



## 2013 CALGreen CHECKLIST for RESIDENTIAL ADDITIONS and ALTERATIONS

***Applies to building permit applications received on or after January 1, 2014, for additions or alterations that increase the conditioned space of existing low rise residential buildings including hotels, motels, lodging houses, dwellings, dormitories, condominiums, shelters, congregate residences, employee housing, factory-built housing and other types of dwellings containing sleeping accommodations with or without common toilet or cooking facilities including accessory buildings, facilities and uses thereto. Detached "U" occupancy buildings are not subject to the requirements of CALGreen. Existing site and landscaping improvements that are not otherwise disturbed are also not subject to the requirements of CALGreen. Repairs to existing structures are not subject to CALGreen at this time.***

Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

### Instructions:

1. The Owner or the Owner's agent may employ a listed/qualified Green Building Special Inspector to perform Green Building Special Inspector services that apply and to verify and assure the Owner and the Building Division that all required work described herein is properly planned and implemented in the project.
2. The Green Building Special Inspector, in collaboration with the owner and the design professional, shall initially complete **Column 2** of this checklist, sign and date the CALGreen Building Acknowledgements section at the end of this checklist and have the checklist printed on or attached to the approved plans for the project. The City's plans examiner will complete **Column 3** of the checklist to determine who (City Staff or 3rd Party CALGreen Special Inspector) will provide verification of each applicable CALGreen measure.
3. When determined necessary by City staff and indicated in **Column 3** of the checklist, the Owner or Contractor shall employ a CALGreen Special Inspector to perform CALGreen Special Inspector services.
4. In **Column 4**, Building Department staff will verify those measures checked in Column 3 of the checklist under the "City Staff" heading.
5. In **Column 4**, the 3rd Party CALGreen Special Inspector hired by the Owner will verify those measures checked in Column 3 of the checklist under the "3rd Party CALGreen Special Inspector" heading.
6. Prior to final inspection by the Building Department, the CALGreen Special Inspector (if required) shall complete **Column 4** and sign and date **the Implementation Verification** section at the end of this checklist.

***NOTE:*** *The CALGreen Special Inspector shall not be the design professional or contractor for the project and shall not have a financial interest in the project for which services are being provided except for the cost of providing said services.*

<b>Column 1</b> <b>Feature or Measure</b>	<b>Column 2</b> <b>Project Requirements</b> <i>Must be incorporated into the project unless the measure is not applicable (N/A).</i>	<b>Column 3</b> <b>Verification To Be Provided By:</b> <i>Completed by City plan review staff during plan review.</i>	<b>Column 4</b> <b>Compliance Verified</b> <i>Completed by CALGreen Special Inspector after measure has been completed.</i>
<b>4.1 PLANNING AND DESIGN</b>			
<b>Site Development</b>			
<b>4.106.2</b> A plan is developed and implemented to manage storm water drainage during construction.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>4.106.3</b> Construction plans shall indicate how site grading or a drainage system will manage all surface water flows to keep water from entering buildings.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>4.2 ENERGY EFFICIENCY</b>			
<b>Performance Approach</b>			
<b>4.201.1</b> Building meets or exceeds the requirements of the California Building Energy Efficiency Standards.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>4.3 WATER EFFICIENCY AND CONSERVATION</b>			
<b>Indoor Water Use</b>			
<b>4.303.1</b> Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) installed in residential buildings shall comply with the prescriptive requirements of Sections 4.303.1.1 through 4.303.1.4.4.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			

<b>Column 1</b> <b>Feature or Measure</b>	<b>Column 2</b> <b>Project Requirements</b> <i>Must be incorporated into the project unless the measure is not applicable (N/A).</i>	<b>Column 3</b> <b>Verification To Be Provided By:</b> <i>Completed by City plan review staff during plan review.</i>	<b>Column 4</b> <b>Compliance Verified</b> <i>Completed by CALGreen Special Inspector after measure has been completed.</i>
<b>4.303.2</b> Plumbing fixtures and fittings required in Section 4.303.1 shall be installed in accordance with the California Plumbing Code, and shall meet the applicable referenced standards.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>Outdoor Water Use</b>			
<b>4.304.1</b> Automatic irrigation systems installed at the time of final inspection shall be weather- or soil moisture-based.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A		<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>4.4</b> <b>MATERIAL CONSERVATION AND RESOURCE EFFICIENCY</b>			
<b>Enhanced Durability and Reduced Maintenance</b>			
<b>4.406.1</b> Annular spaces around pipes, electric cables, conduits, or other openings in plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry or similar method acceptable to the enforcing agency.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A		<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>Construction Waste Reduction, Disposal and Recycling</b>			
<b>A4.408.1</b> Construction waste generated at the site is diverted to recycle or salvage in compliance with at least a 50 percent reduction.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A		<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>Building Maintenance and Operation</b>			
<b>4.410.1</b> An operation and maintenance manual shall be provided to the building occupant or owner.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A		<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			

<p align="center"><b>Column 1</b> <b>Feature or Measure</b></p>	<p align="center"><b>Column 2</b> <b>Project Requirements</b> <i>Must be incorporated into the project unless the measure is not applicable (N/A).</i></p>	<p align="center"><b>Column 3</b> <b>Verification To Be Provided By:</b> <i>Completed by City plan review staff during plan review.</i></p>	<p align="center"><b>Column 4</b> <b>Compliance Verified</b> <i>Completed by CALGreen Special Inspector after measure has been completed.</i></p>
<p><b>4.5 ENVIRONMENTAL QUALITY</b></p>			
<p><b>Fireplaces</b></p>			
<p><b>4.503.1</b> Any installed gas fireplace shall be a direct-vent sealed-combustion type. Any installed woodstove or pellet stove shall comply with U.S. EPA Phase II emission limits..</p>	<p align="center"> <input checked="" type="checkbox"/>                      or  <input type="checkbox"/> N/A                 </p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i></p>			
<p><b>Pollutant Control</b></p>			
<p><b>4.504.1</b> Duct openings and other related air distribution component openings shall be covered during construction.</p>	<p align="center"> <input checked="" type="checkbox"/>                      or  <input type="checkbox"/> N/A                 </p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i></p>			
<p><b>4.504.2.1</b> Adhesives, sealants and caulks shall be compliant with VOC and other toxic compound limits.</p>	<p align="center"> <input checked="" type="checkbox"/>                      or  <input type="checkbox"/> N/A                 </p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i></p>			
<p><b>4.504.2.2</b> Paints, stains and other coatings shall be compliant with VOC limits.</p>	<p align="center"> <input checked="" type="checkbox"/>                      or  <input type="checkbox"/> N/A                 </p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i></p>			
<p><b>4.504.2.3</b> Aerosol paints and other coatings shall be compliant with product weighted MIR Limits for ROC and other toxic compounds.</p>	<p align="center"> <input checked="" type="checkbox"/>                      or  <input type="checkbox"/> N/A                 </p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i></p>			
<p><b>4.504.2.4</b> Documentation shall be provided to verify that compliant VOC limit finish materials have been used.</p>	<p align="center"> <input checked="" type="checkbox"/>                      or  <input type="checkbox"/> N/A                 </p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i></p>			

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<b>4.504.3</b> Carpet and carpet systems shall be compliant with VOC limits.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A		<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>4.504.5</b> Particleboard, medium density fiberboard (MDF), and hardwood plywood used in interior finish systems shall comply with low formaldehyde emission standards.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A		<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>Interior Moisture Control</b>			
<b>4.505.2</b> Vapor retarder and capillary break is installed at slab on grade foundations.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A		<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>4.505.3</b> Moisture content of building materials used in wall and floor framing is checked before enclosure.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A		<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>Indoor Air Quality and Exhaust</b>			
<b>4.506.1</b> Humidity controlled exhaust fans which terminate outside the building are provided in every bathroom unless otherwise a component of a whole house ventilation system.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A		<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			

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<b>Environmental Comfort</b>			
<b>4.507.2.</b> Duct systems are sized and designed and equipment is selected using the following methods:  1. Establish heat loss and heat gain values according to ANSI/ACCA Manual J-2004 or equivalent.  2. Size duct systems according to ANSI/ACCA 1 Manual D - 2009 or equivalent.  3. Select heating and cooling equipment according to ANSI/ACCA 3 Manual S-2004 or equivalent.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>Innovative Concepts and Local Environmental Conditions</b>			
Items necessary to address innovative concepts or local environmental conditions.			
Item 1:		<input type="checkbox"/>	<input type="checkbox"/>
<b>INSTALLER AND CALGreen SPECIAL INSPECTOR QUALIFICATIONS</b>			
<b>Qualifications</b>			
<b>702.1</b> HVAC system installers are trained and certified in the proper installation of HVAC systems.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A		<input type="checkbox"/>
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			
<b>702.2</b> The CALGreen Special Inspector for this project <a href="#">is listed by the City of Cotati as an approved CALGreen Special Inspector</a> and is qualified and able to demonstrate competence in the discipline they inspect and verify.	<input checked="" type="checkbox"/> or <input type="checkbox"/> N/A	<input type="checkbox"/>	
<i>Description of proposed measure(s) or explanation of why it is not applicable (N/A):</i>			

# Green Building Acknowledgments

Project Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

## Section 1 - Design Verification

Complete all lines of Section 1- "Design Verification" and submit the completed checklist (Columns 1 and 2) with the plans and building permit application to the Building Department.

The owner, design professional and the City of Cotati approved CALGreen special inspector have reviewed the plans and certify that the items checked above are hereby incorporated into the project plans and will be implemented into the project in accordance with the requirements set forth in the 2013 California Green Building Standards Code.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Name (Please Print) \_\_\_\_\_

Design Professional's Signature \_\_\_\_\_ Date \_\_\_\_\_

Design Professional's Name (Please Print) \_\_\_\_\_

Signature of Listed Green Building Special Inspector \_\_\_\_\_ Date \_\_\_\_\_

Listed CALGreen Special Inspector's Name (Please Print) \_\_\_\_\_ Phone \_\_\_\_\_

Green CALGreen Special Inspector's E-mail Address \_\_\_\_\_

## Section 2 - Implementation Verification

Complete, sign and submit the completed checklist, including Column 4, together with all original signatures in this Section 2 – "Implementation Verification" to the Building Department prior to Building Department final inspection.

I have inspected the work have received sufficient documentation to verify and certify that the project identified above was constructed in accordance with this Green Building Checklist and in accordance with the requirements set forth in the 2013 California Green Building Standards Code.

Listed CALGreen Special Inspector Signature \_\_\_\_\_ Date \_\_\_\_\_

CALGreen Special Inspector's Name (Please Print) \_\_\_\_\_ Phone (if different than above) \_\_\_\_\_

CALGreen Special Inspector's E-mail Address (if different than above) \_\_\_\_\_