

# green building program standard of sustainable excellence

## (VOLUNTARY FOR PROJECTS OF ANY SIZE)

### Incentives

Projects are eligible for expedited services within the Department of City Planning and the Bureau of Engineering. The Department of Building and Safety provides priority plan check processing and Priority Service Planning is offered by the Department of Water and Power.

The following information refers only to the Department of City Planning procedure to obtain expediting services.

### Subject Projects

The Standard of Sustainable Excellence establishes an incentive program for projects that register with the United States Green Building Council's (USGBC) Leadership in Energy and Environmental Design® (LEED®) program, contract with a LEED® Accredited Professional (LEED® AP), and demonstrate how the project will achieve LEED® certification at a Silver level or higher. For more information about LEED®, please visit [www.usgbc.org](http://www.usgbc.org).

## LEED

LEED® is comprised of various Rating Systems designed by the USGBC that establish green development standards. The existing Rating Systems include: New Construction (NC), Existing Buildings (EB), Commercial Interiors (CI), Core and Shell (CS) and Homes (H). Rating Systems in pilot include: Retail, Healthcare, Neighborhood Development and Homes for Multifamily.

Each Rating System has its own Checklist. Projects must attain the minimum number of points required to meet LEED® at the Silver level. Applicants may select the Rating System best suited to their project, including the ones still in pilot phase. The various LEED® Checklists can be obtained at [www.usgbc.org](http://www.usgbc.org). A project shall be evaluated based upon either the version in effect on the date that the project registered with the USGBC.

## preauthorization of expediting services

Preauthorization for DCP expediting services is required. For consultation, call the Expediting Processing Section at 213-473-9984 to set up an appointment. During preauthorization of expediting services, applicants must submit the following materials in addition to those materials already required by current expediting procedures:

1. **LEED® Checklist:** The project's preliminary LEED® Checklist that demonstrates that the number of points the project intends to pursue will make it eligible to obtain LEED® Silver Certification or higher.
2. **Declaration:** A signed declaration from the Owner(s), Architect of Record and LEED® AP asserting that the project has been registered with the USGBC, will be designed and constructed to meet the LEED® standard for Silver or higher and will obtain formal certification. The declaration (CP-4040) is a Planning Department General Form that can be accessed online at <http://cityplanning.lacity.org>
3. **USGBC Registration and Paid Invoice:** Documentation that the project has registered with the USGBC and that the required fees have been paid to the USGBC.

# standard of sustainable excellence clearance procedure

Submit Plans to Department of Building & Safety (DBS)



## Department of City Planning (DCP) Clearance:

The DCP will need to issue a green building clearance in order for projects to receive a building permit. Applicants may obtain the clearance at the Site Plan Review Office located on the 6<sup>th</sup> Floor of 200 N. Spring Street, Los Angeles, or on the 3<sup>rd</sup> Floor of 6262 Van Nuys Boulevard, Van Nuys. Appointments are required for both offices, and can be made by calling 213-978-1219. In order to obtain clearance, the following materials must be provided:

1. **LEED® Checklist** - The project's LEED® Checklist that demonstrates that the number of points that the project is pursuing will make it eligible to obtain LEED® Silver Certification or higher.
2. **Declaration** - A signed declaration from the Owner(s), Architect of Record and LEED® AP asserting that the project has been designed and will be constructed to meet LEED® at the Silver level or higher, and will obtain formal Certification at the LEED® Silver level or higher from the USGBC. The declaration (CP-4039) is a Planning Department General Form that can be accessed online at <http://cityplanning.lacity.org>.
3. **Stamped and Signed Drawings/Plans** - A complete set of plans stamped and signed by a licensed architect or engineer that has the LEED® Checklist and declaration copied onto the first page. Each plan sheet must be signed by the LEED® AP verifying that the plans are consistent with the submitted checklist.
4. **\$268 Fee** - The fee set forth in Section 19.01 Y.  
\* May be subject to audit. A third-party audit will be conducted for every seventh project that is submitted for clearance. The audit will include a review of the project's LEED® Checklist, construction drawings, and specifications to confirm the project has met the intent of LEED® at a Silver level or higher. Should an audit result in a list of corrections, the applicant will need to return the corrected project documentation in order to obtain the clearance.

**OR**

**Satisfactory Completion of Design Review by USGBC** - At the time of the clearance request, projects that demonstrate that they have received confirmation from the USGBC that each of the project's Design Review credits has been designated as "Anticipated" shall be exempt from the aforementioned audit and fee.



Permit Issuance by DBS  
(DBS will require clearance from DCP prior to issuing the building permit)