



Integrating CALGreen Requirements Into The Building Permit Process

CALGreen (Title 24 Part 11, California Green Building Standards Code) applies to all new buildings and to additions and alterations of residential and nonresidential buildings. This document identifies the process of integrating the CALGreen compliance verification into the building permit process. The acceptance of submittal documents, approval of plans during the plan check process and field compliance verification during construction shall be completed prior to completion of the building permit process.

Application Submittal and Plan check:

- All projects subject to CALGreen will be required to have the completed applicable RESIDENTIAL CHECKLIST or the NONRESIDENTIAL CHECKLIST attached to, or incorporated into, the plans prior to submitting the application.
- The applicable design requirements for compliance with Tier I level enhanced green building measures for either residential or nonresidential projects shall be shown on the plans.
- Support documentation required to verify compliance shall be received.
- Modified Tier 1 is required for new buildings (residential and nonresidential). Fifteen percent (15%) above energy code was excluded from Tier 1 requirements. Additions and Alterations do not need to comply with Tier 1.

Plan Check Process and Approval:

- The City of Santa Rosa Approved CALGreen Inspector shall be identified prior to issuance of the permit.
- City staff will verify all submittal documents are included during the plan check process.
- A City of Santa Rosa Approved CALGreen Inspector shall verify there are no discrepancies within plans due to requirements of CALGreen checklist.
- The CALGreen Building Acknowledgements (last page of Checklist) shall be signed by owner, designer, and CALGreen Inspector prior to issuance of any building permit.

The Inspection Process:

- All CALGreen measures that are to be verified by CALGreen Inspector shall be scheduled directly with the Approved CALGreen Inspector by the applicant or contractor.
- During construction of permitted project, all measures shall be marked as approved in 3rd column of CHECKLIST by City staff or CALGreen Inspector.
- Any modification to the established checklist items must be coordinated with the City of Santa Rosa Plan Check staff that approved plans prior to permit being issued.
- The City Building Inspector shall be responsible for review of all other building code requirements, interpretations, inspection approvals, and permit status.

Authorization to Occupancy and Final Permit Approval:

- The City of Santa Rosa Approved CALGreen Inspector shall provide written confirmation that the required CALGreen building measures have been completed prior to final inspection by City staff.
- Only City of Santa Rosa Building Division staff may authorize occupancy.