



Port of San Francisco Green Building Submittal Form

INSTRUCTIONS: 1) Select one (1) column from Project Type 2) For each requirement in the column, indicate evidence of fulfillment in the References column. 3) Complete the project information in the Verification box at the right. 4) Attach LEED Scorecard on separate, subsequent sheet. 5) Submittal must be a minimum of 24" x 36".					PROJECT TYPE				REFERENCES
TITLE	SOURCE OF REQUIREMENT	LEED v.4 Credit	DESCRIPTION OF REQUIREMENT	<input type="checkbox"/> NEW CONSTRUCTION / MAJOR RENOVATION <small>≥10,000 sq.ft.</small>	<input type="checkbox"/> COMMERCIAL INTERIOR <small>≥10,000 sq.ft.</small>	<input type="checkbox"/> SMALL PROJECTS <small><10,000 sq.ft. or not meeting LEED MPRs</small>	PROFESSIONAL * DISCIPLINE		
LEED	REQUIRED LEED CERTIFICATION LEVEL	Port GBC sec. 4.103; 5.103;	Project is required to achieve sustainability certification listed at the right. If a waiver is granted by the Port, then enter the waiver number here: _____	GOLD (60+) CERTIFIED	GOLD (60+) CERTIFIED	n/r	EN		
	LEED PT ADJUSTMENT for RETENTION/DEMOLITION of HISTORIC FEATURES/ BUILDING	Port GBC sec. 5.104;	Enter any applicable point adjustments in box at right.	_____	_____	n/r	EN		
	LEED PTS. SHOWN ON CURRENT SCORECARD		Enter current expected LEED score in box at right.	●	●	n/r	EN		
	LEED SCORECARD SUBMITTALS	Port GBC sec. 4.103; 5.103	≥10,000 sq.ft. – submit LEED scorecard to Task Force at 100% Concept Design, Schematic, Design Documents, Construction Documents, and As-Builts	●	●	n/r	EN		
MATERIALS	LOW-EMITTING MATERIALS	Port GBC sec. 4.103; 5.103 OR CAL Green 5.504.4.1-6	≥10,000 sq.ft. – use products that comply w/ LEED emissions and content requirements for paints, coatings, adhesives, sealants, flooring, composite wood, ceiling/wall/thermal/acoustic insulation, furniture, and exterior applied products if healthcare or school project. <10,000 sq.ft. – use products that comply w/ LEED emissions 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 (3pts.)	LEED EQc2 (3pts.)	See CAL Green 5.504.4.1-6	AR		
	PVC ELIMINATION	ENV Code -- sec. 509	Specify no materials containing PVC. Exception when non-chlorinated products are not available.	●	●	●	EN		
	LEAD ELIMINATION	ENV Code sec. 711	Specify no materials containing lead.	●	●	●	EN		
	TROPICAL HARDWOOD & VIRGIN REDWOOD BAN	ENV Code Ch.8	Specify no tropical hardwoods or virgin redwoods.	●	●	●	EN		
WATER	INDOOR WATER USE REDUCTION	Port GBC sec. 5.103; OR CAL Green 5.303.3	Meet flush/flow requirements for: toilets (1.28gpf); urinals (0.125gpf wall, 0.5gpf floor); showerheads (2.0gpm); 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 (2pts.)	LEED WEp2 LEED WEc2 (4pts.)	5.303.3	MP		
	NON-POTABLE REUSE	Health Code art. 12C	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.	●	n/r	n/r	MP		
	WATER-EFFICIENT IRRIGATION	ENV Code sec. 711; Admin Code Ch. 63	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.	●	●	●	MP		
	WATER METERING	CAL Green 5.303.1	For area of project, provide submeters for spaces projected to consume >1,000gal/day (or >100gal/day in buildings >50,000 sq.ft.).	●	●	●	MP		

PROJECT NAME

FACILITY CODE

ADDRESS

BUILDING GROSS FLOOR AREA

LEED GOLD PROJECTS Projects ≥10,000 sq.ft.

I understand the Port Green Building Code requires all applicable projects ≥10,000 sq.ft. to attain LEED Gold certification from the USGBC/GBCI. No Green Building Compliance Professional of Record is required.

PROJECT MANAGER (name)

PROJECT MANAGER (sign and date)

NON-LEED PROJECTS Projects <10,000 sq.ft., receiving a waiver, or not meeting LEED MPRs

This project is not required to obtain LEED Gold certification because it is <10,000 sf, does not meet LEED minimum program requirements, or received a waiver from the Port. An informational scorecard will be submitted to the Port at 100% concept design and as-built without requirement for further LEED documentation or certification.

PROJECT MANAGER (name)

PROJECT MANAGER (sign and date)

* = Professional Discipline for Review of Submittal
 AR = Architecture BP = Building Permit Desk CE = Civil EL = Electrical
 EN = Environmental MP = Mechanical/Plumbing PL = Planning



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Revised December 12, 2018

	TITLE	SOURCE OF REQUIREMENT	LEED v.4 Credit	DESCRIPTION OF REQUIREMENT	PROJECT TYPE				REFERENCES	VERIFICATION
					<input type="checkbox"/> NEW CONSTRUCTION / MAJOR RENOVATION <small>≥10,000 sq.ft.</small>	<input type="checkbox"/> COMMERCIAL INTERIOR <small>≥10,000 sq.ft.</small>	<input type="checkbox"/> SMALL PROJECTS <small><10,000 sq.ft.</small>	* PROFESSIONAL DISCIPLINE		
ENERGY	ENERGY EFFICIENCY	CA Energy Code	EAp2 EAc2	Comply with all provisions of the CA Energy Code. 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.	LEED EAp2	LEED EAp2	●	EL AR MP	<p>Green Building Compliance Professional of Record</p> <p><i>I have been retained by the project sponsor to review all submittal documents and verify that all approved construction documents and construction fulfill the requirements of the SF Port Green Building Code. It is my professional opinion that the requirements of the Port Green Building Code will be met. I will notify the SF Port Building office if, the project will for any reason, not substantially comply with these requirements, if I am no longer the Green Building Compliance Professional of Record for the project, or if I am otherwise no longer responsible for assuring the compliance of the project with the Port Green Building Code.</i></p>	
	ENERGY TARGET	ENV 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.	●	n/r	n/r	EL AR MP		Recommended, not required
	ZERO NET ENERGY FEASIBILITY	ENV 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.	●	n/r	n/r	EL AR MP		Recommended, not required
	PV+ENERGY STORAGE BENEFIT/COST ANALYSIS	ENV 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.	●	n/r	n/r	EL AR MP		Recommended, not required
	BETTER ROOFS	Port GBC sec. 4.201.2; 5.201.1.2 Planning Code sec. 149	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.	●	n/r	if ≥ 2,000 square feet	AR EL MP		
	RENEWABLE ENERGY	Port GBC 4.201.1.3; 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).	●	n/r	n/r	EL AR MP		
	COMMISSIONING (Cx)	Port GBC 5.103.1.4 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 EAp1 LEED EAc1 (3+pts.)	LEED EAp1 LEED EAc1 (4+pts.)	See CALGreen 5.410.2–5.410.4.5.1	MP AR EL		
PARKING	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.	●	●	5.106.4	PL AR CE	<p>LICENSED PROFESSIONAL (sign and date) AFFIX STAMP BELOW:</p>	
	DESIGNATED PARKING	CAL Green 5.106.5.2	LTC7	Designated parking for clean air vehicles. Enter current expected LEED score in box at right.	●	●	●	AR, CE, PL		
	WIRING FOR EV CHARGING	Port GBC 5.106.5.3	LTC8	Permit application January 2018 or after: Construct all new off-street parking spaces for passenger vehicles/trucks with dimensions capable of installing EVSE (Port GBC 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. Projects with zero off-street parking exempt. 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.	new construction, or major alteration ≥25k sq.ft.	n/r	if new construction	EL AR PL		

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** = See Note on Page 3

● = Required of the project.



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					CHECK THE ONE COLUMN THAT BEST DESCRIBES YOUR PROJECT				REFERENCES
					<input type="checkbox"/> NEW CONSTRUCTION / MAJOR RENOVATION <small>≥10,000 sq.ft.</small>	<input type="checkbox"/> COMMERCIAL INTERIOR <small>≥10,000 sq.ft.</small>	<input type="checkbox"/> SMALL PROJECTS <small><10,000 sq.ft.</small>	* PROFESSIONAL DISCIPLINE	
	TITLE	SOURCE OF REQUIREMENT	LEED v.4 Credit	DESCRIPTION OF REQUIREMENT					
WASTE DIVERSION	RECYCLING BY OCCUPANTS	ENV Code -- sec. 707	MRp1	Provide adequate space and equal access for storage, collection and loading of compostable, recyclable and landfill materials.	●	●	●	AR	
	C&D WASTE *** MANAGEMENT	Port GBC 4.103.2.3; 5.103.1.3.1 OR ENV Code sec. 706; 708. & Ch. 14	MRp2 MRc5	Divert a minimum of 75% of total C&D debris including at least 4 material streams. For 100% of mixed C&D debris use registered transporters and registered processing facilities. Permit is issued with plan and closed with final report.	LEED MRp2 LEED MRc5	LEED MRp2 LEED MRc5	75% diversion	EN	
HVAC	REFRIGERANT MANAGEMENT	Port GBC 5.103.1.10 CAL Green 5.508.1	EAp4	Use no halons or CFCs in HVAC.	●	●	●	MP	
GOOD NEIGHBOR	LIGHT POLLUTION REDUCTION	Port GBC 5.103.1.10 CAL Green 5.106.8	SSc6	Comply with 5.106.8 for Backlight/Uplight/Glare. Also comply with CA Energy Code for Lighting Zones 1-4. (Not applicable to residential buildings).	if new construction	n/r	if new construction	AR EL PL	
	BIRD-SAFE BUILDINGS	Planning Code sec. 139	WEp1 WEc1	Glass facades and bird hazards facing and/or near Urban Bird Refuges may need to treat their glass for opacity.	●	●	●	AR PL	
	TOBACCO SMOKE CONTROL	Health Code – Art. 19f/19I CAL Green 5.504.7	EQp2	Prohibit smoking within 25 feet of building entries, air intakes, and operable windows.	●	●	●	MP AR PL	
POLLUTION PREVENTION	STORMWATER CONTROL PLAN	Public Works Code Article 4.2 sec.147 Port Building Code 106A.3.2.4	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 or otherwise meet PORT Stormwater Management Requirements.	if applicable	if applicable	if applicable	EN	
	CONSTRUCTION SITE RUNOFF	Public Works Code Article 4.2 sec.146	SSp1	Projects disturbing ≥5,000 sq.ft. in combined or separate sewer areas, submit a construction site Erosion and Sediment Control Plan to Port for approval.	project disturbs ≥5,000 sq.ft	project disturbs ≥5,000 sq.ft	project disturbs ≥5,000 sf	EN	
INDOOR ENVIRONMENTAL QUALITY	ACOUSTICAL CONTROLS	CAL Green 5.507.4	EAc2	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).	●	limited to envelope alterations/additions	●	AR	
	AIR FILTRATION (CONSTRUCTION)	Port GBC 5.103.1.8 CAL Green 5.504.1-3	EAc2 EAc5	Seal permanent HVAC ducts/equipment stored onsite before installation.	●	●	●	MP	
	AIR FILTRATION (OPERATIONS)	CAL Green 5.504.5.3	EAc2 or various	Provide MERV-8 filters on HVAC for regularly occupied, actively ventilated spaces.	●	●	●	MP	
	ENHANCED IAQ STRATEGIES	ENV Code -- sec. 706**	EAc2 EAc5	Comply with entry, cross-contamination, filtration, natural ventilation, mixed-mode requirements.	LEED EQc1 (1pt)	LEED EQc1 (1pt)	n/r	MP	Recommended, not required
	CONSTRUCTION IAQ MANAGEMENT PLAN	ENV Code -- sec. 706**	EAp1 EAc1	During construction, meet SMACNA IAQ guidelines; provide MERV-8 filters on all HVAC.	LEED EQc3	LEED EQc3	n/r	MP	Recommended, not required
	IAQ ASSESSMENT	ENV Code -- sec. 706**	EAp1 EAc1	Before occupancy, test air quality for particulates, ozone, CO and all listed VOCs.	LEED EQc4 (2pts)	LEED EQc4 (2 pts)	n/r	MP	Recommended, not required

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** = ENV Code – sec.706 requirements do not currently apply to the Port, however, these will be incorporated into a future edition of the Port Green Building Code.

*** = Self-Certification -To be determined

● = Required of the project.