks. Adhesives, sealants and caulks used on the project shall meet the requirements of the standards listed in CGC 5.504.4.1.	
Paints and coatings. Architectural paints and coatings shall comply with Table 5.504.4.3 unless more stringent local limits apply.	
Verification. Verification of compliance with this section shall be provided at the request of the enforcing agency.	
Carpet Systems. All carpet installed in the building interior shall meet the testing and product requirements of one of the standards listed in CGC Section 5.504.4.4. Carpet cushion and adhesive also must comply.	

Feature or Measure (For full details of the code requirements see the 2019 Cal Green Code)	Yes/No and Plan Reference
<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>Documentation. Verification of compliance with this section shall be provided at the request of the enforcing agency. CGC 5.504.4.5.3.</p>	
<p>Resilient flooring systems. 80% of flooring must comply with the one of the following: the VOC-emission limits defined in the 2014 CHPS criteria and listed on its High Performance Products Database; products certified under UL Greenguard Gold 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 for 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 air filtration media for outside and return air prior to occupancy that provides at least a MERV value of 13. MERV 13 filters shall be installed prior to occupancy, and recommendations for maintenance with filters of the same value shall be included in the operation and maintenance manual. CGC 5.504.5.3</p>	
<p>Environmental tobacco smoke. Prohibit smoking within 25 feet of building entries, outdoor intakes and operable windows. Post signage when local ordinances or policies are not in place per CGC 5.504.7.</p>	
INDOOR MOISTURE CONTROL (5.505)	
<p>Indoor moisture control. Buildings shall meet or exceed the CBC Title 24, Part 2, Sections 1203 (ventilation) and Chapter 14 (exterior walls).</p>	
INDOOR AIR QUALITY (5.506)	
<p>Outdoor air delivery. For all ventilated spaces, meet the minimum requirements of Section 120.1 (requirements for ventilation) of the 2019 California Energy Code, or local code, whichever is more stringent.</p>	
<p>Carbon dioxide (CO2) monitoring. Buildings equipped with demand control ventilation, CO2 sensors and ventilation controls shall be specified and installed in accordance with the 2019 California Energy code section 120(c)(4).</p>	
ENVIRONMENTAL COMFORT (CGC 5.507)	
<p>Acoustical control. Employ building assemblies and components with STC 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.</p>	
OUTDOOR AIR QUALITY (CGC 5.508)	
<p>Ozone depletion and greenhouse gas reductions. Installation of HVAC, refrigeration and fire suppression equipment shall comply with Section 5.508.1.1 and 5.508.1.2.</p> <p>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 the 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.</p>	

Responsible Designer's Declaration Statement	
I hereby certify that this project has been designed to meet the requirements of the 2019 California Green Building Standards Code.	
Name:	Company:
Signature:	Address:
Date:	City/St/Zip