2016 CALIFORNIA GREEN BUILDING CODE CHECKLIST FOR ADDITIONS OR ALTERATIONS TO EXISTING NON-RESIDENTIAL BUILDINGS

Building additions of 1,000 square feet or more AND/OR building alterations with a permit valuation of $200,000 or more must be designed to include Mandatory Green Building Measures.

Building Permit Number: _____

Site Address: _____

In the column labeled "Plan Reference" specify where each Measure can be found on the plans.

Green Building Measure	PlanSheet /Details
SITE DEVELOPMENT (2016 CGC §5.106)	
Storm Water Pollution Prevention. 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. Burlingame Municipal Ordinance 18.17.120 2016 CGC §5.106.1.1	
BMP. Include a plan for Best Management Practices (BMP) on the plans. 2016 CGC §5.106.1.2	
Short Term Bicycle Parking. If adding 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 percent of new visitor motorized vehicle parking being added, with a minimum of one two-bike capacity rack. Exception: adding fewer than 10 parking spaces. 2016 CGC §5.106.4.1.1	
Long-Term Bicycle Parking. For alterations adding more than 9 tenant vehicular parking spaces, provide secure bicycle parking spaces for 5 percent of the tenant vehicular parking being added, with a minimum of one space. 2016 CGC §5.106.4.1.2	
Designated Parking, Clean Air Vehicles. If an addition or alteration adds 10 or more vehicular parking spaces, provide designated parking for any combination of low-emitting, fuel-efficient, and carpool/van pool vehicles as shown: 2016 CGC Table 5.106.5.2 **Parking stall marking**, comply with: 2016 CGC §5.106.5.2.1 **Grading and Paving:** Construction plans shall indicate how site grading or a drainage system will manage all surface water flows to keep water from entering buildings. Exception: Additions and alterations which do not alter the drainage path. 2016 CGC §5.106.10	
INDOOR WATER USE (2016 CGC §5.303)	
Meters. Separate sub-meters or metering devices shall be installed for the uses described in 2016 CGC §503.1.1 and §503.1.2. Additions in excess of 50,000 square feet: Separate sub-meters shall be installed as follows: 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 cleaners, restaurant or food service, medical or dental office, laboratory or beauty salon or barber shop.	

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2. Where separate sub-meters for individual building tenants are infeasible, for water supplied to the following subsystem: a. Makeup water for cooling towers where flow 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.	
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 gallons/day. 2016 CGC §5.303.1.2	
Water Conserving Plumbing Fixtures and Fittings. Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the following: **Water Closets:** The effective flush volume of all water closets shall not exceed 1.28 gallons per flush. Note: The effective flush volume of dual flush toilets is defined as the composite, average flush volume of two reduced flushes and one full flush. 2016 CGC §5.303.3.1 **Urinals:** The effective flush volume of Wall-mounted urinals shall not exceed 0.125 gallons per flush and Floor mounted urinals shall not exceed 0.5 gallons per flush. 2016 CGC §5.303.3.2.1 & 5.303.2.2 **Single Showerhead:** Showerheads shall have a maximum flow rate of not more than 2.0 gallons per minute at 80 psi. 2016 CGC §5.303.3.3.1 **Multiple Showerheads Serving One Shower:** When a shower is served by more than one showerhead, the combined flow rate of all showerheads and/or other shower outlets controlled by a single valve shall not exceed 2.0 gallons per minute at 80 psi, or the shower shall be designed to allow only one shower outlet to be in operation at a time. Note: A hand-held shower is considered a showerhead. 2016 CGC §5.303.3.3.2 **Nonresidential lavatory faucets**. Lavatory faucets shall have a maximum flow rate of not more than 0.5 gallons per minute at 60 psi. 2016 CGC §5.303.3.4.1 **Kitchen faucets**. Kitchen faucets shall have a maximum flow rate of not more than 1.8 gallons per minute at 60 psi. May temporarily increase to 2.2 gallons per minute at 60 psi, but must default to 1.8 gallons per minute at 60 psi. 2016 CGC §5.303.3.4.2 **Wash fountains.** Wash fountains shall have a maximum flow rate of not more than 1.8 gallons per minute/20 [rim space (inches) at 60 psi]. 2016 CGC §5.303.3.4.3 **Metering faucets.** Metering faucets shall not deliver more than 0.20 gallons per cycle. . 2016 CGC §5.303.3.4.4 **Metering faucets for wash fountains.** Metering faucets for wash fountains shall have a maximum flow rate of not more than 0.20 gallons per cycle/20 [rim space (inches) at 60 psi]. 2016 CGC §5.303.3.4.5	
Commercial kitchen equipment. Food waste disposers. Disposers shall either modulate the use of water to no more than 1 gpm when not in use (not actively grinding food waste/no load) or shall automatically shut off after no more than 10 minutes of inactivity. Disposers shall use no more than 8 gpm of water. Note: this code section does not affect local jurisdictions authority to prohibit or require disposer installation. 2016 CGC §5.303.4.1	

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Areas of addition or alteration. For those occupancies within the authority of the CA Building Standards Commission as specified in Section 103, the provisions of Sections 5.303.4 and 5.304 shall apply to new fixtures in additions or areas of alteration to the building. 2016 CGC §5.303.5	
Standards for plumbing fixtures and fittings. Plumbing fixtures and fittings shall be installed in accordance with the *California Plumbing Code*, and shall meet the applicable standards referenced in Table 1701.1 of the *California Plumbing Code* and in chapter 6 of this code. 2016 CGC §5.303.6	
OUTDOOR WATER USE (2016 CGC §5.304)	
Scope. The provisions of Section 5.304, Outdoor Water Use, reference the Model Water Efficiency Landscape Ordinance (MWELO) from Chap. 2.7, Division 2, Title 23, *California Code of Regulations*. **Outdoor water use in landscape areas greater than 499 square feet.** When water is used for irrigation with an aggregate area greater than 499 square feet requiring a building permit or landscape permit, plan check or design review, comply with Item 1 or 2 of 2016 CGC §5.304.2. **Outdoor water use in rehabilitated landscape projects.** Outdoor water use in rehabilitated landscape projects more than 2,500 square feet shall comply with Item 1 or 2 of 2016 CGC §5.304.2 **Outdoor water use in landscape areas.** Any project with an aggregate landscape area of 2,500 square feet or less may comply with the performance requirements of MWELO or conform to the prescriptive compliance measures contained in MWELO's Appendix D. 2016 CGC §5.304.4. **Graywater or rainwater use in landscape areas.** Any graywater or rainwater project up to 2,500 square feet is subject only to Appendix D, Section 5, of MWELO: 2016 CGC §5.304.5	
CONSTRUCTION WASTE REDUCTION, DISPOSAL, AND RECYCLING (CGC 5.408)	
Construction Waste Diversion. Recycle and/or salvage a minimum of 65% of the non-hazardous construction and demolition waste in accordance with 2016 CGC §5.408.1.1., through 5.408.1.3. **Universal Waste.** Prohibited Universal Waste materials shall be listed on construction documents.	
BUILDING MAINTENANCE AND OPERATION (2016 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 for recycling including paper, corrugated cardboard, glass, plastics, and metals. 2016 CGC §5.410.1	
Additions. All additions constructed within a 12-month period, (with 1 or more permits) resulting in an increase of $\geq$ 30% floor area, shall provide recycling areas on site. 2016 CGC §5.410.1.1	
Testing and Adjusting. Testing and adjusting of systems shall be required for new systems to serve an addition or alteration subject to Section 303.1. 2016 CGC §5.410.4	
Operation and Maintenance (O &M) Manual. Provide the building owner with detailed operating and maintenance instructions and copies of guaranties/warranties for each system prior to final inspection. Include a copy of all inspection verifications and reports. 2016 CGC §5.410.4.5	
FIREPLACES (2016 CGC §5.503)	
Fireplaces. Install only a direct-vent sealed-combustion gas or sealed wood-burning fireplace, or a sealed woodstove or pellet stove, and refer to residential requirements in the 2016 California Energy Code, Title 24, Part 6, Subchapter 7, Section 150.	
POLLUTANT CONTROL (2016 CGC §5.504)	
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	

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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. 2016 CGC §5.504.1.	
Covering of Duct Openings and Protection of Mechanical Equipment During Construction. At the time of rough installation and during storage on the construction site until final startup of the heating, cooling and ventilating equipment, all duct and other related air distribution openings shall be covered with tape, plastic, sheet metal or other acceptable methods, to reduce the amount of dust, water and debris which may enter the system. 2016 CGC §5.504.3.	
Finish Material Pollutant Control. Finish materials comply with 2016 CGC §5.504.4.1 to §5.504.4.4.	
Adhesives, sealants and caulks. Adhesives, sealants and caulks used on the project shall meet the requirements of the standards listed in: 2016 CGC §5.504.4.1.	
Paints and Coatings. Architectural paints and coatings shall comply with 2016 CGC 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. 2016 CGC § 5.504.4.3.2	
Carpet Systems. All carpet installed in the building interior shall meet the testing and product requirements of one of the standards listed: 2016 CGC §5.504.4.4.	
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: 2016 CGC Table 5.504.4.5	
Resilient Flooring Systems. 80 percent of the floor area receiving resilient flooring shall comply with at least one of the pollutant control measures listed: 2016 CGC §5.504.4.6	
Verification of Compliance. Documentation shall be provided verifying that resilient flooring materials meet the pollutant emission limits. 2016 CGC §5.504.4.6.1	
Filters. In mechanically ventilated buildings, provide regularly occupied areas of the building with air filtration media prior to occupancy that provides at least a MERV of 8. 2016 CGC §5.504.5.3	
Environmental tobacco smoke (ETS) control. Where outdoor areas are provided for smoking, prohibit smoking within 25 feet of building entries, outdoor air intakes and operable windows, and within the building as already prohibited by other laws or regulations. 2016 CGC §5.504.5.3	
Labeling. Installed filters shall be clearly labeled by the manufacturer indicating the MERV rating. . . 2016 CGC §5.504.5.3.1	
INDOOR MOISTURE CONTROL (2016 CGC §5.505)	
Indoor moisture control. Buildings shall meet or exceed the provisions of the 2016 *California Building Code*, CCR, Title 24, Part 2 Sections 1203 (Ventilation) and Chapter 14 (Exterior Walls). For additional measures not applicable to low-rise residential occupancies, see Section 5.407.2 of this code. 2016 CGC §5.505	
INDOOR AIR QUALITY (2016 CGC §5.506)	
Outside Air Delivery. For mechanically or naturally ventilated spaces in buildings, meet the minimum requirements of Section 120.1, (Requirements for Ventilation) of the 2013 *California Energy Code*, or the applicable local code, whichever is more stringent. 2016 CGC §5.506.1	
Carbon dioxide (CO2) monitoring. For additions equipped with demand control ventilation, CO2 sensors and ventilation controls shall be specified and installed in accordance with the requirements of the 2013 *California Energy Code*, Section 120(c) (4). 2016 CGC §5.506.2 .	

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ENVIRONMENTAL COMFORT (CGC 5.507)	
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 2016 CGC §5.507.4.1 or §5.507.4.2.	
OUTDOOR AIR QUALITY (CGC 5.508)	
Ozone Depletion and Greenhouse Gas Reductions. Installation of HVAC, refrigeration and fire suppression equipment shall comply with 2016 CGC §5.508.1.1 and §5.508.1.2.	
Supermarket Refrigerant Leak Reduction. New commercial refrigeration systems shall comply with 2016 CGC §5.508.2 when installed in retail food stores with 8,000 square feet or more of conditioned 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. 2016 CGC §5.508.2	

Responsible Designer's Declaration Statement	Contractor Declaration Statement
I hereby certify that this project has been designed to meet the requirements of the 2016 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 2016 California Green Building Standards Code.
Name:	Name:
Address:	Address:
City/State/Zip Code	City/State/Zip Code
Signature:	Signature:
Date:	Date: