

# GS6: San Francisco Green Building Submittal Form for Municipal Projects

<b>INSTRUCTIONS:</b> 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".				<b>MUNICIPAL</b> <input type="checkbox"/> <b>NEW CONSTRUCTION &amp; MAJOR RENOVATION*</b> 10,000 sq.ft. or greater			<input type="checkbox"/> <b>COMMERCIAL INTERIORS</b> 10,000 sq.ft. or greater	<input type="checkbox"/> <b>SMALL PROJECTS</b> less than 10,000 sq.ft. or any not meeting LEED MPR's	<b>REFERENCES</b> DRAWING OR SPECIFICATION # (If not applicable, indicate "N/A.")	<b>VERIFICATION</b>
<b>LEED</b>				<b>CHECK THE ONE COLUMN THAT BEST DESCRIBES YOUR PROJECT</b> → <small>*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.</small>			PROJECT NAME			
TITLE SOURCE OF REQUIREMENT LEED v4 CREDIT DESCRIPTION OF REQUIREMENT				GOLD (60+) CERTIFIED GOLD (60+) CERTIFIED, LEED CI n/r			BLOCK/LOT			
Required LEED Certification Level Environment Code sec.705 Project is required to achieve sustainability certification listed at right.				10,000 sq.ft. or greater 10,000 sq.ft. or greater less than 10,000 sq.ft. or any not meeting LEED MPR's			ADDRESS			
LEED Point Adjustment for Retention/Demolition of Historic Features/Building SFGBC 5.104 Enter any applicable point adjustments in box at right.				LEED EQc2 (3 pts) LEED EQc2 (3 pts) 5. 504.4.1-6			PRIMARY OCCUPANCY			
LEED Points shown on Current Scorecard Enter current expected LEED score in box at right.				LEED EQc2 (3 pts) LEED EQc2 (3 pts) 5. 504.4.1-6			BUILDING GROSS FLOOR AREA			
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.				LEED EQc2 (3 pts) LEED EQc2 (3 pts) 5. 504.4.1-6			<b>LEED PROJECTS</b> Projects ≥10,000 square feet <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>			
<b>MATERIALS</b>				LEED EQc2 (3 pts) LEED EQc2 (3 pts) 5. 504.4.1-6			PROJECT MANAGER (name)			
LOW-EMITTING MATERIALS Environment Code sec.706 OR CALGreen 5.504.4.1-6 EQc2 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			PROJECT MANAGER (sign & date)			
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.				LEED EQc2 (3 pts) LEED EQc2 (3 pts) 5. 504.4.1-6			PROJECT MANAGER AGENCY			
PVC ELIMINATION Environment Code sec.509 Specify no materials containing PVC.				LEED EQc2 (3 pts) LEED EQc2 (3 pts) 5. 504.4.1-6			<b>NON-LEED PROJECTS</b> Projects <10,000 square feet, receiving a waiver, or not meeting LEED MPR's <i>This project is not required to obtain LEED certification because it is &lt;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>			
LEAD ELIMINATION Environment Code sec.711 Specify no materials containing lead.				LEED EQc2 (3 pts) LEED EQc2 (3 pts) 5. 504.4.1-6			PROJECT MANAGER (name)			
TROPICAL HARDWOOD & VIRGIN REDWOOD BAN Environment Code ch.8 Specify no tropical hardwoods or virgin redwoods.				LEED EQc2 (3 pts) LEED EQc2 (3 pts) 5. 504.4.1-6			PROJECT MANAGER (sign & date)			
<b>WATER</b>				LEED WEp2, LEED WEc2 (2 pts) LEED WEp1 LEED WEc1 (4 pts) 5.303.3			PROJECT MANAGER AGENCY			
INDOOR WATER USE REDUCTION Environment Code sec.706, CALGreen 5.303.3 BD+C/ID+C: WEp2/WEp1 WEc2/WEc1 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 (name)			
NON-POTABLE WATER REUSE Health Code art.12C WEc2 New buildings ≥40,000 sq.ft. must calculate a water budget. New buildings ≥250,000 sq.ft. must treat and use available rainwater, graywater, and foundation drainage for toilet and urinal flushing and irrigation.				LEED WEp2, LEED WEc2 (2 pts) LEED WEp1 LEED WEc1 (4 pts) 5.303.3			PROJECT MANAGER AGENCY			
WATER-EFFICIENT IRRIGATION Administrative Code ch.63 WEp1, WEc1 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.				LEED WEp2, LEED WEc2 (2 pts) LEED WEp1 LEED WEc1 (4 pts) 5.303.3			PROJECT MANAGER (name)			
WATER METERING CALGreen 5.303.1 WEc4 For area of project, provide submeters for spaces projected to consume >1,000gal/day (or >100gal/day in buildings >50,000 sq.ft.).				LEED WEp2, LEED WEc2 (2 pts) LEED WEp1 LEED WEc1 (4 pts) 5.303.3			PROJECT MANAGER (sign & date)			
<b>ENERGY</b>				LEED EAp2 LEED EAp2 Comply with Title 24 (2019)			PROJECT MANAGER (name)			
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.				LEED EAp2 LEED EAp2 Comply with Title 24 (2019)			PROJECT MANAGER (sign & date)			
ENERGY PERFORMANCE Environment Code sec.706, CA Energy Code, SFGBC 5.201 EAp2, EAc2 For projects ≥10,000 sq.ft., produce a whole-building energy simulation, or follow ASHRAE 50% 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 2019.				LEED EAp2 LEED EAp2 Comply with Title 24 (2019)			PROJECT MANAGER (name)			
ENERGY TARGET Environment Code sec.706 EAc2 Set target for annual energy consumption. Reporting required to Municipal Green Building Task Force. See Environment Regulations for guidance, tools and methods.				LEED EAp2 LEED EAp2 Comply with Title 24 (2019)			PROJECT MANAGER (name)			
ZERO NET ENERGY FEASIBILITY Environment Code sec.706 EAc2 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.				LEED EAp2 LEED EAp2 Comply with Title 24 (2019)			PROJECT MANAGER (name)			
PV + ENERGY STORAGE BENEFIT/COST ANALYSIS Environment Code sec.706 EAc2, EAc5 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.				LEED EAp2 LEED EAp2 Comply with Title 24 (2019)			PROJECT MANAGER (name)			
BETTER ROOFS Planning Code sec.149, SFGBC div.5.2 EAc2 or various New buildings with ≤10 floors must designate 15% of roof Solar Ready, per Title 24 rules. Install photovoltaics or solar hot water systems in this area. With Planning Department approval, projects subject to SFPUC Stormwater Requirements may substitute living roof for solar energy systems.				LEED EAp2 LEED EAp2 Comply with Title 24 (2019)			PROJECT MANAGER (name)			
RENEWABLE ENERGY SFGBC 5.201.1.3 EAc2, EAc5 New buildings ≥11 floors must acquire renewable onsite energy or achieve 5 points under LEED credit Optimize Energy Performance (EAc2).				LEED EAp2 LEED EAp2 Comply with Title 24 (2019)			PROJECT MANAGER (name)			
COMMISSIONING (Cx) Environment Code sec.706 OR CALGreen 5.410.2-5.410.4.5.1 EAp1, EAc1 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 EAp2 LEED EAp2 Comply with Title 24 (2019)			PROJECT MANAGER (sign & date)			
<b>PARKING</b>				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER AGENCY			
BICYCLE PARKING Planning Code sec.155.1-3, CAL Green 5.106.4 LtC6 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.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER AGENCY			
DESIGNATED PARKING CALGreen 5.106.5.2 LtC7 If >10 total stalls added, comply with Table 5.106.5.2 (approx. 8% of total spaces).				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER AGENCY			
WIRING FOR EV CHARGING SFGBC 5.106.5.3 LtC8 Construct all new off-street parking spaces for passenger vehicles and trucks with dimensions capable of installing EVSE (SFGBC 5.106.5.3). Install service capacity and panelboards sufficient to provide ≥40A 208 or 240V to EV chargers at 20% of spaces. Install ≥40A 208 or 240V branch circuits to ≥10% of spaces, terminating close to the proposed EV charger location. Installation of chargers is not required, but Admin Code 4.10-1 requires 100% of purchases and leases of light duty vehicles for municipal use to be ZEV. Projects with zero off-street parking exempt. See SFGBC 5.106.5.3 for details. Permit applications prior to January 2018: Install electrical systems to provide electricity for EV chargers at 6% of spaces per CalGreen 5.106.5.3.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			
<b>RESOURCE RECOVERY</b>				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (sign & date)			
RECYCLING BY OCCUPANTS Environment Code sec.707 MRp1 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.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			
CONSTRUCTION & DEMOLITION (C&D) DISCARDS MANAGEMENT Environment Code sec.706, 708 & ch.14; SF Building Code ch.13B, CALGreen 5.405.1.1 BD+C/ID+C: MRp2/MRp2 MRc5/MRc6 100% of mixed debris must be taken by a Registered Transporter to a Registered Facility and be processed for recycling. Divert a minimum of 75% of total C&D debris. See www.sfdbi.org for additional information.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (sign & date)			
<b>HVAC</b>				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			
REFRIGERANT MANAGEMENT CALGreen 5.508.1 EAp4 Use no halons or CFCs in HVAC.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (sign & date)			
<b>GOOD NEIGHBOR</b>				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			
LIGHT POLLUTION REDUCTION CA Energy Code, CALGreen 5.106.8 SSc6 Comply with CA Energy Code for Lighting Zones 1-4. Comply with 5.106.8 for Backlight/Uplight/Glare.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (sign & date)			
BIRD-SAFE BUILDINGS Planning Code sec.139 pilot credit Glass facades and bird hazards facing and/or near Urban Bird Refuges may need to treat their glass for opacity.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			
TOBACCO SMOKE CONTROL Health Code art.19F & art.19I, CALGreen 5.504.7 EQp2 Prohibit smoking within 25 feet of building entries, air intakes, and operable windows.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (sign & date)			
SHADE TREES CALGreen 5.106.12 SSc5 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.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			
<b>POLLUTION PREVENTION</b>				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (sign & date)			
STORMWATER CONTROL PLAN Public Works Code art.4.2 sec.147 SSc4 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.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			
CONSTRUCTION SITE RUNOFF Public Works Code art.4.2 sec.146 SSp1 Submit a construction site Erosion and Sedimentation Control Plan to SFPUC for approval.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (sign & date)			
<b>INDOOR ENVIRONMENTAL QUALITY</b>				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			
ACOUSTICAL CONTROL CALGreen 5.507.4.1-3 EQc9 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).				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (sign & date)			
AIR FILTRATION - CONSTRUCTION CALGreen 5.504.1-3 EQc3 Seal permanent HVAC ducts/equipment stored onsite before installation.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			
AIR FILTRATION - OPERATIONS CALGreen 5.504.5.3 EQc3 Provide MERV-13 filters on HVAC for regularly occupied, actively ventilated spaces.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (sign & date)			
ENHANCED IAQ STRATEGIES Environment Code sec.706 EQc1 Comply with entry, cross-contamination, filtration, natural ventilation, mixed-mode requirements.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			
CONSTRUCTION IAQ MANAGEMENT PLAN Environment Code sec.706 EQc3 During construction, meet SMACNA IAQ guidelines; provide MERV-13 filters on all HVAC.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (sign & date)			
IAQ ASSESSMENT Environment Code sec.706 EQc4 Before occupancy, test air quality for particulates, ozone, CO, and all listed VOCs.				LEED EAp1, LEED EAc1 (3+ pts) LEED EAp1, LEED EAc1 (4+ pts) 5.410.2-5.410.4.5.1			PROJECT MANAGER (name)			