



CHAPTER 37 OF THE BALTIMORE CITY CODE – GREEN BUILDING REQUIREMENTS

1 **Covered Buildings** are subject to the Baltimore Green Building Requirements. A project is a Covered Building if any of the following conditions apply:

- New construction greater than 10,000 GSF
- Addition, size greater than 10,000 GSF
- Existing building greater than 10,000 GSF AND extensively modified area greater than 50% of the entire building.

Project teams for Covered Buildings can fulfill the Baltimore Green Building Requirements by following either of two compliance paths:

- Baltimore City Green Building Standards Pathway- following the *Standards*
- LEED® Compliance Pathway- Actual LEED® Silver (or higher) Certification from USGBC

Covered building projects – new construction, addition, or extensively modified – can select from any of the Section 1 categories or the equivalent LEED® rating program:

- New Building – Major Rehab (LEED® New Construction)
- Education (LEED® for Schools)
- Speculative Development (LEED® Core and Shell)
- Tenant Fit-Out (LEED® Commercial Interiors)

2 **Section 2 Projects:** Buildings which meet any of the area requirements listed for Covered Buildings above but are limited to systems replacement only – electrical; lighting; mechanical; HVAC; plumbing; fire suppression – are Section 2 Projects, and are also subject to the Baltimore Green Building Requirements. Section 2 projects must follow the Baltimore City Green Building Standards Pathway. They are not eligible for the LEED® Pathway.

3 **Abbreviations**

LEED® = Leadership in Energy and Environmental Design, international green building rating program

USGBC = United States Green Building Council, the member organization that established LEED®

GBCI = Green Building Certification Institute, the review agency for USGBC

The documentation requirements of the compliance paths are listed below. Remember, for detailed information on specific requirements refer to Standards Volumes 1, 2, and Appendix, available at <http://www.baltimorehousing.org>.

GENERAL INFORMATION AND REQUIREMENTS FOR FILING

STANDARDS PATHWAY PROJECTS:

To begin, register your company online at <http://www.baltimorehousing.org>.

In addition to all other filing requirements, Covered Building projects pursuing the *Standards* pathway must submit:

1. **Applicants Cover Sheet** (part of the **Standards Verification Package**, downloadable from <http://www.baltimorehousing.org>), must be adequately completed with the following:
 - a) The correct property address
 - b) Designer of Record and contact information
 - c) Correct contact information for the Developer or Owner; LEED®/BCGBS Coordinator; Contractor; Contractor's LEED®/BCGBS Coordinator; and Commissioning Agent
 - d) All questions answered and checklist items on the Coversheet filled in
- 2) Create an **Online Scorecard** for the project, under your account at <http://www.baltimorehousing.org>. Complete the project information section, select all applicable credits and select or input:
 - a) Compliance path "option," if applicable for that credit
 - b) Number of points you think project will earn, if points are variable for that credit
 - c) Brief narrative describing how project will achieve the credit in 'Credit Description Narrative' box
 - d) List of all cross-references in your documentation where you include back-up for the credit (Examples: Sheets A111, A112; Spec 08.5064, etc.) in the 'Customer Detail' box

- 3) **Plans Requirements:** include all pertinent information required for *Standards* documentation suitable for the plan sheet format – size 18” x 18” or larger, 2 copies minimum – as listed in the **Online Scorecard**. See Item 2) d), above.
- 4) **Standards Verification Package (SVP)** – letter-size documentation – bound, 8½ x 11 (maximum 11” x 17”, folded), with cover marked with full project identification. The **SVP** verifies credit compliance and must include the Energy Model, Commissioning Plan and all pertinent information required for verifying credit compliance with the *Standards*, such as Spec Sections, other plans or instructions to the builder for fulfilling construction phase credits. **DO NOT** include superfluous materials.

For building permit:

1. All information submitted for building permit must meet the documentation requirements found in Volume 2 of the *Standards*.
2. BCGBS templates corresponding to ALL attempted credits. Download these templates using the link buttons found in each credit summary in your project’s **Online Scorecard**.

During construction – Submit in PDF format to Construction Code Enforcement.

Documentation generated during construction to fulfill the reporting requirements for specific credits attempted, such as:

- construction and demolition waste management plans
- regional and recycled material content spreadsheets
- ESA Phase II Reports
- Commissioning plans
- Deconstruction Plans
- tracking spreadsheets weigh tickets
- back-up documentation
- remediation reports
- activity reports
- etc

Pledge points – which are tied to building operations and maintenance practices may include an ongoing documentation requirement. Refer to the applicable Credit Guideline in Volume 2 of the *Standards*.

Forms are available from the web site.

Refer to the *Standards Volume I, Section 3: “Step-by-Step Guidelines for the Standards”* for more detailed information.

LEED® PATHWAY PROJECTS:

In addition to all other filing requirements, Covered Building projects pursuing the LEED pathway must submit:

For building permit:

1. **Applicants Cover Sheet** (part of the **Standards Verification Package** and found in the appendix), must be adequately completed with the following:
 - e) The correct property address
 - f) Designer of Record and contact information
 - g) Correct contact information for the Developer or Owner; LEED®/BCGBS Coordinator; Contractor; Contractor’s LEED®/BCGBS Coordinator; and Commissioning Agent
 - h) All questions answered and checklist items on the Coversheet filled in
2. Proof of LEED Project Registration (receipt, LEED® project page print out, etc.)
3. Copy of LEED® Scorecard indicating attempted LEED® Silver Rating
4. LEED® templates corresponding to ALL attempted design submittal credits. Download these templates from the project page in LEED® Online.
5. All back-up documentation associated with the LEED® templates.

During construction – no additional documentation requirements.

After construction – submit a copy of the final LEED® Construction Review Report from GBCI prior to expiration of the LEED® Pathway Compliance Period.

Forms are available from the web site.

Remember, for detailed information on specific requirements, refer to *Standards* Volumes 1, 2, and Appendix, available at <http://www.baltimorehousing.org> .