INFORMATION SHEET

**NO. GB-01**

**DATE :** July 1, 2014

**CATEGORY :** Green Building

**SUBJECT : Green Building: Submittal Instructions per AB-093 (Updated 7/01/2014)**

**PURPOSE :** The purpose of this Information Sheet is to clarify submittal instructions for Green Building per AB-093

**REFERENCE :** Administrative Bulletin AB-093 http://sfdbi.org/sites/default/files/AB-093.pdf Implementation of Green Building Regulations

**DISCUSSION :** The California Energy Commission has adopted the 2013 California Energy Code (CEC) effective July, 1, 2014.

1. **SITE PERMIT SUBMITTAL**:

Green Building: Submittal for Site Permit (Attachment C2 of AB-093) shall be submitted with all Site Permit submittals for new buildings.

1. **1st ARCHITECTURAL AND/OR MEP ADDENDUM SUBMITTAL**:

Full Green Building Checklists (Attachment C3: LEED, Attachment C4: Green Point Rated, Attachment C5: Submittal for non-residential additions, alterations, and new construction or Submittal Template C6, C7 (Currently optional), or C8 as required, along with green building requirements and their verification options, shall be submitted with 1st Architectural and/or MEP addendum to be routed to Mechanical for review.

Green Building Submittal Templates are provided in electronic format via the Department of Building Inspection website.

**Locating Documents**

From the Department of Building Inspection website, navigate to Administrative Bulletins. In the entry for AB-093 “Implementation of Green Building Regulations,” click “More Info.” The “More Info” page contains:

* This bulletin
* Single page pre-formatted submittal templates
* Electronic version of each element of the submittal template, for optional custom layouts when necessary. (Typically used for smaller-format submittals split into multiple pages for legibility.)
* Spreadsheet with LEED checklists that may optionally be used to prepare LEED submittals. (You may use your own LEED checklist file.)
* DBI does not provide a checklist for GreenPoints projects. A qualified GreenPoint Rater (as specified in the narrative of this bulletin) has the tools necessary to prepare a project-specific GreenPoints checklist for submittals. For more information – including guidelines and a list of all GreenPoint measures – please see: [www.builditgreen.org](http://www.builditgreen.org).

**Single Page Submittal Templates (Recommended)**

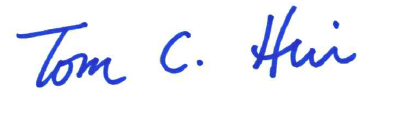
Pre-formatted templates are provided for single-sheet submittals applying LEED (example Attachment C-3 in AB-093) and GreenPoint Rated (example Attachment C-4 in AB-093). Acquire the appropriate submittal template from the AB-093 “More Info” page, cut and paste a checklist for the appropriate green building standard, and complete the summary of “Requirements” and “Verification” forms in AB-093.

**Submittal Layouts**

Submittals shall be split into multiple pages to maintain legibility, acquire the separate electronic files containing each element of the submittal template:

* Checklist for the appropriate green building standard,
* Summary of “Requirements” form, and
* “Verification” forms

Prepare the submittal as appropriate. To be complete, a multi-page submittal must include completed versions of each of these three elements.



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Tom C. Hui, S.E., C.B.O. Date

Director

Department of Building Inspection

Attachments: Administrative Bulletin AB-093 http://sfdbi.org/sites/default/files/AB-093.pdf

This Information Sheet is subject to modification at any time. For the most current version, visit our website at http://www.sfdbi.org