

BALTIMORE GREEN BUILDING STANDARDS GUIDELINES FOR COVERED BUILDINGS

1. Covered buildings must comply with all provisions of the building code. The *Standards* do not invalidate the rest of the building code – they supplement the code with additional requirements. For detailed information on the specific requirements, refer to *Standards* Volumes 1, 2, and Appendix, available at <http://www.baltimorehousing.org>.
2. Building permit application packets must include specific items in addition to the standard permit set.
3. Some information is generated during the design phase, and is required for building permit.
4. Some information is generated during the construction phase, and will be reviewed concurrent with the inspection process.
5. All projects should download a copy of the **Applicant's Scorecard** found at <http://www.baltimorehousing.org>. This is used throughout the development of the project as a "roadmap" for credit design and compliance. This can be inserted into the permit plans, brought to pre-development meetings and used in completing the **Online Scorecard**.
6. Some information is submitted online; a company account should be created at <http://www.baltimorehousing.org>. Applicants then create and complete the Online Scorecard, indicating all of the credits that will be attempted. For each credit, the following information is to be included:
 - a. Compliance path option, if applicable for that Credit
 - b. Indicate number of points anticipated, if points are variable for that Credit
 - c. Brief narrative describing how the project will achieve the Credit in 'Credit Description Narrative' box
 - d. List of all references in the documentation which include back-up for the credit (Examples: Sheets A111, A112; Spec 08.5064, etc.) in the 'Customer Detail' box

All Credits (points will vary) and Required Credits (no points) must be documented for verification. Automatic Credits require no documentation.

7. The remainder of the required information is submitted in paper format, either on the permit plans or in the **SVP** binder (see item 8), over the counter at Room 101, with the rest of the permit set and application. The permit application fee is due at that point. Whenever practical, include the additional information directly on the applicable drawing sheets. (Example: Place additional notes on the pertinent electrical plans to indicate compliance with credit HB.6.1.) Convey the information simply and clearly – whatever works best for your project. If this requires special sheets with only *Standards* verification information, then include them. If your project information is clearer with additional notes on sheets, then do that.
8. The **Standards Verification Package (SVP)** is a letter size bound package of information. The SVP must be bound, with a clearly marked cover, and will contain the following:
 - a. **Applicant's Standards Coversheet** (must be first page of SVP binder)
 - b. **Energy Model** demonstrating minimum 10% energy savings
 - c. **Commissioning Plan**
 - d. **Water Use Template** demonstrating minimum 20% water use savings
 - e. Supporting documentation as required. May include sketches, cutsheets, specification sections, photos, various plans for specific credits (such as a Construction IAQ Plan)
 - f. Specification Sections or pages as required by the credit selection, especially for material selections
 - g. Supporting documentation for all Innovation and Creativity credits

Do not include extraneous information, such as the complete specifications.

9. The permit package is then reviewed; revisions and resubmission may be required. Once the project design is in compliance with all of the building code, the permit fee is paid and the building permit is issued.
10. During construction the *Standards* are enforced by the Construction Code Enforcement Section, commonly known as the building inspectors. All projects will be subject to three different classes of enforcement procedures:
 - a. Inspection – similar to other project inspections
 - b. Document Review – of *Standards* compliance information generated during construction and submitted in electronic format to Construction Code Enforcement
 - c. Super-Commissioning – in conjunction with the project's Commissioning Agent

Projects electing to follow the LEED® compliance pathway are exempt from this requirement, but must submit LEED® Silver or higher documentation prior to expiration of the LEED® Pathway Compliance Period.

11. When construction is finished, a completed application for Use and Occupancy Permit is filed and the fee is paid. When Construction Code Enforcement approves all parts the building, the Certificate of Occupancy will be issued.
12. Some credits are Pledge Points – contingent on post occupancy operations and building maintenance.

Compliance with Pledge Points will be enforced via regular inspections of the property. Violations will be cited.

Remember, for detailed information on specific requirements, refer to *Standards* Volumes 1, 2, and Appendix, available at <http://www.baltimorehousing.org>. For more detailed directions, refer to Volume 1, Section 3: 'Step-By-Step Applicant's Guide to the Standards Process.'