



2022 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.*

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 [City of Novato Authorized 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 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 Novato Building Department, to perform CALGreen Special Inspector services.
5. Prior to final inspection by the Building Department, the CALGreen Special Inspector (if required) shall complete, sign and date **the Implementation Verification** (Section 2) at the end of this checklist and provide to the building inspector.

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.*

<p align="center">Column 1 Feature or Measure</p>	<p align="center">Column 2 Project Requirements <i>Must be incorporated into the project unless the measure is Not Applicable "N/A".</i></p>	<p align="center">Column 3 Verification To Be Provided By: <i>Completed by City plan review staff during plan review.</i></p>	
<p align="center"><i>See Chapter 4 of the 2022 California Green Building Code.</i></p>	<p align="center">Mandatory Prerequisites</p>	<p align="center">City Staff (if applicable)</p>	<p align="center">3rd party CALGreen Special Inspector (if applicable)</p>
<p align="center">4.1 PLANNING AND DESIGN</p>		<p align="center"><i>All listed measures are mandatory unless "N/A" (Not Applicable)</i></p> <p align="center"><i>City Plan Review staff determines who must verify the measures in Column 2</i></p>	
<p align="center">Site Development</p>			
<p>4.106.2 A plan is developed and implemented to manage storm water drainage during construction</p>	<p align="center"> <input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____ </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>4.106.3 Construction plans shall indicate how site grading or a drainage system will manage all surface water flows to keep water from entering buildings.</p>	<p align="center"> <input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____ </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>4.106.4 [Not applicable to existing buildings – new construction only.]</p>			
<p align="center">4.2 ENERGY EFFICIENCY</p>		<p align="center"><i>All listed measures are mandatory unless "N/A" (Not Applicable)</i></p> <p align="center"><i>City Plan Review staff determines who must verify the measures in Column 2</i></p>	
<p align="center">Performance Approach</p>			
<p>4.201.1 Building meets or exceeds the requirements of the California Building Energy Efficiency Standards.</p>	<p align="center"> <input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____ </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 align="center">4.3 WATER EFFICIENCY AND CONSERVATION</p>		<p align="center"><i>All listed measures are mandatory unless "N/A" (Not Applicable)</i></p> <p align="center"><i>City Plan Review staff determines who must verify the measures in Column 2</i></p>	
<p align="center">Indoor Water Use</p>			
<p>4.303.1 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.</p>	<p align="center"> <input type="checkbox"/> 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">Column 1 Feature or Measure</p>	<p align="center">Column 2 Project Requirements <i>Must be incorporated into the project unless the measure is Not Applicable "N/A".</i></p>	<p align="center">Column 3 Verification To Be Provided By: <i>Completed by City plan review staff during plan review.</i></p>	
<p align="center">See Chapter 4 of the 2022 California Green Building Code.</p>	<p align="center">Mandatory Prerequisites</p>	<p align="center">City Staff (if applicable)</p>	<p align="center">3rd party CALGreen Special Inspector (if applicable)</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>4.303.1.4.3 Metering faucets in residential buildings shall not deliver more than 0.2 gallons per cycle.</p>	<p><input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____</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>4.303.2 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.</p>	<p><input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____</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>4.304.1 [Not applicable to existing buildings – new developments only.]</p>			
<p>4.305.1 [Not applicable to existing buildings – new developments only.]</p>			
<p align="center">4.4 MATERIAL CONSERVATION AND RESOURCE EFFICIENCY</p>		<p align="center"><i>All listed measures are mandatory unless "N/A" (Not Applicable)</i></p>	<p align="center"><i>City Plan Review staff determines who must verify the measures in Column 2</i></p>
<p align="center">Enhanced Durability and Reduced Maintenance</p>			
<p>4.406.1 Rodent Proofing. 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.</p>	<p><input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____</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 align="center">Construction Waste Reduction, Disposal and Recycling</p>			
<p>4.408.1 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><input type="checkbox"/> 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">Column 1 Feature or Measure</p>	<p align="center">Column 2 Project Requirements <i>Must be incorporated into the project unless the measure is Not Applicable "N/A".</i></p>	<p align="center">Column 3 Verification To Be Provided By: <i>Completed by City plan review staff during plan review.</i></p>	
<p align="center">See Chapter 4 of the 2022 California Green Building Code.</p>	<p align="center">Mandatory Prerequisites</p>	<p align="center">City Staff (if applicable)</p>	<p align="center">3rd party CALGreen Special Inspector (if applicable)</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 align="center">Building Maintenance and Operation</p>			
<p>4.410.1 An operation and maintenance manual shall be provided to the building occupant or owner.</p>	<p align="center"> <input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____ </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 align="center">4.5 ENVIRONMENTAL QUALITY</p>		<p align="center"><i>All listed measures are mandatory unless "N/A" (Not Applicable)</i></p>	<p align="center"><i>City Plan Review staff determines who must verify the measures in Column 2</i></p>
<p align="center">Fireplaces</p>			
<p>4.503.1 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.</p>	<p align="center"> <input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____ </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 align="center">Pollutant Control</p>			
<p>4.504.1 Duct openings and other related air distribution component openings shall be covered during construction.</p>	<p align="center"> <input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____ </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>4.504.2.1 Adhesives, sealants and caulks shall be compliant with VOC and other toxic compound limits.</p>	<p align="center"> <input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____ </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>4.504.2.2 Paints, stains and other coatings shall be compliant with VOC limits.</p>	<p align="center"> <input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____ </p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>

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<p align="center">See Chapter 4 of the 2022 California Green Building Code.</p>	<p align="center">Mandatory Prerequisites</p>	<p align="center">City Staff (if applicable)</p>	<p align="center">3rd party CALGreen Special Inspector (if applicable)</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>4.504.2.3 Aerosol paints and other coatings shall be compliant with product weighted MIR Limits for ROC and other toxic compounds.</p>	<p><input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____</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>4.504.2.4 Documentation shall be provided to verify that compliant VOC limit finish materials have been used.</p>	<p><input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____</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>4.504.3 Carpet and carpet systems shall be compliant with VOC limits.</p>	<p><input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____</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>4.504.4 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><input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____</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>4.504.5 Particleboard, medium density fiberboard (MDF), and hardwood plywood used in interior finish systems shall comply with low formaldehyde emission standards.</p>	<p><input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____</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 align="center">Interior Moisture Control</p>			
<p>4.505.2 Vapor retarder and capillary break is installed at slab on grade foundations.</p>	<p><input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____</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>4.505.3 Moisture content of building materials used in wall and floor framing is checked before enclosure.</p>	<p><input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>

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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):

Indoor Air Quality and Exhaust

4.506.1 Each bathroom (with tub or shower) shall be provided with the following:
 1) Energy Star fans ducted to the outside of the building; and
 2) Fans must be controlled by a humidity control or functioning as a component of a whole house ventilation system; and
 3) Humidity controls must have a manual or automatic means of adjustment capable of adjustment between a relative humidity range of less than or equal to 50% to a maximum of 80%.

Mandatory
or
 N/A _____

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):

Environmental Comfort

4.507.2. Duct systems are sized and designed and equipment is selected using the following methods:
 1. Establish heat loss and heat gain values according to ANSI/ACCA 2 Manual J-2016 or equivalent.
 2. Size duct systems according to ANSI/ACCA 1 Manual D - 2016 or equivalent.
 3. Select heating and cooling equipment according to ANSI/ACCA 3 Manual S-2014 or equivalent.

Mandatory
or
 N/A _____

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):

Innovative Concepts and Local Environmental Conditions

Items necessary to address innovative concepts or local environmental conditions.

Item 1:

Item 2:

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):

INSTALLER AND CALGreen SPECIAL INSPECTOR QUALIFICATIONS

All listed measures are mandatory unless "N/A" (Not Applicable)

City Plan Review staff determines who must verify the measures in Column 2

Qualifications

<p align="center">Column 1 Feature or Measure</p>	<p align="center">Column 2 Project Requirements <i>Must be incorporated into the project unless the measure is Not Applicable "N/A".</i></p>	<p align="center">Column 3 Verification To Be Provided By: <i>Completed by City plan review staff during plan review.</i></p>	
	<p align="center">Mandatory Prerequisites</p>	<p align="center">City Staff <small>(if applicable)</small></p>	<p align="center">3rd party CALGreen Special Inspector <small>(if applicable)</small></p>
<p align="center"><i>See Chapter 4 of the 2022 California Green Building Code.</i></p>			
<p>702.1 HVAC system installers are trained and certified in the proper installation of HVAC systems.</p>	<input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____	<input type="checkbox"/>	<input type="checkbox"/>
<p>702.2 The CALGreen Special Inspector for this project is listed by the City of Novato as an authorized CALGreen Special Inspector and is qualified and able to demonstrate competence in the discipline they inspect and verify.</p>	<input type="checkbox"/> Mandatory or <input type="checkbox"/> N/A _____	<input checked="" type="checkbox"/>	
Verifications			
<p>703.1 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>	<input type="checkbox"/>	<input type="checkbox"/>

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 Novato 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 2022 California Green Building Standards Code.

All Signatures Required

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 2022 California Green Building Standards 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. _____