

GS6: San Francisco Green Building Submittal Form for Municipal Projects

INSTRUCTIONS: 1. Select one (1) column to the right. 2. For each requirement in the column, indicate evidence of fulfillment in the References column. 3. Fill out the project information in the Verification box at the right. 4. Attach LEED Scorecard on separate, subsequent sheet. Submittal must be a minimum of 24" x 36".				MUNICIPAL <input type="checkbox"/> NEW CONSTRUCTION & MAJOR RENOVATION* 10,000 sq.ft. or greater			<input type="checkbox"/> COMMERCIAL INTERIORS 10,000 sq.ft. or greater			<input type="checkbox"/> SMALL PROJECTS less than 10,000 sq.ft. or any not meeting LEED MPR's			REFERENCES DRAWING OR SPECIFICATION # (If not applicable, indicate "N/A.")	VERIFICATION
				CHECK THE ONE COLUMN THAT BEST DESCRIBES YOUR PROJECT →										
				<i>*This form includes the requirements of San Francisco Green Building Code and Environment Code Chapter 7. Major Renovations as defined by Environment Code Chapter 7 also include Major Alterations as defined by SFGBC, where applicable.</i>										
TITLE	SOURCE OF REQUIREMENT	LEED v4 CREDIT	DESCRIPTION OF REQUIREMENT											
LEED	Required LEED Certification Level	Environment Code sec.705	Project is required to achieve sustainability certification listed at right.	GOLD (60+) CERTIFIED	GOLD (60+) CERTIFIED, LEED CI	n/r				PROJECT NAME				
	LEED Point Adjustment for Retention/Demolition of Historic Features/Building	SFGBC 5.104	Enter any applicable point adjustments in box at right.	_____	_____	n/r				BLOCK/LOT				
	LEED Points shown on Current Scorecard		Enter current expected LEED score in box at right.	_____	_____	n/r				ADDRESS				
	LEED Scorecard Submittals	Environment Code sec. 705	For projects ≥10,000 sq.ft., submit LEED Scorecard to Municipal Green Building Task Force at 100% Concept Design, Schematic Design, Design Development, Construction Documents and As-Built. For projects <10,000 sq.ft., submit LEED Scorecard to Municipal Green Building Task Force at 100% Concept Design and As-Built. LEED Online is acceptable means of submittal.	•	•	•				PRIMARY OCCUPANCY				
MATERIALS	LOW-EMITTING MATERIALS	Environment Code sec.706 OR CALGreen 5.504.4.1-6	For projects ≥10,000 sq.ft., use products that comply with LEED emissions & content requirements for paints, coatings, adhesives, sealants, flooring, composite wood, ceiling/wall/thermal/acoustic insulation, furniture if part of scope, and exterior applied products if healthcare or school project. For projects <10,000 sq.ft., use products that comply with the emission limit requirements of 5.504.4.1-6 for adhesives, sealants, paints, coatings, carpet systems including cushions and adhesives, resilient flooring (80% of area), and composite wood products.	LEED EQc2 (3 pts)	LEED EQc2 (3 pts)	5.504.4.1-6				LEED PROJECTS Projects ≥10,000 square feet				
	CARPET	Regulation #SFE 207 8-01-PPO	Carpet must be commercial hard-backed carpet tiles and: 100% solution-dyed Type 6 or 6.6 cationic nylon; Cradle to Cradle Certified Silver; CRI Green Label Plus; hold Environmental Product Declaration & Health Product Declaration or equivalent; and contain <100 ppm antimicrobials & no flame retardants, PFAS, fly-ash, PVC, polyurethane, or synthetic styrene butadiene latex. Tile adhesive must meet CRI Green Label Plus or California Specification 01350. Tile tape adhesive must also be C2CPII Material Health Certificate (MHC) certified Bronze. Wet adhesives must also be C2CPII MHC Silver and contain <50g/l VOC.	•	•	•				<i>I understand Environment Code Chapter 7 requires all applicable projects ≥10,000 square feet to attain LEED Gold certification from USGBC/GBCI. No Green Building Compliance Professional of Record is required.</i>				
	PVC ELIMINATION	Environment Code sec.509	Specify no materials containing PVC.	•	•	•								
	LEAD ELIMINATION	Environment Code sec.711	Specify no materials containing lead.	•	•	•								
	TROPICAL HARDWOOD & VIRGIN REDWOOD BAN	Environment Code ch.8	Specify no tropical hardwoods or virgin redwoods.	•	•	•								
PROJECT MANAGER (name)														
WATER	INDOOR WATER USE REDUCTION	Environment Code sec.706, CALGreen 5.303.3	Meet flush/flow requirements for: toilets (1.28gpf); urinals (0.125gpf wall, 0.5gpf floor); showerheads (1.8gpm); lavatories (1.2gpm private, 0.5gpm public/common); kitchen faucets (1.8gpm); wash fountains (1.8gpm); metering faucets (0.2gpc); food waste disposers (1gpm/8gpm). Additionally, for projects ≥10,000 sq.ft., use minimum 30% less potable water as calculated using a baseline with toilets (1.6gpf); urinals (1.0gpf); showerheads (2.5gpm); lavatories (2.2gpm private, 0.5gpm public); kitchen faucets (2.2gpm).	LEED WEp2, LEED WEc2 (2 pts)	LEED WEp1 LEED WEc1 (4 pts)	5.303.3				PROJECT MANAGER (sign & date)				
	NON-POTABLE WATER REUSE	Health Code art.12C	New buildings ≥40,000 sq.ft. must calculate a water budget. New development projects ≥100,000 sq.ft. must install and operate an onsite water reuse system using available rainwater, graywater, and foundation drainage for toilet and urinal flushing and irrigation.	•	n/r	n/r				PROJECT MANAGER AGENCY				
	WATER-EFFICIENT IRRIGATION	Administrative Code ch.63	New construction projects with aggregated landscape area ≥500 sq.ft., or existing projects with modified landscape area ≥1,000 sq.ft., shall use low water use plants or climate appropriate plants, restrict turf areas and comply with Model Water Efficient Landscape Ordinance restrictions by calculated ETAF ≤.45 or by prescriptive compliance for projects with ≤2,500 sq.ft. of landscape area.	•	•	•				NON-LEED PROJECTS Projects <10,000 square feet, receiving a waiver, or not meeting LEED MPR's				
	WATER METERING	CALGreen 5.303.1	For area of project, provide submeters for spaces projected to consume >1,000gal/day (or >100gal/day in buildings >50,000 sq.ft.).	•	•	•								
ENERGY	ALL-ELECTRIC CONSTRUCTION	Environment Code sec 706(d)(7)	Municipal new construction and major renovation projects which apply for building permit on or after January 1, 2020 must be all-electric. Exceptions when necessary are available for: Processes separate from building systems such as vehicle fueling, existing equipment outside project scope, or fossil fuel-based emergency backup generation.	•	n/r	n/r				<i>This project is not required to obtain LEED certification because it is <10,000 square feet, does not meet LEED Minimum Program Requirements, and/or received a waiver from Environment Code Chapter 7 from the Director of Department of Environment. An informational LEED scorecard will be submitted to the Municipal Green Building Task Force at 100% concept design and as-built without requirement for further LEED documentation or certification.</i>				
	ENERGY PERFORMANCE	Environment Code sec.706, CA Energy Code, SFGBC 5.201	For projects ≥10,000 sq.ft., produce a whole-building energy simulation, or follow ASHRAE 90.1 Advanced Design Guide, or follow Advanced Building Core Performance Guide. Achieve energy use below established baseline by 5% for New Construction, 3% for Major Renovations, 2% for Core & Shell, 3% for Commercial Interiors. Commercial Interiors alternate compliance – reduce lighting power density by 5% below ASHRAE 90.1-2010 and install ENERGY STAR equipment for 50% of all eligible ENERGY STAR equipment. In the event a project receives a waiver allowing the use of natural gas in building systems, reduce energy use at least 10% compared to Title 24 2022.	LEED EA2	LEED EA2	Comply with Title 24 (2019)								
	ENERGY TARGET	Environment Code sec.706	Set target for annual energy consumption. Reporting required to Municipal Green Building Task Force. See Environment Regulations for guidance, tools and methods.	•	n/r	n/r								
	ZERO NET ENERGY FEASIBILITY	Environment Code sec.706	Determine feasibility to achieve Zero Net Energy (≤3 stories). Reporting required to Municipal Green Building Task Force. See Environment Regulations for guidance, tools and methods.	•	n/r	n/r								
	PV + ENERGY STORAGE BENEFIT/COST ANALYSIS	Environment Code sec.706	Analyze benefits and costs of solar plus battery storage capable of supplying electrical systems essential to serve the community in event of disaster. Reporting required to Municipal Green Building Task Force. See Environment Regulations for guidance, tools and methods.	•	n/r	n/r								
	BETTER ROOFS	SFGBC 5.201.1.2 CA Energy Code 140.10(a-b)	Photovoltaics and battery energy storage systems are mandatory for common nonresidential occupancies per CA Energy Code 140.10(a-b) and prescriptively required for multifamily per 170.2(f-g). PV is prescriptively required for single family per 150.1(c)(14), along with wiring for future installation of energy storage systems per 150.0(s). If SFPUC Stormwater Requirements apply, each square foot of living roof contributing to Stormwater Management Ordinance compliance may reduce the Solar Access Roof Area by 1 square foot.	•	n/r	if new construction ≥2,000 sq.ft.								
COMMISSIONING (Cx)	Environment Code sec.706 OR CALGreen 5.410.2-5.410.4.5.1	For projects ≥10,000 sq.ft., comply with LEED Cx requirements – OPR, BOD, systems testing, operations manual, and Enhanced and Monitoring-Based Commissioning. For projects <10,000 sq.ft. and all new equipment in alterations & additions, comply with 5.410.2-5.410.4.5.1 – test and adjust all equipment.	LEED EA1, LEED EA1 (3+ pts)	LEED EA1, LEED EA1 (4+ pts)	5.410.2-5.410.4.5.1				PROJECT MANAGER (name)					
PARKING	BICYCLE PARKING	Planning Code sec.155.1-3, CAL Green 5.106.4	Provide short- and long-term bike parking equal to 5% of motorized vehicle parking, or meet SF Planning Code sec.155.1-3, whichever is greater.	•	•	5.106.4				PROJECT MANAGER AGENCY				
	WIRING FOR EV CHARGING	CalGreen 5.103.3 and 5.106.5 (all sections) SFGBC Table 5.106.5.3.1	Construct all new off-street parking spaces for passenger vehicles and trucks with dimensions capable of installing EVSE (SFGBC 5.106.5.3). Install raceway capable of supporting future Level 2 EVSE (min 40A 208/240VAC) terminating close to the proposed EV charger location and install Level 2 EVSE. See SFGBC Table 5.106.5.3.1 for minimum quantities. (Note: Admin Code 4.10-1 requires 100% of purchases and leases of light duty vehicles for municipal use to be ZEV.) Install service capacity and panelboards with sufficient space. Electrical load calculations must demonstrate the electric system, including any on-site distribution transformers, has sufficient capacity to simultaneously charge all required circuits at the full specified amperage. If the number of receptacles or EVSE installed is greater than the minimum required, Automated Load Management Systems may be used if the ALMS has capacity to deliver 3.3kW simultaneously to each EVCS, provided the total capacity dedicated to EV charging is no less than the minimum required to support the minimum EV Capable, EV Ready, and EVSE spaces combined. Construct all off-street light-duty vehicle parking spaces with dimensions capable of installing EVSE.	new construction, or (per SFGBC) major alteration ≥25k sq ft	n/r	if new construction				Green Building Compliance Professional of Record				
RESOURCE RECOVERY	RECYCLING BY OCCUPANTS	Environment Code sec.707	Provide adequate space and equal access for storage, collection and loading of compostable, recyclable and landfill materials. To help estimate adequate space for collection by hauler, see supporting materials including a design guide and calculator at: www.sfenvironment.org/refusecalculator.	•	•	•				<i>I have been retained by the project sponsor to review all submittal documents and verify that all approved construction documents and construction fulfill the requirements of the San Francisco Green Building Code. It is my professional opinion that the requirements of the San Francisco Green Building Code will be met. I will notify the Department of Building Inspection if the project will, for any reason, not substantially comply with these requirements, if I am no longer the Green Building Compliance Professional of Record for the project, or if I am otherwise no longer responsible for assuring the compliance of the project with the San Francisco Green Building Code.</i>				
	CONSTRUCTION & DEMOLITION (C&D) DISCARDS MANAGEMENT	Environment Code sec.706, 708 & ch.14; SF Building Code ch.13B, CALGreen 5.405.1.1	100% of mixed debris must be taken by a Permitted Transporter to a Registered Facility for recycling and recovery. Secure Green Halo tracking number to demonstrate minimum 75% recovery rate. For more information, see DBI Information Sheet GB-02 or contact San Francisco Department of the Environment at debris@sf.gov or 415-355-3799.	LEED MRp2, LEED MRc5	LEED MRp2, LEED MRc6	75% diversion								
HVAC	REFRIGERANT MANAGEMENT	CALGreen 5.508.1	Use no halons or CFCs in HVAC.	•	•	•								
GOOD NEIGHBOR	LIGHT POLLUTION REDUCTION	CA Energy Code, CALGreen 5.106.8	Comply with CA Energy Code for Lighting Zones 1-4. Comply with 5.106.8 for Backlight/Uplight/Glare.	if new construction	n/r	if new construction								
	BIRD-SAFE BUILDINGS	Planning Code sec.139	Glass facades and bird hazards facing and/or near Urban Bird Refuges may need to treat their glass for opacity.	•	•	•								
	TOBACCO SMOKE CONTROL	Health Code art.19F & art.19I, CALGreen 5.504.7	Prohibit smoking within 25 feet of building entries, air intakes, and operable windows.	•	•	•								
POLLUTION PREVENTION	SHADE TREES	CALGreen 5.106.12	Plant trees to sufficient to provide shade within 15 years for 20% of landscape and hardscape area, including parking. Exclude shade structures covered by photovoltaics or cool roof materials from total area calculation, including surface parking covered by PV.	•	n/r	n/r				LICENSED PROFESSIONAL (sign & date)				
	STORMWATER CONTROL PLAN	Public Works Code art.4.2 sec.147	Projects disturbing ≥5,000 sq.ft. in combined or separate sewer areas, or replacing ≥2,500 impervious sq.ft. in separate sewer area, must implement a Stormwater Control Plan meeting SFPUC Stormwater Management Requirements.	if applicable	if applicable	if applicable				AFFIX STAMP BELOW:				
INDOOR ENVIRONMENTAL QUALITY	CONSTRUCTION SITE RUNOFF	Public Works Code art.4.2 sec.146	Submit a construction site Erosion and Sedimentation Control Plan to SFPUC for approval.	if project disturbs ≥5,000 sq.ft.	if project disturbs ≥5,000 sq.ft.	if project disturbs ≥5,000 sq.ft.								
	ACOUSTICAL CONTROL	CALGreen 5.507.4.1-3	Comply with sound transmission limits (STC-50 exteriors near freeways/airports; STC-45 exteriors if 65db Leq at any time; STC-40 interior walls/floor-ceilings between tenants).	•	limited to envelope alterations & additions	•								
	AIR FILTRATION - CONSTRUCTION	CALGreen 5.504.1-3	Seal permanent HVAC ducts/equipment stored onsite before installation.	•	•	•								
	AIR FILTRATION - OPERATIONS	CALGreen 5.504.5.3	Provide MERV-13 filters on HVAC for regularly occupied, actively ventilated spaces.	•	•	•								
	ENHANCED IAQ STRATEGIES	Environment Code sec.706	Comply with entry, cross-contamination, filtration, natural ventilation, mixed-mode requirements.	LEED EQc1 (1 pt)	LEED EQc1 (1 pt)	n/r								
CONSTRUCTION IAQ MANAGEMENT PLAN	Environment Code sec.706	During construction, meet SMACNA IAQ guidelines; provide MERV-13 filters on all HVAC.	LEED EQc3	LEED EQc3	n/r									
IAQ ASSESSMENT	Environment Code sec.706	Before occupancy, test air quality for particulates, ozone, CO, and all listed VOCs.	LEED EQc4 (2 pts)	LEED EQc4 (2 pts)	n/r									