



Integrating CALGreen Requirements Into The Building Permit Process

The City of Santa Rosa will begin enforcing the 2013 California Code of Regulations, Title 24 (CCR T24) for all new building permit applications received after January 1, 2014. Part 11 of the CCR T24 is the California Green Building Standards Code (CALGreen). CALGreen 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 final approval to complete the building permit process.

Application Submittal and Plan check:

- All projects subject to the Santa Rosa City Code enhanced CALGreen Code will be required to have the completed CITY OF SANTA ROSA RESIDENTIAL OCCUPANCIES APPLICATION CHECKLIST or the NONRESIDENTIAL CHECKLISTS attached to or incorporated into the plans prior to initializing 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.
- The T-24 documents with 15% above CEC minimum standards for compliance is no longer required since the energy category section of Tier 1 was not included in the 2013 City of Santa Rosa Model Code Update Ordinance.

Plan Check Process and Approval:

- City staff will verify all submittal documents are included during the plan check process.
- A City of Santa Rosa Approved CALGreen Special 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 Special Inspector prior to issuance of any building permit.
- The City of Santa Rosa Approved CALGreen Special Inspector shall be identified prior to issuance of the permit.

The Inspection Process:

- All CALGreen measures that are to be verified by CALGreen Special Inspector shall be scheduled directly with the Approved CALGreen Special 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 Special 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 Special Inspector shall confirm in writing compliance with all required green building measures prior to final inspection by City staff.

- Only City of Santa Rosa Building Division staff may authorize occupancy.