

## GREEN BUILDING POLICY COMPLIANCE & REPORTING CHECKLIST

Commercial buildings (including municipal, mixed-use, and 5+ unit multifamily residential)

At the end of each phase submit to the city appropriate documentation verifying the completion of each applicable Green Building Policy requirement.

PRE-DESIGN (due within 30 days of coordination meeting)	Date Complete:
<input type="checkbox"/>	Read the <a href="#">Green Building Policy</a>
<input type="checkbox"/>	Participate in a coordination meeting with city staff and consultants to review the requirements. At a minimum, project team participants should include the owner, architect & general contractor (if known).
<input type="checkbox"/>	Identify a policy compliance lead for the development team: Name _____ Email _____ Phone _____
<input type="checkbox"/>	Indicate proposed third-party rating path: <ul style="list-style-type: none"> <li><input type="checkbox"/> LEED Building Design and Construction (LEED BD+C) or LEED Residential BD+C Multifamily</li> <li><input type="checkbox"/> B3 Guidelines</li> <li><input type="checkbox"/> Enterprise Green Communities (EGCC)</li> <li><input type="checkbox"/> Minnesota Overlay to EGCC</li> <li><input type="checkbox"/> an approved alternative _____</li> </ul>
<input type="checkbox"/>	Fill in and submit pre-design LCOE calculator (in Excel format) documenting solar PV evaluated for meeting two percent of annual energy (kBtu) use.
<input type="checkbox"/>	Fill in and submit pre-design response in the Electric Vehicle Service Equipment (EVSE) worksheet.
<input type="checkbox"/>	Hire a commissioning agent for design and construction commissioning services. Commissioning agent must be <b>independent</b> from the project designer. Submit an agreement between the owner and the commissioning agent that documents the scope of commissioning services.

PRE-CONSTRUCTION (due at Building Permit Application)	Date Complete:
<input type="checkbox"/>	Submit a checklist of credits likely to be achieved under the third-party rating system chosen.  Note: certification under LEED BD+C must include a minimum of 13 points within the <i>Energy and Atmosphere: Optimize Energy Performance</i> credit.
<input type="checkbox"/> or <input type="checkbox"/> or <input type="checkbox"/>	Project is pursuing State of Minnesota B3 Guidelines certification.  Renovation project requesting exemption from solar PV requirement with staff approval.  Fill in and submit pre-construction LCOE calculator (in Excel format) documenting solar PV evaluated for supplying at least two percent of annual energy use using lowest cost contractor bid as inputs. Calculator should further refine inputs from the pre-design LCOE calculator but not differ significantly. Attach 3 solar PV bids, including capacity and yearly energy production.

	<p><i>Note: If the design phase analysis determines that solar is not feasible, the project will be required to subscribe to a utility green power subscription program or power purchase agreement for a minimum of one year.</i></p>
<input type="checkbox"/> or <input type="checkbox"/>	<p>HVAC systems are planned to be all-electric.</p> <p>Submit the cost and feasibility of electric HVAC (e.g. ground-source heat pump, cold climate air-source heat pump, and/or variable refrigerant flow systems) compared with designed HVAC. (Installation optional.) See building electrification info sheet.</p>
<input type="checkbox"/>	<p>Fill in and submit a completed Electric Vehicle Service Equipment (EVSE) worksheet and attach site plan showing electric vehicle service equipment and designated parking.</p>
<input type="checkbox"/> or <input type="checkbox"/> or <input type="checkbox"/> or <input type="checkbox"/>	<p>Submit a material conservation plan that includes a plan to adaptively reuse an existing structure.</p> <p>For residential buildings constructed prior to 1956 or designated as a historic resource which are not being reused, submit a material conservation plan that includes full deconstruction of the building.</p> <p>For commercial structures and all other residential structures that are not being reused, submit a material conservation plan that includes skimming the building for salvage of any reusable architectural materials.</p> <p>No existing structures are being razed as part of this project.</p> <p>See MPCA Building Material Management Plan spreadsheet.</p>
<input type="checkbox"/> or <input type="checkbox"/>	<p>Project is pursuing State of Minnesota B3 Guidelines certification.</p> <p>Submit a construction waste management plan that specifies materials to be diverted from disposal by efficient usage, recycling, reuse, manufacturer's reclamation, or salvage for future use, donation or sale. State whether compliance with the waste diversion requirement will be met through either on-site separation of materials OR sending materials to an approved construction &amp; demolition material recovery facility. See C&amp;D material recovery info sheet. See MPCA Building Material Management Plan spreadsheet for template.</p>
<input type="checkbox"/>	<p>Submit Contract Documents showing where space has been designated for the collection and hauler servicing of organics (food scraps). Begin process for contracting with hauler to provide organics collection for a minimum of one year.</p>
<input type="checkbox"/> or <input type="checkbox"/> or <input type="checkbox"/>	<p>Project is pursuing State of Minnesota B3 Guidelines certification.</p> <p>Project has an area of site disturbance that is less than 5,000 square feet.</p> <p>Submit erosion and sediment control (ESC) permits.</p>
<input type="checkbox"/> or <input type="checkbox"/>	<p>Project is pursuing State of Minnesota B3 Guidelines certification.</p> <p>Submit Contract Documents specifying that the soil must have a minimum of 5.0% organic material by soil weight through the incorporation of US Compost Council STA-Certified Compost. See soil restoration info sheet and calculator.</p>
<input type="checkbox"/> or <input type="checkbox"/>	<p>Project is pursuing State of Minnesota B3 Guidelines certification.</p> <p>Submit site plans and a hydraulic report that indicates compliance with the Minnesota Pollution Control Agency Minimal Impact Design Standards (MIDS) for stormwater management.</p>
<input type="checkbox"/>	<p>Submit a one-page narrative of major strategies being designed to achieve Green Building Policy compliance.</p>

<b>POST-CONSTRUCTION (due at Certificate of Occupancy)</b>	<b>Date Complete:</b>
<input type="checkbox"/>	Submit an updated checklist of credits likely to be achieved under the third-party rating system chosen.  Note: certification under LEED BD+C must include a minimum of 13 points within the <i>Energy and Atmosphere: Optimize Energy Performance</i> credit.
<input type="checkbox"/>	Submit documentation showing the purchase of EV chargers as calculated on the Electric Vehicle Service Equipment (EVSE) worksheet.
<input type="checkbox"/> or <input type="checkbox"/>	Project is pursuing State of Minnesota B3 Guidelines certification.  Submit a waste management report documenting actual construction waste disposal and recycling rates of at least 75% diversion, including receipts or other documentation related to diversion through the course of construction.
<input type="checkbox"/>	Set up compliance with energy benchmarking through the State of Minnesota's Large Building Energy Benchmarking Program by sending an email to <a href="mailto:support@benchmarkingMN.org">support@benchmarkingMN.org</a> .
<input type="checkbox"/>	Submit an executive summary of commissioning report which includes a list of systems commissioned (and by whom), a summary of issues corrected, and a list of major outstanding/unresolved issues.
<input type="checkbox"/>	Submit a summary report explaining strategies for meeting each requirement of the Green Building Policy.
<input type="checkbox"/>	Participate in a coordination meeting with City staff to review the post-occupancy Green Building Policy requirements.

<b>POST-OCCUPANCY</b>	<b>Date Complete:</b>
<input type="checkbox"/> or <input type="checkbox"/>	Within 12 months of occupancy, complete third-party rating system documentation. Submit documentation reporting the certification level and credits/guidelines achieved.  Project is pursuing Minnesota Overlay to EGCC. Submit documentation of project approval by the Minnesota Housing Finance Authority.
<input type="checkbox"/> or <input type="checkbox"/>	Submit contract documents detailing installation of on-site solar.  If on-site solar is not feasible, submit documents detailing subscription to a utility green power subscription program or power purchase agreement for a minimum of one year with RECs retained by the project.
<input type="checkbox"/>	Submit contract with hauler detailing organics collection for a minimum of one year.