



BUILDING DEPARTMENT INFORMATIONAL HANDOUT

**2016 CALGREEN CHECKLIST**  
for  
**EXISTING LOW-RISE RESIDENTIAL BUILDINGS WHERE  
CONDITIONED AREA, VOLUME OR SIZE IS INCREASED**

**SCOPE:** *The provisions of this checklist apply to projects with an Increase in Conditioned Area, Volume or Size 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 with sleeping accommodations where the addition or alteration increases the building's conditioned area, volume, or size. The requirements shall apply only to and/or within the specific area of the addition or alteration. Detached "U" occupancy buildings and repairs to existing structures 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.*

**APPENDIX A4**

*(Revised per City of Sebastopol Requirements - Based on 2016 CA Green Building Code (CALGreen))*

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

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

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

Instructions:

1. For **Owner-Builder permits** - The Owner or the Owner's agent shall:
  - a. complete the project information above; and
  - b. read this checklist and understand the project requirements; and
  - c. consult with a 3rd party Cal Green Special Inspector or Building Department staff to determine if any mandatory CALGreen measures are not applicable to the project and mark accordingly in **Column 2** of the checklist. Provide an explanation for why each measure to be marked "N/A" is not applicable to the project; and
  - d. complete the CALGreen acknowledgement in Section 1 on the last page of the checklist; and
  - e. submit the entire form to the Building Department along with the building permit application.
2. For **permits issued to Licensed Contractors** – The Owner and the Contractor shall:
  - a. be sure that the project information above is completed; and
  - b. read this checklist and understand the project requirements; and
  - c. consult with a 3rd Party CALGreen Special Inspector or Building Department staff to determine if any mandatory CALGreen measures are not applicable to the project and mark accordingly in **Column 2** of the checklist. Provide an explanation for why each measure to be marked "N/A" is not applicable to the project; and
  - d. complete and sign (both Owner and Contractor or their authorized agents) the CALGreen acknowledgement in Section 1 on the last page of the checklist; and
  - e. be sure that the entire CALGreen Checklist is submitted to the Building Department with the building permit application.
3. 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.
4. When determined necessary by City staff and indicated in **Column 3** of the checklist, the Owner or Contractor shall employ a CALGreen Special Inspector, listed by the City of Sonoma Building Department, to perform CALGreen Special Inspector services.
5. In **Column 4**, Building Department staff will verify those measures checked in Column 3 of the checklist under the "City Staff" heading.
6. In **Column 4**, the 3rd Party CALGreen Special Inspector hired by the Owner must verify those measures checked in Column 3 of the checklist under the "3rd Party CALGreen Special Inspector" heading.

7. 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 verifier after measure has been completed.</i>
<i>See Chapter 4 of the 2016 California Green Building Code and <a href="#">Sebastopol Municipal Code</a> Chapters 15.04.140 and 15.04.230 for complete descriptions of features or measures listed here.</i>	<b>Mandatory Prerequisites</b>	<b>City Staff</b> (if applicable) All Measures	<b>3rd party CALGreen Special Inspector</b> (if applicable) All Measures	<b>3rd party CALGreen Special Inspector and/or City Staff</b>
<b>4.1</b> <b>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. See <a href="#">Sebastopol Municipal Code Chapter 15.78 (Stormwater LID Manual)</a> Sebastopol for additional requirements. SMC 15.78	Mandatory or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure 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.	Mandatory or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i>				
<b>4.106.4 [Not applicable to existing buildings.]</b>				
<b>4.2</b> <b>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.	Mandatory or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure 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 verifier after measure has been completed.</i>
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<b>4.3</b> <b>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.	Mandatory or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</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.	Mandatory or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure 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 Rodent Proofing.</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.	Mandatory or <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure 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 verifier after measure has been completed.</i></p>
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<p align="center"><b>Construction Waste Reduction, Disposal and Recycling</b></p>				
<p><b>4.408.1</b> Recycle and/or salvage for reuse a minimum of 65 percent of the nonhazardous construction and demolition waste in accordance with one of the following:</p> <p><input type="checkbox"/> 1. Submit a construction waste management plan, per Section 4.408.2; or</p> <p><input type="checkbox"/> 2. Utilize a waste management company, per Section 4.408.3; or</p> <p><input type="checkbox"/> 3. Utilize the waste steam reduction alternative, per Section 4.408.4.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center"><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>				
<p align="center"><b>Building Maintenance and Operation</b></p>				
<p><b>4.410.1</b> An operation and maintenance manual shall be provided to the building occupant or owner.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center"><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>				
<p align="center"><b>4.5 ENVIRONMENTAL QUALITY</b></p> <p align="center"><i>All listed measures are mandatory unless Not Applicable "N/A"</i></p> <p align="center"><i>City Plan Review staff determines who must verify the measures in Column 2</i></p> <p align="center"><i>Complete prior to Final Inspection</i></p>				
<p><b>Fireplaces</b></p>				
<p><b>4.503.1</b> Install only a direct-vent sealed-combustion gas or sealed wood-burning fireplace, or a sealed woodstove meeting the requirements of U.S. EPA New Source Performance Standards (NSPS) emission limits and <a href="#">Sebastopol Municipal Code Chapter 15.70 (Wood Burning Appliances)</a><sup>1</sup>.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center"><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>				

<sup>1</sup> Modified to conform with Chapter 15.70 of the Sebastopol Municipal Code

<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 verifier after measure has been completed.</i></p>
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<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">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure 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">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure 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">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure 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">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure 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">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>				
<p><b>4.504.3</b> Carpet and carpet systems shall be compliant with VOC limits.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>				

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<p><b>4.504.4</b> 80 percent of floor area receiving resilient flooring shall comply with the VOC-emission limits shall comply with the VOC-emission limits established in section 4.504.4.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center"><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>				
<p><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.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center"><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>				
<p><b>Interior Moisture Control</b></p>				
<p><b>4.505.2</b> Vapor retarder and capillary break is installed at slab on grade foundations.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center"><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>				
<p><b>4.505.3</b> Moisture content of building materials used in wall and floor framing is checked before enclosure.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center"><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>				
<p><b>Indoor Air Quality and Exhaust</b></p>				
<p><b>4.506.1</b> Each bathroom (with tub or shower) must be mechanically ventilated with a humidity controlled Energy Star compliant exhaust fan which terminates outside of the building unless otherwise a component of a whole house ventilation system.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center"><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>				

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<p><b>Environmental Comfort</b></p>									
<p><b>4.507.2.</b> Duct systems are sized and designed and equipment is selected using the following methods:</p> <ol style="list-style-type: none"> <li>1. Establish heat loss and heat gain values according to ANSI/ACCA Manual J-2004 or equivalent.</li> <li>2. Size duct systems according to ANSI/ACCA 1 Manual D - 2009 or equivalent.</li> <li>3. Select heating and cooling equipment according to ANSI/ACCA 3 Manual S-2004 or equivalent.</li> </ol>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>					
<p><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>									
<p><b>Innovative Concepts and Local Environmental Conditions</b></p>									
<p>Items necessary to address innovative concepts or local environmental conditions.</p>									
<p>Item 1:</p>		<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>					
<p>Item 2:</p>		<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>					
<table border="0" style="width:100%; border:none;"> <tr> <td style="width:50%;"><b>INSTALLER AND CALGreen SPECIAL INSPECTOR QUALIFICATIONS</b></td> <td style="width:12.5%; text-align:center;"><i>All listed measures are mandatory unless Not Applicable "N/A"</i></td> <td style="width:12.5%; text-align:center;"><i>City Plan Review staff determines who must verify the measures in Column 2</i></td> <td style="width:12.5%; text-align:center;"><i>Complete prior to Final Inspection</i></td> <td style="width:12.5%;"></td> </tr> </table>					<b>INSTALLER AND CALGreen SPECIAL INSPECTOR QUALIFICATIONS</b>	<i>All listed measures are mandatory unless Not Applicable "N/A"</i>	<i>City Plan Review staff determines who must verify the measures in Column 2</i>	<i>Complete prior to Final Inspection</i>	
<b>INSTALLER AND CALGreen SPECIAL INSPECTOR QUALIFICATIONS</b>	<i>All listed measures are mandatory unless Not Applicable "N/A"</i>	<i>City Plan Review staff determines who must verify the measures in Column 2</i>	<i>Complete prior to Final Inspection</i>						
<p><b>Qualifications</b></p>									
<p><b>702.1</b> HVAC system installers are trained and certified in the proper installation of HVAC systems.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>					
<p><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>									
<p><b>702.2</b> The CALGreen Special Inspector for this project is an approved CALGreen Special Inspector and is qualified and able to demonstrate competence in the discipline they inspect and verify.</p>	<p align="center">Mandatory or <input type="checkbox"/> N/A</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>					
<p><i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i></p>									

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<p><b>Verifications</b></p>				
<p><b>703.1</b> Verification of compliance with CALGreen may include construction documents, plans, specifications builder or installer certification, inspection reports, or other methods acceptable to the enforcing agency which show substantial conformance. Implementation verification shall be submitted to the Building Department after implementation of all required measures and prior to final inspection approval.</p>	<p align="center">Mandatory</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>



# 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 Sebastopol approved CALGreen special inspector (**all signatures required**) 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 2016 California Green Building Standards Code as amended by Chapter 15.04 of the Sebastopol Municipal 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	_____ CALGreen Certification No.

## 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 2016 California Green Building Standards Code as amended by Chapter 15.04 of the Sebastopol Municipal Code.

_____ Listed CALGreen Special Inspector or City 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)	_____ CALGreen Certification No.