



Process

For admission to the green permit program, applicants must submit documents indicating the building's green elements. This submission is reviewed by city consultants that are experts in green design and green certification. If the initial submittal is found to not meet the requirements for admission to the process, the applicant may choose to revise their design or obtain their building permit through another process.

Submittals

Submittals for green review are provided at the same time as preliminary plans for consultant code reviewer pricing. Preliminary plans should reflect all green strategies that will be included in the project. Because all green strategies are not clearly identified or specified on construction drawings, the following shall also must be submitted:

- Project registration number** from the U.S. Green Building Council.
- LEED scorecard** showing targeted points and point total. The scorecard shall reflect the appropriate rating system for the project type.
- Green permit narrative** describing specifically how each of the LEED credits in the checklist above is being achieved. For performance-based credits that involve a calculation, this includes stating the results of the calculation (e.g. x% water and energy savings *calculated*, not targeted). For other credits it includes declaring where and how it is specified (e.g. low-VOC materials) and for others it is what the major contributors to the credit are (e.g. recycled-content materials).

An example narrative is provided. The combination of the drawings, narrative, and specifications shall clearly demonstrate the projects' ability to meet the credits being sought.

Final calculations for LEED submittal do not need to be complete, but the project should illustrate that sufficient analysis has occurred so that it is reasonable to expect that the requirements can be met.

- Menu Item** claimed for Green Permit Program qualification shall be clearly identified in the above narrative.
- Division 1** of the project specifications relating to green building requirements, demonstrating that the project has been clearly specified to achieve the targeted level of certification. If specifications are not submitted for preliminary review, they shall be submitted at time of permit application.
- Basis of Design** (optional) for the project may be submitted if available. This document is a required element of the commissioning agent's design review.

Certification

Proof of submission for LEED certification shall be submitted within 180 days of project completion (Certificate of Occupancy). Owners that do not achieve certification will be barred from future participation in the green permit process.



Green Permit Program Chicago Green Homes Pilot Submittal Requirements

Process

For admission to the green permit program, applicants must submit documents indicating the building's green elements. This submission is reviewed by city consultants that are experts in green design and green certification. If the initial submittal is found to not meet the requirements for admission to the process, the applicant may choose to revise their design or obtain their building permit through another process.

Submittals

Submittals for green review are provided at the same time as preliminary plans for consultant code reviewer pricing (50% construction documents). Preliminary plans should reflect all green strategies that will be included in the project.

Chicago Green Homes (CGH) projects are reviewed based on the credits claimed in the CGH checklist. For each item in the checklist, a column is provided to identify the sheet number on which that design element is clearly specified. If an item cannot be found on the drawings, additional paper back-up may be provided and should be referred to in the checklist.

Listed below are items that typically should be included on drawings or otherwise provided to reasonably demonstrate compliance with the CGH checklist. This is not an all-inclusive list but is intended to indicate information often not found in permit documents for smaller residential projects:

- Location plan showing relationship to transit, etc.
- Site plan showing parking, surface materials, exterior lighting, etc.
- Landscape plan with plant types indicated (may be same as site plan)
- Proposed service provider for services such as commissioning, EnergyStar rating, etc.
- Wall and roof sections clearly showing all envelope-related items claimed in checklist (e.g. insulation type and R-value, caulking and other measures for air sealing, green roof, etc.)
- Efficiencies and other relevant specifications for all equipment, lighting, appliances, and other equipment for which credits are claimed (typically shown in schedules)
- Proposed supplier for any sustainably harvested wood products
- Materials selections clearly indicated on plan or sections for relevant items (e.g. OSB sub floor, bamboo flooring, MDF trim, etc.)
- Flow rate specified for plumbing fixtures
- For owner-selected items such as appliances or millwork, signed statements or letters from the developer stating owners will be restricted to selecting products complying with credits claimed.

Approval

The approved version of the checklist will be included in the Developer Services Agreement or included on the final permit plans. The built project is required to include the items indicated in the checklist, or the owner is subject to reimbursing the City for any consultant review fees waived and possibly having the building permit revoked.