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# GREEN BUILDING INCENTIVE PROGRAM

**PLN**  
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The City of Encinitas Green Building Incentive Program provides financial incentive, priority plan check, and City Council recognition for projects that register and achieve certification with Build It Green (BIG) GreenPoint Rated and/or US Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED)<sup>®</sup>. Once registered with the City's program, all plan checks for construction-related permits will receive priority in the City's plan check process. On completion of the project and certification by BIG or LEED<sup>®</sup>, the project will be eligible for reimbursement for the costs of providing green building measures to achieve final certification up to a maximum of \$2,000 per project. Additionally, certified projects will be recognized at a City Council meeting.

## Process:

- Submit completed registration form with all signatures and required submittal materials to the Planning and Building Department.
  - **BIG:** Applicants for construction permits for projects seeking Build It Green GreenPoint Rated certification shall submit a completed GreenPoint Rated Checklist, supporting documentation indicating the measures to be used to achieve the required number of points in each category, and proof of payment of the registration fee to BIG prior to or concurrent with the construction permit application for the project to receive priority plan check privileges.
    - The submitted GreenPoint Rated Checklist shall be prepared or certified as accurate by the Certified GreenPoint Rater contracted for the project.
    - Proof of certification of the GreenPoint Rater and proof of contract must be provided.
    - Building plans shall indicate in the general notes or individual detail drawings, where appropriate, the green building measures to be used to attain the required number of points.
    - When the applications for construction permits other than building permits will substantially precede the submittal of building permit applications for the project, submit the required items (other than indicating green building measures on the building plans) to the Planning and Building Department concurrent with or prior to submittal of the construction permit application to the appropriate department.
  - **LEED<sup>®</sup>:** Projects shall follow the certifying and procedural requirements of the U.S. Green Building Council for the LEED<sup>®</sup> rating system used.
    - All applicants are required to retain the services of a LEED<sup>®</sup> Accredited Professional and complete LEED<sup>®</sup> project registration prior to acceptance of the application for construction permits to receive priority plan check privileges.
    - Applicants shall submit proof of registration of the project with the U.S. Green Building Council and submit a copy of the LEED<sup>®</sup> checklist and supporting documentation signed by the project LEED<sup>®</sup> Accredited Professional prior to acceptance of the application for construction permits to receive priority plan check privileges.
    - The applicant shall also provide the Planning and Building Department and Building Official with online access to the U.S. Green Building Council website in order for the Department and Building Official to verify registration and to monitor the submission of documents by the applicant to the U.S. Green Building Council. If the Department or Building Official determines the project is no longer in compliance with the approved plans or that the applicant is not diligently pursuing LEED<sup>®</sup> certification by the U.S. Green Building Council, the Department or Building Official may revoke priority plan check privileges and/or the project may not be eligible for reimbursement of final certification costs.
    - All building documents shall indicate in the general notes and/or individual detail drawings, where feasible, the green building measures employed to attain the applicable LEED<sup>®</sup> rating.

- When the applications for construction permits other than building permits will substantially precede the submittal of building permit applications for the project, submit the required items (other than indicating green building measures on the building plans) to the Planning and Building Department concurrent with or prior to submittal of the construction permit application to the appropriate department.
- Once all required items are received and registration with BIG and/or USGBC LEED® is verified:
  - Planning will notify all City Departments involved in the plan check process to expedite plan checks.
  - Incentive funds will be reserved for project.
  - All construction permit plan checks including grading plans, improvement plans, final map checks, building plans, and fire sprinkler plans will receive priority.
  - Priority means the plan check for a registered green building project will always be placed in line to be checked next.
  - Multiple registered green building projects in house at one time would be reviewed in the order received but would still receive priority over standard plan checks.
- Once the project is completed:
  - Applicants to provide verification of BIG and/or USGBC LEED® certification, and
  - Provide verification of costs (receipts, etc.) incurred to provide green building measures utilized to achieve certification.
- On completion of project and verification of BIG and/or USGBC LEED® certification, the project would receive:
  - Recognition at a regular City Council meeting.
  - Incentive to cover the cost of providing green building measures to achieve final certification, up to the full cost or \$2,000, whichever is less, per project.
- A building permit plan check or other construction permit plan check that is already in the standard plan check process would be eligible for priority plan check privileges upon receipt of the above information. Qualified projects that were under construction but not yet completed as of January 1, 2010 may apply for the Green Building Incentive Program to receive reimbursement for the costs of providing green building measures to achieve final certification, up to a maximum of \$2,000.00 or the cost of providing the green building measures, whichever is less.
- The Planning Department will keep a list of registered and certified projects at the Planning Department public counter and posted on the Planning Department website.