

GS6: San Francisco Green Building Submittal Form for Municipal Projects

Green Building Submittal (GS) Forms are part of DBI Administrative Bulletin 093 - Implementation of Green Building Regulations.

For supporting resources, visit: sfgov.org/environment/chapter7 / sf.gov/submit-out-green-building-forms / sf.gov/departments--department-building-inspection - See: [Administrative Bulletins in the SF Building Code](#).

Maintenance projects may omit LEED checklist and this GS6 form. Maintenance projects are limited to repair, replacement, single-trade modernization, accessibility, or non-permitted work - Env Code 704(a)(1)(C).

INSTRUCTIONS:

- Select one (1) Municipal Project Type to the right. Check the appropriate box and apply requirements as indicated in the relevant column.
- Indicate evidence of fulfillment in the References column.
- Fill out the project information in the Verification box at the right.
- New construction, major alterations, and commercial interiors only; attach LEED Scorecard on separate, subsequent sheet.
- Submittal shall be a minimum of 24" x 36".

CHECK THE ONE COLUMN THAT BEST DESCRIBES YOUR PROJECT →

** This form includes the requirements of San Francisco Green Building Code and Environment Code. Major Renovations as defined by Environment Code Chapter 7 also include Major Alterations as defined by SFGBC, where applicable.*

				MUNICIPAL PROJECT			REFERENCES	VERIFICATION
				<input type="checkbox"/> NEW CONSTRUCTION & MAJOR RENOVATION*	<input type="checkbox"/> COMMERCIAL INTERIORS	<input type="checkbox"/> SMALL PROJECTS		
				PROJECT GROSS FLOOR AREA:				
				10,000 gross sq.ft. or greater	10,000 gross sq.ft. or greater	<10,000 gross sq.ft. or any not meeting LEED prerequisites	DRAWING OR SPECIFICATION NUMBER (If not applicable, indicate "N/A".)	
GREEN BUILDING RATING SYSTEMS	Required LEED Certification Level	Env Code 704(a)		Project is required to achieve sustainability certification listed at right.				PROJECT NAME
	LEED Point Adjustment for Retention/Demolition of Historic Features/Building	SFGBC 5.104		Enter any applicable point adjustments in box at right.				BLOCK/LOT
	LEED Points Shown on Current Scorecard			Enter current expected LEED score in box at right.				ADDRESS
	LEED Scorecard Submittals	Env Code 704(a)		For projects ≥10,000 sq.ft., submit LEED Scorecard to Environment Department at 100% Conceptual Design, Schematic Design, Design Development, Construction Documents, and As-Built. For projects <10,000 sq.ft., submit LEED Scorecard to Environment Department at 100% Conceptual Design and As-Built. LEED Online and email to greenbuilding@sfgov.org are acceptable means of submittal.				PRIMARY OCCUPANCY
ENERGY OPTIMIZATION	Better Roofs	CA Energy Code 140.10(a-b) SFGBC 5.201.1.2	EAc2 (or various)	Photovoltaics and battery energy storage systems are prescriptively required for common nonresidential occupancies per CA Energy Code 140.10(a-b). If SFPUC Stormwater Requirements apply, each square foot of living roof contributing to Stormwater Management Ordinance compliance may reduce the Solar Access Roof Area by one square foot.				PROJECT GROSS FLOOR AREA
	Commissioning (Cx)	Env Code 704(b)(2) OR CALGreen 5.410.2-5.410.4.5.1	EAp1 EAc1	For projects ≥10,000 sq.ft., comply with LEED Cx requirements – OPR, BOD, systems testing, operations manual, and Enhanced and Monitoring-Based Commissioning. For projects <10,000 sq.ft. and all new equipment in alterations & additions, comply with 5.410.2-5.410.4.5.1 – test, adjust, and balance (TAB) all equipment.				LEED PROJECTS PROJECTS ≥10,000 SQUARE FEET: COMPLETE THIS SECTION
	All-Electric Building	Env Code 704(b)(3) and (4)		New construction and major renovation projects shall be all-electric. In alterations of any size, newly installed equipment shall be all-electric. Exceptions when necessary are available for processes separate from building systems such as vehicle fueling, existing equipment outside project scope, or fossil fuel-based emergency backup generation.				
	Electrification of Existing Building Systems	Env Code 704(b)(4)		When gas-using equipment/system is removed, it shall be replaced with electric equipment/systems. In alterations of any size, newly installed equipment shall be all-electric. Any upgraded electric service infrastructure shall be sufficient to accommodate the new equipment and future replacement and electrification of remaining gas-using equipment.				
	Energy Resilience	Env Code 704(b)(5) CA Energy Code, SFGBC 5.201	EAc5	New construction and major renovation of Critical Community Institutions (public safety facilities, health clinics, community centers, libraries, & emergency management facilities) shall install battery storage and photovoltaics sufficient to supply Tier 1 Emergency Loads and functions (as defined by Env Code 701). All other new construction and major renovation projects that include both HVAC system replacement and electrical system upgrade shall install battery storage and photovoltaics sufficient to supply Tier 1 Emergency Loads and functions; OR be designed to achieve annual site zero net energy; OR achieve a design EUI 50% better than the national median site EUI; OR for a building with process loads that are at least 50% of the building's total energy use, exceed requirements of ASHRAE 90.1-2019 by 10%.				
CLEAN TRANSPORT	Electric Vehicle Charging	CalGreen 5.106.5 (all sections) SFGBC Table 5.106.5.3.1	LTc8	New construction: Install Level 2 EV Charging Stations and EV Capable spaces (see SF Green Building Code Table 5.106.5.3.1 for minimum quantities). Alterations: Install Level 2 EV Charging Stations and EV Capable spaces. See SFGBC Table 5.106.5.3.1 for minimum quantities based on the total number of spaces added or altered, or parking facilities served by electric service panels where the scope of work proposes to increase power supply. All projects: At minimum provide capacity to deliver 3.3kW simultaneously to each EV Charging Station and EV Capable Space required by SFGBC Table 5.106.5.3.1 or CalGreen Table 5.106.5.3.6-EVCS, whichever is greater. Automated Load Management Systems, installed DC Fast Chargers, and installed Low-Power Level 2 EV Charging receptacles may modify capacity and minimum number of spaces equipped with charging.				PROJECT MANAGER (name)
	Bicycle Parking	CAL Green 5.106.4 Planning Code 155.1-3	BD+C: LTc6/ ID+C: LTc4	For short-term visitors, provide permanent bicycle racks within 200 feet of visitor's entrance for 20% of peak daily visitors (minimum of one rack with capacity for two bicycles). In addition, provide secure bicycle parking for 10% of tenant-occupants (either covered & lockable enclosure or lockable room with permanently anchored racks, or permanent bicycle lockers). Or meet SF Planning Code sec.155.1-3, whichever is greater.				
RESPONSIBLE PRODUCTION & CONSUMPTION	Waste Prevention	Env Code 704(c)(1) & 1402 SF Building Code 13B CalGreen 5.405.1.1	BD+C: MRc1, MRc5 ID+C: MRc2, MRc6	Minimize mixed debris by source-separating for reuse or recycling: concrete, metal, clean solid wood, clean and unpainted drywall, and carpet and carpet padding (at minimum). 100% of mixed debris shall be taken by a Permitted Transporter to a Registered Facility for recycling and recovery. Complete Material Reduction and Recovery Plan and demonstrate minimum 75% recovery rate. For information, contact debrisrecovery@sfgov.org or 415-355-3799. Tenant improvements ≥10,000 sq.ft. shall generate less than 10 lbs/sq.ft. of waste from construction, deconstruction, and demolition activities. (New construction and renovations are encouraged to target <15 lbs/sq. ft.) SFO projects: follow SFO Sustainable Planning, Design & Construction Standards .				PROJECT MANAGER (name)
	Material Reuse	Env Code 704(c)(2)		Before buying new furniture, fixtures, or equipment, the project team shall check the Virtual Warehouse for available items that meet their needs: sfgov.org/virtualwarehouse .				
	Recycling by Occupants	Env Code 704(c)(3) CALGreen 5.410.1	MRp1	Provide adequate space and access for storage, collection and loading of compostable, recyclable and landfill materials. For more info see Adequate Refuse Space Design Guide and calculator at: sfgov.org/refusecalculator				
	Embodied Carbon Reduction	Env Code 704(c)(4), CalGreen 5.105.5.409	BD+C: MRc1, MRc2 ID+C: MRc2, MRc3	For projects ≥10,000 sq.ft., submit Embodied Carbon Reduction Strategies Checklist to Municipal Green Building Task Force at Schematic Design and As-Built. Permanently install at least 20 different products sourced from at least 5 different manufacturers that have an Environmental Product Declaration. New construction and major renovation projects ≥10,000 sq. ft. and additions where the completed building is ≥50,000 sq. ft. Conduct a Life Cycle Assessment (LCA) and demonstrate at least 10% GWP reduction by addressing at least 3 product categories/building assembly types: LCA baseline building shall be of similar size, function, complexity, type of construction, material specification and location. LCA software, dataset, and procedures shall meet CalGreen 5.409.2 specifications. Tenant improvements ≥10,000 sq.ft. and <50,000 shall either conduct an LCA and demonstrate at least 10% GWP reduction; OR demonstrate furniture/interior nonstructural elements reuse equivalent to at least 10% by cost.				
	Refrigerant Management	CALGreen 5.508.1	BD+C: EAp4 ID+C: EAp3	Use no halons or CFCs in HVAC.				
HUMAN & ENVIRONMENTAL HEALTH	Acoustical Control	CALGreen 5.507.4.1-3	BD+C: EQc9	Comply with sound transmission limits (STC-50 exteriors near freeways/airports; STC-45 exteriors if 65db Leq at any time; STC-40 interior walls/floor-ceilings between tenants).				PROJECT MANAGER (name)
	Air Filtration - Construction	CALGreen 5.504.1-3	EQc3	Seal permanent HVAC ducts/equipment stored onsite before installation.				
	Air Filtration - Operations	CALGreen 5.504.5.3	EQc1	Provide MERV-13 or finer filters on HVAC for regularly occupied, actively ventilated spaces. For project locations outside San Francisco, comply with local requirements if stricter.				
	Enhanced IAQ Strategies	Env Code 704(d)(1)	EQc1	Comply with entry, cross-contamination, filtration, natural ventilation, mixed-mode requirements.				
	Construction IAQ Management Plan	Env Code 704(d)(1), CALGreen 5.504.5	EQc3	During construction, meet SMACNA IAQ guidelines. Provide MERV-13 filters on all newly installed HVAC equipment serving regularly occupied areas of the building.				
	IAQ Assessment	Env Code 704(d)(1)	EQc4	For projects ≥10,000 sq.ft., before occupancy test air quality for particulates, ozone, CO, and all listed VOCs.				
	Product Ingredient Disclosure	Env Code 704(d)(2)	BD+C: MRc4/ ID+C: MRc5	For projects ≥10,000 sq.ft., permanently install at least 20 different products sourced from at least 5 different manufacturers that inventory ingredients constituting ≥1,000 ppm of each homogeneous material in the product.				
	Banned Substances	Env Code 509 & Chapter 8		Specify no materials containing PVC or tropical hardwoods and virgin redwoods.				
	Low-Toxicity Materials	Env Code 704(d)(2)(B) CALGreen 5.504.4.1-6 Regulations: #SFE 2018-01-PP0 #SFE 20-03-PP0, #SFE 20-08-PP0 #SFE 20-09-PP0	BD+C: EQc2 MRc4/ ID+C: EQc2 MRc5	Materials within the waterproof membrane of the building shall comply with CalGreen 5.504.4.1-6 and SFE Toxics Regulations . Resilient flooring, coatings, and adhesives shall comply with Regulation #SFE 20-09-PP0 , which incorporates the requirements of CalGreen 5.504.4.6. Resilient flooring includes all interior floor products other than carpet, edgings, bases, runners, stair coverings, and static control. Product maintenance shall not require use of strippers, sealants, or floor finishes. Carpet shall be commercial hard-backed carpet tiles and shall comply with Regulation #SFE 2018-01-PP0 , which incorporates the requirements of CalGreen 5.504.4.4. Composite wood products shall comply with the emission limits of CalGreen 5.504.4.5. Furniture if part of project scope shall comply with Regulation #SFE20-03-PP0 . Interior latex paints and primers for walls and ceilings shall comply with Regulation #SFE 20-08-PP0 . All paints, primers and coatings shall comply with the emission limits of CalGreen 5.504.4.3. All other adhesives, sealants and caulks shall comply with CalGreen 5.504.4.1. See: sfgov.org/chapter7 for regulations and more information. In addition, for projects ≥10,000 sq.ft., use products that comply with LEED VOC, particulate emissions, and content requirements for paints, coatings, adhesives, sealants, flooring, composite wood, ceiling/wall/thermal/acoustic insulation, and furniture (where furniture is part of scope). In healthcare and school projects, also comply with LEED emissions & content requirements for exterior-applied products.				
	Tobacco Smoke Control	CALGreen 5.504.7 Health Code art.19F & art.19I	EQp2	Prohibit smoking within 25 feet of building entries, air intakes, and operable windows.				
Biodiversity & Wildlife Habitat	Env Code 704(d)(3)	SSc6 pilot credit	Follow the San Francisco Biodiversity Guidelines: sfgov.org/biodiversityguidelines . Projects that modify landscapes shall submit a landscaping plant list to greenbuilding@sfgov.org at construction documents indicating which species are San Francisco Native, California Native, or other. SFPantFinder.org can be used for reference. (SFO projects: Follow SFO Sustainable Planning, Design & Construction Standards; aircraft safety supersedes this requirement.)					
Shade Trees	CALGreen 5.106.12	BD+C: SSc5	Plant trees to sufficient to provide shade within 15 years for 20% of landscape and hardscape area, including surface parking. Exclude shade structures covered by photovoltaics or cool roof materials from total area calculation, including surface parking covered by PV. (SFO projects: See SFO Sustainable Planning, Design & Construction Standards for guidance; aircraft safety supersedes this requirement.)					
WATER CONSERVATION	Construction Site Runoff	Public Works art.4.2 sec.146 Env Code 704(e)(1)	BD+C: SSp1	Submit a construction site Erosion and Sedimentation Control Plan to SFPUC for approval. For projects located outside San Francisco: comply with local requirements, or submit to SFPUC if no local requirement applies.				PROJECT MANAGER (name)
	Stormwater Management	Public Works art.4.2 sec.147 Env Code 704(e)(2)	BD+C: SSc4	Projects disturbing ≥5,000 sq.ft. in combined or separate sewer areas, or replacing ≥2,500 impervious sq.ft. in separate sewer area, shall implement a Stormwater Control Plan meeting SFPUC Stormwater Management Requirements . For projects located outside San Francisco: comply with local requirements, or submit to SFPUC if no local requirement applies.				
	Indoor Water Use Reduction	SFGBC 5.103.1.2, 5.303.3 Env Code 704(e)	BD+C: WEp2, WEc2 ID+C: WEp1, WEc1	Meet flush/flow requirements for: toilets (1.28gpf); urinals (0.125gpf wall, 0.5gpf floor); showerheads (1.8gpm); lavatories (1.2gpm private, 0.5gpm public/common); kitchen faucets (1.8gpm); wash fountains (1.8gpm); metering faucets (0.2gpc); food waste disposers (1gpm/8gpm). Additionally, for projects ≥10,000 sq.ft., use minimum 30% less potable water as calculated using a baseline with toilets (1.6gpf); urinals (1.0gpf); showerheads (2.5gpm); lavatories (2.2gpm private, 0.5gpm public); kitchen faucets (2.2gpm).				
	Water Efficient Irrigation	Administrative Code ch.63	BD+C: WEp1 WEc1	New construction projects with aggregated landscape area ≥500 sq.ft., or existing projects with modified landscape area ≥1,000 sq.ft., shall use low water use plants or climate appropriate plants, restrict turf areas and comply with Model Water Efficient Landscape Ordinance restrictions by calculated ETAF ≤.45 or by prescriptive compliance for projects with ≤2,500 sq.ft. of landscape area.				
	Water Metering	CALGreen 5.303.1	BD+C: WEc4	For area of project, provide submeters for spaces projected to consume >1,000gal/day (or >100gal/day in buildings >50,000 sq.ft.).				
Non-potable Water Reuse	Health Code art.12C	BD+C: WEc3	New buildings ≥40,000 sq.ft. shall calculate a water budget. New development projects ≥100,000 sq.ft. shall install and operate an onsite water reuse system using available rainwater, graywater, and foundation drainage for toilet and urinal flushing and irrigation.					

NON-LEED PROJECTS ONLY
Projects <10,000 square feet, receiving a waiver, or not meeting LEED MPR's only: COMPLETE THIS SECTION

This project is not required to obtain LEED certification because it is <10,000 square feet, does not meet LEED Minimum Program Requirements, and/or received a waiver from Environment Code Chapter 7 from the Director of Department of Environment. An informational LEED scorecard will be submitted to the Environment Department at 100% concept design and as-built without requirement for further LEED documentation or certification.

PROJECT MANAGER (name)

PROJECT MANAGER (sign & date)

PROJECT MANAGER AGENCY/DEPARTMENT

Green Building Compliance Professional of Record

I have been retained by the project sponsor to review all submittal documents and verify that all approved construction documents and construction fulfill the requirements of the San Francisco Green Building Code. It is my professional opinion that the requirements of the San Francisco Green Building Code will be met. I will notify the Department of Building Inspection if the project will, for any reason, not substantially comply with these requirements, if I am no longer the Green Building Compliance Professional of Record for the project, or if I am otherwise no longer responsible for assuring the compliance of the project with the San Francisco Green Building Code.

LICENSED PROFESSIONAL (sign & date)

AFFIX STAMP BELOW: