**WHEN TO USE THIS FORM**

[Optional if information is on each specific checklist. Otherwise, describe occupancy and trigger and add link to municipal code and or webpage.]

These building standards have been established to ensure that construction in [jurisdiction] is healthier for occupants, has limited impact on the environment, reduces demand for energy, and results in cost savings from building operation over the life of the building. This guide and the attached checklist are intended to help applicants understand the process and specific local requirements that apply to their project.

For more information, please visit [jurisdiction website or other resource]

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| **PROJECT PROCESS** | |
| 1 | Project Design |
| It is important for project owners, architects, engineers, and designers to understand the applicable state and local building requirements prior to project design. Early consideration of these standards allows for design of buildings and systems that are compliant, energy efficient, and cost effective, and minimizes back and forth when applying for the project permit. |
| 2 | Planning application (*If required*) |
| If your project is subject to planning review, be prepared to identify in your planning application what compliance methods you’ve selected and how you plan to meet the requirements. If you anticipate difficulties meeting the requirements, these concerns and any requests for exemptions should be identified in your planning application. |
| 3 | Initial Building Permit Submittal |
| Include the following on your plans as part of your initial application for a building permit:   * Completed Local Building Decarbonization Checklist * Completed CALGreen Checklist, with plan sheet references where applicable * Submit Title 24 Part 6 documentation demonstrating compliance with State requirements |