

Green Building for Non-Residential New Construction and Renovation

Compliance Verification

Instructions: Select the non-residential green building requirements applicable to the project and follow the compliance instructions listed in the right column.

Please note this verification form is for reference only and does not need to be submitted with the Permit Application.

CALGreen and Energy Star Requirements

Project Condition	Requirement	Compliance Schedule & Instructions
<input type="checkbox"/> Tenant improvements, renovations, or alterations less than 5,000 sq. ft. and/or a permit value of \$200,000 or more. ^{1 2} (CBC, Part 11.301.3, PAMC 16.14.080)	CALGreen Mandatory	Planning Phase: Complete a preliminary Green Building Checklist "GB-1 Non-Residential Mandatory" sheet and include in Planning Application. (Only Projects subject to Planning) Permit Phase: Complete a Green Building Checklist and include and references on the "GB-1 NR Mandatory" within Permit Plans. Complete Green Building Survey. Insert an image of the completed Green Building Survey on the "Notes" section of the "GB-1" sheet. Inspection Phase: Subject to the activities listed in the Green Building Inspection Checklist.
<input type="checkbox"/> Tenant improvements, renovations, or alterations of 5,000 sq. ft. or more that include replacement of at least two of the following: HVAC system, building envelope, hot water system, or lighting system. ^{1 2} (PAMC 16.14.080)	CALGreen Mandatory + Tier 1	Planning Phase: Complete a preliminary Green Building Checklist "GB-1 Non-Residential Mandatory Plus Tier 1" sheet and include in Planning Application. (Only Projects subject to Planning) Permit Phase: Complete a Green Building Checklist and include and references on the "GB-1 NR Tier 1" within Permit Plans. The design must be third-party verified by a Green Building Special Inspector. ⁴ Complete Green Building Survey. Insert an image of the completed Green Building Survey on the "Notes" section of the "GB-1" sheet. Inspection Phase: Subject to the activities listed in the Green Building Inspection Checklist.
<input type="checkbox"/> All new construction of any size, and addition projects 1,000 sq. ft.² or greater (PAMC 16.14.080)	CALGreen Mandatory + Tier 2	Planning Phase: Complete a preliminary Green Building Checklist "GB-1 Non-Residential Mandatory Plus Tier 2" sheet and include in Planning Application. (Only Projects subject to Planning) Permit Phase: Complete a Green Building Checklist "GB-1 Non-Residential Mandatory Plus Tier 2" and include and references on the "GB-1" within Permit Plans. The design must be third-party verified by a Green Building Special Inspector. ⁸ Complete Green Building Survey. Insert an image of the completed Green Building Survey on the "Notes" section of the "GB-1" sheet. Inspection Phase: Subject to the activities listed in the Green Building Inspection Checklist.
<input type="checkbox"/> All new construction or renovation projects greater than \$100,000 in value ³ (PAMC 16.14.380)	Energy Star Benchmark in Portfolio Manager	Permit Phase: Create Energy Star Portfolio Manager Project Profile. Insert an image of Project profile on "Notes" section of the "GB-1" sheet. Post-Construction Phase: Submit Energy Star Portfolio Manager Benchmark to the City of Palo Alto after the building has been occupied for 12 months.

¹ Code sections relevant to additions and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work per CGBC 301.3.

² In mixed use occupancy buildings, each portion of a building shall comply with the specific green building measures applicable to each specific occupancy per CGBC 302.1.

³ Applicant shall follow instructions on the Utilities Website link https://www.cityofpaloalto.org/gov/depts/uti/business/benchmarking_your_building/default.asp

⁴ Green Building Special Inspectors must be selected from the Development Services preapproved list of Green Building Special Inspectors.

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Recycled Water Infrastructure Requirements

Project Condition	Requirement	Compliance Schedule & Instructions
<input type="checkbox"/> Within Boundaries of Recycled Water Project Area: New construction greater than 10,000 sq. ft. OR where 25 or more urinals and toilets are proposed. ¹ (PAMC 16.14.300)	Interior dual plumbing for recycled water for toilets, urinals and priming floor traps.	Permit Phase: Show recycled water dual plumbing on Permit Plans. Include reference notes on GB-1 Sheet. Inspection Phase: Subject to the activities listed in the Green Building Inspection Checklist.
<input type="checkbox"/> Outside Boundaries of Recycled Water Project Area: New construction greater than 50,000 sq.ft. or where installation of 50 or more toilets and urinals is proposed. ¹ (PAMC 16.12.035)	Interior dual plumbing for recycled water for toilets, urinals and priming floor traps.	Permit Phase: Show recycled water dual plumbing on Permit Plans. Include reference notes on GB-1 Sheet. Inspection Phase: Subject to the activities listed in the Green Building Inspection Checklist.
<input type="checkbox"/> New construction with landscape area. (Ord. 5002, PAMC 16.12.030)	Exterior recycled water infrastructure for irrigation. <i>A. Within the boundaries install infrastructure. B. Outside the boundaries, install if total landscape area exceeds 1,500 sq.ft.</i>	Permit Phase: Show recycled water infrastructure on Permit Plans. Include reference notes on GB-1 Sheet. Inspection Phase: Subject to the activities listed in the Green Building Inspection Checklist.

¹ Projects are subject to the requirements outlined in PAMC 16.12 and the California Plumbing Code.

² Code sections relevant to additions and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work per CGBC 301.3.

³ In mixed use occupancy buildings, each portion of a building shall comply with the specific green building measures applicable to each specific occupancy per CGBC 302.1.

⁴ Applicant shall follow instructions on the Utilities Website link https://www.cityofpaloalto.org/gov/depts/uti/business/benchmarking_your_building.asp

Electric Vehicle Supply Equipment (EVSE) Requirements

Project Condition	Requirement	Compliance Schedule & Instructions
<input type="checkbox"/> New Non-Residential Construction (non-hotel projects) (PAMC 16.14.430)	Provide Conduit Only⁴, EVSE-Ready Outlet⁵, or EVSE Installed³ for at least 25% of parking. At least 5% and no fewer than one shall be EVSE installed. See ordinance language for additional details.¹	Planning Phase: Declare the EV requirements on the preliminary Green Building Checklist "GB-1" sheet and include in Planning Application. Show EVSE calculations within the parking analysis. Show "EVSE Installed", "EVSE Ready", and "Conduit Only" on parking plan. Use the EVSE calculator ² for compliance assistance. See ordinance language for additional details. (Only Projects subject to Planning) Permit Phase: Complete Green Building Checklist and include and references on the "GB-1" within Permit Plans. Declare the EV requirements on the Green Building Checklist "GB-1" sheet and include in Permit Plans. Show EVSE calculations within the parking analysis. Label applicable parking spaces "EVSE Installed", "EVSE Ready", and "Conduit Only" on parking plan (see ordinance language for definitions). Use the EVSE calculator ² for compliance assistance. See ordinance language for additional details. Inspection Phase: Subject to the activities listed on the Electric Vehicle Supply Equipment Checklist.

¹ Projects are subject to the requirements outlined in PAMC 16.14.430. See Development Services webpage for ordinance language.

² For the EVSE Calculator location, see Green Building Compliance on the Development Services webpage.

³ Level 2 EVSE. "Level 2 EVSE" shall mean an EVSE capable of charging at 30 amperes or higher at 208 or 240 VAC. An EVSE capable of simultaneously charging at 30 amperes for each of two vehicles shall be counted as two Level EVSE. EVSE Installed. "EVSE Installed" shall mean an installed Level 2 EVSE.

⁴ Conduit Only. "Conduit Only" shall mean, at minimum: (1) a panel capable to accommodate a dedicated branch circuit and service capacity to install a 208/240V, 50 amperes grounded AC outlet; and (2) raceway or wiring with capacity to accommodate a 100 ampere circuit; terminating in (3) a listed cabinet, box, enclosure, or NEMA receptacle. The raceway shall be installed so that minimal removal of materials is necessary to complete the final installation.

⁵ EVSE-Ready Outlet. "EVSE-Ready Outlet" shall mean, at minimum: (1) a panel capable to accommodate a dedicated branch circuit and service capacity to install a 208/240V, 50 amperes grounded AC outlet; (2) a two-pole circuit breaker; (3) raceway with capacity to accommodate 100-ampere circuit; (4) 50 ampere wiring; terminating in (5) a 50 ampere NEMA receptacle in a covered outlet box.