

Using the BCGBS Applicants Scorecards

The BCGBS **Applicants Scorecards** are provided, as Excel spreadsheets in editable format, as a planning, design and tracking tool for project teams to use throughout the project. Please download and use on personal computers, saved to your project files. At this time these documents are not able to be uploaded to the BCGBS Online Scorecard system. The **Applicants Scorecards** have been designed for a variety of uses by experienced and novice to green building project teams.

1. Use in planning successful projects that meet BCGBS or LEED® rating systems

- Side by side BCGBS Credits and LEED Credits columns. Project teams may want to go through both sides of the Applicants Scorecard and see what works best for their project. If the LEED credit name is listed, then the same documentation and submittals are applicable to the Standards credit. See Volume 1 of the Standards for more information.
- Columns that allow you to identify credits as YES or Maybe to select likely credits for your project.
- The *Standards* Commentary column gives extra information on compliance requirements. This should help identify credits that your project can readily achieve, can achieve with some effort, and/or cannot achieve.
- References to associated LEED® Reference Guide sections to help you find the credit compliance information quickly and easily.
- Identification of credits modified for the *Standards*, with a brief summary of the modifications, to help you understand how these credits vary from the customary LEED versions. Find more detailed information in Volume 2 of the *Standards*.
- Identification of credits unique to the *Standards*, with a brief summary of requirements. Find more detailed information in Volume 2 of the *Standards*.
- Identification of Automatic Credits, for which no documentation is required.
- Identification of Pledge Point Credits, which require a long-term commitment to complying with specific building operation standards. Find more detailed information in Volume 2 of the *Standards*.

2. **Track submittal requirements.** Use the Notes / Credit Assignment column to keep track of what needs to be done and who on your team will do it. This document may be updated and saved frequently as the project evolves.

3. **Compare the pros and cons of selecting one Standards Rating Program over another.** Quickly fill out the YES and MAYBE columns in either rating system to determine which program is best for your project.

The Applicants Scorecards are design tools and generally not submitted to Plans Examining as any part of the Building Permit Application documentation. However, they are required for any pre-development conferences with Plans Examining and the City Planning Department. All required documentation must be submitted in formats conforming to Plans Examining Requirements. Each type of documentation must be placed in whichever of the following three documentation formats is appropriate for that item of documentation:

On-line Scorecard

Plan Sheets

Standards Verification Package

The information required to complete the On-line Scorecard belongs in the On-line Scorecard. The default location for all other documentation is the Plan Sheets. Insert only that documentation into the Standards Verification Package which does not fit easily on a plan sheet – such as narratives; technical reports; energy model reports and data summaries; completed Standards templates; etc. For the most part, equipment and materials schedules, calculation summaries, and the like belong on plan sheets in close proximity to the items they describe. Your best professional judgment is the best guide in deciding where and how to organize documentation.

For detailed requirements, refer to either:

- the *Standards*, Volumes 1 and 2 and Appendix AND / OR
- Handout materials available at Plans Examining, Room 101, 417 E. Fayette Street.