



---

GREEN BUILDING INFORMATIONAL HANDOUT

## 2019 CALGREEN CHECKLIST for **EXISTING RESIDENTIAL BUILDINGS (MINOR ADDITIONS LESS THAN 50%)**

**Scope:** Applies to projects that *increase* Conditioned Area, Volume or Size of existing residential dwellings (including hotels, motels, condominiums and shelters). The requirements shall apply only to and/or within the specific area of the addition or alteration.

Projects with greater than 50% of either: (1) the current square footage of such dwelling; or (2) the current exterior roof structure and exterior walls of such dwelling are not considered minor additions. These projects must satisfy the new home CALGreen Checklist, plus Tier 1 requirements.

All other residential additions and alterations should use the Residential Alteration CALGreen checklist. Detached "U" occupancy buildings are not subject to CALGreen.

### **Instructions:**
















1. Read this checklist and understand the project requirements.
2. Consult with designer, contractor and/or certified Green Building rater to incorporate any mandatory CALGreen measures into the design (column 3) and construction (column 4) of your project, and mark accordingly on the checklist.










#### *Incorporation into Design:*




























3. The designer, contractor and/or Green Building rater must indicate in Column 3 of the checklist all applicable measures incorporated into the project. Provide an explanation of scope of work if the measure is marked "N/A" (not applicable).
4. Sign Section 1 on the Acknowledgements page of the checklist.
5. Copy and submit checklist and acknowledgements page as part of building permit application.
6. Include this checklist on the approved set of plans for the project.
















#### *Verification Prior to Final Construction:*

7. Review and revise checklists, as needed during construction.
8. Complete Column 4 and sign and date signature page under Final Construction Verification at the end of this checklist prior to final inspection by the Building Department.

| Feature or Measure   | <b>Column 2</b><br><b>Project Requirements</b><br><i>Mandatory unless checked "N/A"</i> | <b>Column 3</b><br><b>Design Verification</b><br><i>Complete as part of design</i>    |   | <b>Column 4</b><br><b>Construction Verification</b><br><i>Complete after measure is installed</i> |
|--|---|---|---|---|
| <i>See Chapter 4 and Appendix A4 of the 2019 California Green Building Code for complete descriptions of features and measures listed here.</i>  | <b>Mandatory Prerequisites</b>  | <b>Designer or Contractor</b>   | <b>Green Building Rater</b>   | <b>Certification by designer, contractor and/or rater</b>   |
| <b>4.1<br/>PLANNING AND DESIGN</b>   |   | <i>Indicate designer or rater verifying the measures in Column 2</i>                  |   | <i>Complete prior to Final Inspection</i>   |
| <b>Site Development</b>  |   |   |   |   |
| 4.106.2 A plan is developed and implemented to manage storm water drainage during construction.  | Mandatory<br>or<br><input type="checkbox"/> N/A   |    |    |                |
| 4.106.3 Construction plans shall indicate how site grading or a drainage system will manage all surface water flows to keep water from entering buildings.   | Mandatory<br>or<br><input type="checkbox"/> N/A   |    |    |                |
| <i>Indicate the plan sheet number where the above measures are noted on plans or provide explanation of why the measure is not applicable (N/A):</i>   |   |   |   |   |
| <b>4.2<br/>ENERGY EFFICIENCY</b>   |   | <i>Indicate designer or rater verifying the measures in Column 2</i>                  |   | <i>Complete prior to Final Inspection</i>   |
| <b>Performance Approach</b>  |   |   |   |   |
| 4.201.1 Building meets or exceeds the requirements of the California Building Energy Efficiency Standards.   | Mandatory<br>or<br><input type="checkbox"/> N/A   |  |  |              |
| <i>Indicate the plan sheet number where the above measure is noted on plans or provide explanation of why the measure is not applicable (N/A):</i>   |   |   |   |   |
| <b>4.3<br/>WATER EFFICIENCY AND CONSERVATION</b>   |   | <i>Indicate designer or rater verifying the measures in Column 2</i>                  |   | <i>Complete prior to Final Inspection</i>   |
| <b>Indoor Water Use</b>  |   |   |   |   |
| 4.303.1 Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) installed in residential buildings shall comply with the prescriptive requirements of Sections 4.303.1.1 through 4.303.1.4.4. | Mandatory<br>or<br><input type="checkbox"/> N/A   |  |  |              |
| 4.303.2 Plumbing fixtures and fittings required in Section 4.303.1 shall be installed in accordance with the California Plumbing Code, and shall meet the applicable referenced standards.                                 | Mandatory<br>or<br><input type="checkbox"/> N/A   |  |  |              |
| <i>Indicate the plan sheet number where the above measures are noted on plans or provide explanation of why the measure is not applicable (N/A):</i>   |   |   |   |   |

| Feature or Measure   | <b>Column 2</b><br><b>Project Requirements</b><br><i>Mandatory unless checked "N/A"</i> | <b>Column 3</b><br><b>Design Verification</b><br><i>Complete as part of design</i>    |   | <b>Column 4</b><br><b>Construction Verification</b><br><i>Complete after measure is installed</i> |
|--|---|---|---|---|
| <i>See Chapter 4 and Appendix A4 of the 2019 California Green Building Code for complete descriptions of features and measures listed here.</i>  | <b>Mandatory Prerequisites</b>  | <b>Designer or Contractor</b>   | <b>Green Building Rater</b>   | <b>Certification by designer, contractor and/or rater</b>   |
| <b>4.4 MATERIAL CONSERVATION AND RESOURCE EFFICIENCY</b>   |   |   |   |   |
| <b>Enhanced Durability and Reduced Maintenance</b>   |   |   |   |   |
| <b>4.406.1 Rodent Proofing.</b> Annular spaces around pipes, electric cables, conduits, or other openings in plates at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry or similar method acceptable to the enforcing agency.  | Mandatory or <input type="checkbox"/> N/A   |    |    |                |
| <b>Construction Waste Reduction, Disposal and Recycling</b>  |   |   |   |   |
| <b>4.408.1</b> Recycle and/or salvage for reuse a minimum of 65 percent of the nonhazardous construction and demolition waste in accordance with one of the following:<br><br><input type="checkbox"/> 1. Submit a construction waste management plan, per Section 4.408.2; or<br><br><input type="checkbox"/> 2. Utilize a waste management company, per Section 4.408.3; or<br><br><input type="checkbox"/> 3. Utilize the waste steam reduction alternative, per Section 4.408.4. | Mandatory or <input type="checkbox"/> N/A   |    |    |                |
| <b>Building Maintenance and Operation</b>  |   |   |   |   |
| <b>4.410.1</b> An operation and maintenance manual shall be provided to the building occupant or owner.  | Mandatory or <input type="checkbox"/> N/A   |  |  |              |
| <i>Indicate the plan sheet number where the above measures are noted on plans or provide explanation of why the measure is not applicable (N/A):</i>   |   |   |   |   |

| Feature or Measure   | <b>Column 2</b><br><b>Project Requirements</b><br><i>Mandatory unless checked "N/A"</i> | <b>Column 3</b><br><b>Design Verification</b><br><i>Complete as part of design</i>    |   | <b>Column 4</b><br><b>Construction Verification</b><br><i>Complete after measure is installed</i> |
|--|---|---|---|---|
| <i>See Chapter 4 and Appendix A4 of the 2019 California Green Building Code for complete descriptions of features and measures listed here.</i>  | <b>Mandatory Prerequisites</b>  | <b>Designer or Contractor</b>   | <b>Green Building Rater</b>   | <b>Certification by designer, contractor and/or rater</b>   |
| <b>4.5 ENVIRONMENTAL QUALITY</b>   | <i>All measures are mandatory unless Not Applicable "N/A"</i>                           | <i>Indicate designer or rater verifying the measures in Column 2</i>                  |   | <i>Complete prior to Final Inspection</i>   |
| <b>Fireplaces</b>  |   |   |   |   |
| <b>4.503.1</b> Install only a direct-vent sealed-combustion gas or sealed wood-burning fireplace, or a sealed woodstove meeting EPA New Source Performance Standards (NSPS) emission limits and Mill Valley Wood Burning Appliances Ordinance. | Mandatory or <input type="checkbox"/> N/A   |    |    |                |
| <b>Pollutant Control</b>   |   |   |   |   |
| <b>4.504.1</b> Duct openings and other related air distribution component openings shall be covered during construction.   | Mandatory or <input type="checkbox"/> N/A   |    |    |                |
| <b>4.504.2.1</b> Adhesives, sealants and caulks shall be compliant with VOC and other toxic compound limits.   | Mandatory or <input type="checkbox"/> N/A   |    |    |                |
| <b>4.504.2.2</b> Paints, stains and other coatings shall be compliant with VOC limits.   | Mandatory or <input type="checkbox"/> N/A   |  |  |              |
| <b>4.504.2.3</b> Aerosol paints and other coatings shall be compliant with product weighted MIR Limits for ROC and other toxic compounds.  | Mandatory or <input type="checkbox"/> N/A   |  |  |              |
| <b>4.504.2.4</b> Documentation shall be provided to verify that compliant VOC limit finish materials have been used.   | Mandatory or <input type="checkbox"/> N/A   |  |  |              |
| <b>4.504.3</b> Carpet and carpet systems shall be compliant with VOC limits.   | Mandatory or <input type="checkbox"/> N/A   |  |  |              |
| <b>4.504.4</b> 80 percent of floor area receiving resilient flooring shall comply with the VOC-emission limits shall comply with the VOC-emission limits established in section 4.504.4.   | Mandatory or <input type="checkbox"/> N/A   |  |  |              |
| <b>4.504.5</b> Particleboard, medium density fiberboard (MDF), and hardwood plywood used in interior finish systems shall comply with low formaldehyde emission standards.   | Mandatory or <input type="checkbox"/> N/A   |  |  |              |

| Feature or Measure  | <b>Column 2</b><br><b>Project Requirements</b><br><i>Mandatory unless checked "N/A"</i> | <b>Column 3</b><br><b>Design Verification</b><br><i>Complete as part of design</i>    |   | <b>Column 4</b><br><b>Construction Verification</b><br><i>Complete after measure is installed</i> |
|---|---|---|---|---|
| <i>See Chapter 4 and Appendix A4 of the 2019 California Green Building Code for complete descriptions of features and measures listed here.</i>   | <b>Mandatory Prerequisites</b>  | <b>Designer or Contractor</b>   | <b>Green Building Rater</b>   | <b>Certification by designer, contractor and/or rater</b>   |
| <b>Interior Moisture Control</b>  |   |   |   |   |
| <b>4.505.2</b> Vapor retarder and capillary break is installed at slab on grade foundations.  | Mandatory or<br><input type="checkbox"/> N/A  |    |    |                |
| <b>4.505.3</b> Moisture content of building materials used in wall and floor framing is checked before enclosure.   | Mandatory or<br><input type="checkbox"/> N/A  |    |    |                |
| <b>Indoor Air Quality and Exhaust</b>   |   |   |   |   |
| <b>4.506.1</b> Each bathroom (with tub or shower) must be mechanically ventilated with a humidity controlled Energy Star compliant exhaust fan which terminates outside of the building unless otherwise a component of a whole house ventilation system.   | Mandatory or<br><input type="checkbox"/> N/A  |    |    |                |
| <b>Environmental Comfort</b>  |   |   |   |   |
| <b>4.507.2.</b> Duct systems are sized and designed and equipment is selected using the following methods:<br><br>1. Establish heat loss and heat gain values according to ANSI/ACCA Manual J-2004 or equivalent.<br><br>2. Size duct systems according to ANSI/ACCA 1 Manual D - 2009 or equivalent.<br><br>3. Select heating and cooling equipment according to ANSI/ACCA 3 Manual S-2004 or equivalent.                      | Mandatory or<br><input type="checkbox"/> N/A  |  |  |              |
| <i>Indicate the plan sheet number where the above measures are noted on plans or provide explanation of why the measure is not applicable (N/A):</i>  |   |   |   |   |
| <b>Verifications</b>  |   |   |   |   |
| <b>703.1</b> Verification of compliance with CALGreen may include construction documents, plans, specifications builder or installer certification, inspection reports, or other methods acceptable to the enforcing agency which show substantial conformance. Implementation verification shall be submitted to the Building Department after implementation of all required measures and prior to final inspection approval. | Mandatory   |  |  |              |

# Green Building Acknowledgments

Project Address & Permit No: \_\_\_\_\_

## Section 1 - Design Verification

Complete all lines of Section 1- "Design Verification" and submit the completed checklist (Columns 1 and 2) with the plans and building permit application to the Building Department.

The owner and certified professional (such as design professional, contractor, or green building rater) have reviewed the plans certifying that the items checked above are hereby incorporated into the project design for the plans submitted, and will be implemented as part of the construction of the project.

|  |   |
|--|---|
| _____<br>Owner's Signature                         | _____<br>Date                           |
| _____<br>Owner Name (Please Print)                 |   |
| _____<br>Certified Professional's Signature        | _____<br>Date                           |
| _____<br>Design Professional's Name (Please Print) |   |
| _____<br>E-mail Address                            | _____<br>Certification Type (license #) |

## Section 2 – Construction Verification

Complete, sign and submit the completed checklist, including Column 4, together with all original signatures to the Building Department prior to Building Department final inspection.

I have inspected the work and have received sufficient documentation to verify and certify that the project above was constructed in accordance with this Green Building Checklist and in accordance with the requirements set forth in the 2019 California Green Building Standards Code as amended by the Mill Valley Municipal Code.

|  |  |
|--|--|
| _____<br>Signature of Designer, Contractor and/or Green Building Rater | _____<br>Date                            |
| _____<br>Name (Please Print)   | _____<br>Phone (if different than above) |
| _____<br>E-mail Address (if different than above)                      | _____<br>Certification Type (license #)  |