

**PLANNING AND DEVELOPMENT SERVICES – BUILDING INSPECTION****INSPECTION GUIDELINES:  
GREEN BUILDING – RESIDENTIAL AND MULTI-FAMILY  
INCREMENTAL VERIFICATION INSPECTION****INSPECTION CODE:** 152**SCOPE:** RESIDENTIAL**APPLICABLE CODES:** 2019 CBC, CRC, CPC, CMC, CEC, CALGreen, CEnC, and PAMC

*The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.*

**RESIDENTIAL AND MULTI-FAMILY PROJECTS**

- The Green Building Incremental Verification, Inspection 152, is required for all projects that triggered Mandatory, Tier 1, or Tier 2 requirements during the plan review process. For information regarding these triggers, please see the “Green Building Special Inspectors and Project Triggers” inspection checklist.
- This inspection shall take place prior to or at the time of the All-Trades.

**CALGREEN MANDATORY PROJECTS****ITEMS OF DISCUSSION DURING GREEN BUILDING INCREMENTAL VERIFICATION INSPECTION**

- During the Green Building Incremental Verification Inspection, the general contractor and the City of Palo Alto Building Inspector shall:
  - Review the “GB-1” sheet in the approved set of plans and the “Green Building GB-1 Sheet Submittals” checklist.
  - Review submittals, photos, and other documents assembled in preparation for this inspection.
  - Discuss compliance expectations at Final Inspection.
    - Importance of maintaining paperwork to prevent delays
    - Digital Binder and USB drive with all submittals, photos, and other documents
  - How to address corrections (e.g., moisture content over 19%, etc.).
  - Review resources available to the construction team and go over any questions and answers.

(See the pages that follow for Required Items at Time of Inspection)

**REQUIRED ITEMS DURING CALGREEN MANDATORY INSPECTION**

- The items that follow shall be complete at the time when Inspection 152 is scheduled to ensure that the CPA Building Inspector signs off the inspection card.
  - Rodent proofing
  - Fireplaces
  - Covering of duct openings and protection of mechanical equipment during construction
  - Concrete slab foundations/Capillary break (if not done during Inspection 151) \*\*
  - Moisture content of building materials
    - Verify that wall and floor framing are not enclosed when the framing members exceed 19% moisture content
  - Bathroom exhaust fans
  - Heating and air conditioning system design

\*\* This item is to confirm that this was done in one of the foundation inspections

- Other items that the CPA Building Inspector may find important or critical at the time of inspection.

(See the pages that follow for CALGreen Tier 1 and Tier 2 Projects)

**CALGREEN TIER 1 AND TIER 2 PROJECTS**

- The general contractor must be in on-going communication with the Green Building Special Inspector (GBSI) to verify all Green Building Incremental Verification requirements have been met.
- The general contractor is responsible for submitting reports, submittals, photos, and other documents to the GBSI. It is advised that the GBSI conduct up to three site visits to verify that all Green Building Incremental Verification requirements have been met.
- For Tier 1 and Tier 2 projects, the contractor shall coordinate the Green Building Incremental Verification Inspection with the general contractor, Green Building Special Inspector (GBSI), and the City of Palo Alto Building Inspector . The GBSI shall be physically present and shall lead the meeting.
- This inspection shall take place prior to or at the time of the All-Trades.

**ITEMS OF DISCUSSION DURING GREEN BUILDING THE INCREMENTAL VERIFICATION INSPECTION**

- During the Green Building Incremental Verification Inspection, the general contractor and the City of Palo Alto Building Inspector shall:
  - Review the “GB-1” sheet in the approved set of plans and the “Green Building GB-1 Sheet Submittals” checklist.
  - Review submittals, photos, and other documents assembled in preparation for this inspection.
  - Discuss compliance expectations at Final Inspection.
    - Importance of maintaining paperwork to prevent delays
    - Binder and USB drive with all submittals, photos, and other documents
  - How to address corrections (e.g., moisture content over 19%, etc.).
  - Review resources available to the construction team and go over any questions and answers.

(See the pages that follow for Required Items at Time of Inspection)

**REQUIRED ITEMS DURING CALGREEN TIER 1 AND TIER 2 INSPECTION**

The items that follow shall be complete at the time when Inspection 152 is scheduled to ensure that the CPA Building Inspector signs off the inspection card.

Tier 1 Projects:

- Any items not completed at time of Inspection 152
- Topsoil protection (ongoing from Inspection 151)
- Cool roof for reduction of heat island effect (if selected as an elective)
- Deconstruction (if selected as an elective) (ongoing from Inspection 151)
- Reuse of existing materials (if selected as an elective)
- Solar reflectance (if selected as an elective) \*
- Thermal emittance (if selected as an elective) \*
- Solar reflectance index (SRI) (if selected as an elective) \*
- Appliances (if selected as an elective)
- Nonwater supplied urinals and waterless toilets (if selected as an elective)
- Hot water recirculation system (if selected as an elective)
- Graywater (if selected as an elective)
- Recycled water piping (if selected as an elective)
- Recycled water for landscape irrigation (if selected as an elective)
- Recycled content – 10% (if selected as an elective)
- Rodent proofing
- Reduction in cement use – 20% (if selected as an elective) \*\*
- Efficient framing techniques (if selected as an elective)
- Use of building materials from rapidly renewable sources (if selected as an elective)
- Roof drainage (if selected as an elective)
- Material protection (if selected as an elective)
- Door protection (if selected as an elective)
- Roof overhangs (if selected as an elective)
- Fireplaces
- Covering of duct opening, protection of mechanical equipment during construction
- Concrete slab foundations/Capillary break (if not done during Inspection 151) \*\*
- Moisture content of building materials
  - Verify that wall and floor framing are not enclosed when the framing members exceed 19% moisture content
- Bathroom exhaust fans
- Heating and air conditioning system design
- Thermal insulation (if selected as an elective) \*\*\*
- Construction filters (if selected as an elective)
- Direct-vent appliances (if selected as an elective)

\* This item should be confirmed based on Inspection 219 and if an addition took place

\*\* This item is to confirm that this was done in one of the foundation inspections

\*\*\* This item to be confirmed during insulation inspection

Other items that the CPA Building Inspector may find important or critical at the time of inspection.

Tier 2 Projects:

*(In addition to any items shown under Tier 1 Projects)*

- Any items not completed at time of Inspection 152
- Cool roof for reduction of heat island effect
- Electric vehicle charging for residential structures
- Energy Reach Code – Refer to the energy sheets in the approved plans.
- Recycled content – 15%
- Reduction in cement use – 25% (if selected as an elective) \*\*

\*\* This item is to confirm that this was done in one of the foundation inspections

Other items that the CPA Building Inspector may find important or critical at the time of inspection.