



LEED Permit Submission Requirements for Developments with LEED Conditions

All reports should be submitted 10 business days prior to the date of the needed permit.

This allows for flexibility in the event additional backup documentation is needed. If the documentation submitted does not meet the intent and requirement of the LEED credit, the permit may be held until the needed documentation is completed.

Below is a general list of LEED documentation that must be submitted to DES (Jessica Abralind/Joan Kelsch) prior to issuance of the following permits or certificates of occupancy.

Clearing, Grading, and Demolition Permit

- Provide updated LEED scorecard and tracking spreadsheet showing that progress is being made on all credits.
- Obtain approval of the Construction Waste Management Plan as required by the site plan condition. If LEED credit(s) is being sought, the CWM Plan should meet LEED requirements.
- Submit the Green Building Fund Contribution if it pertains to your project.
- If project is pursuing Energy Star, submit Energy Star Target Finder score showing Energy Use Intensity (EUI) needed to earn a score of at least 75.
- Invite DES staff (Joan Kelsch – jkelsch@arlingtonva.us) to be a member of the project team in LEED Online.

Excavation Sheeting and Shoring Permit

- Provide updated LEED scorecard and tracking spreadsheet showing that progress is being made on all credits.
- Provide a floor plan that indicates recycling storage/ collection plan.
- Confirm that a commissioning (Cx) agent is on board prior to any above grade work. If the Additional Cx credit is being pursued, confirm that the Cx agent is reviewing the drawings in the design phase.
- Bicycle rack locations must be shown on site and floor plans as part of final site development and landscape plan.
- Meet with Arlington County Staff to discuss ENERGY STAR components if included in your site plan.
- Submit the LEED Water Use Reduction template showing the project goals and fixtures considered.
- Provide documentation showing that an energy model is being used to evaluate insulation, windows, HVAC systems, etc. to meet the energy reduction requirements.
- Energy monitoring equipment specified if needed to track whole building energy use.

Final Building Permit

- Provide updated LEED scorecard and tracking spreadsheet that shows progress is being made on all credits.
- Submit the Cx plan prior to approval of the Final Building Permit.
- Provide IAQ Management Plan for Construction.
- Provide a preliminary report on all ENERGY STAR components and reduced lighting density as they must be met for final project approval. Although specific site plan conditions may vary, common Energy Star components include:
 - Clothes Washers
 - Dishwashers
 - Refrigerators
 - Ceiling Fans
 - Ventilation Fans (Kitchen & Bathroom)
 - Light Fixtures (Residential & Common Areas)
 - WaterSense plumbing fixtures

- Provide an update showing final selections for lighting in residential units. ENERGY STAR's Advanced Lighting Package can be used to comply with residential lighting requirements of site plan condition. There is more information, including dozens of photos of ENERGY STAR compliant light fixtures, at www.energystar.gov.
- For the commercial lighting areas of multifamily residential projects (lobbies, corridors, stairwells, common rooms, fitness rooms, etc), Arlington is looking for clear evidence that the project team reduced the need for lighting through:
 - Daylighting where possible
 - Efficient fixtures
 - Bulbs
 - Motion sensors and/or timers
 - Interior design (paint color) that maximize energy efficiency in lighting

The US Green Building Council's LEED for Commercial Interiors (LEED-CI) includes a credit for *Optimizing Energy Performance: Lighting Power*. Those guidelines should be reviewed and used as a goal for common area lighting.
- Provide final energy model summary including a description of building systems and components that will result in targeted energy savings.

Shell and Core Certificate of Occupancy

- Provide updated LEED scorecard and tracking spreadsheet that shows progress is being made on all credits.
- Provide final documentation on ENERGY STAR and WaterSense components and common area lighting as stipulated in your site plan condition.
- Provide LEED design phase review report, including confirmation that energy points as stipulated in the site plan condition have been achieved.

Partial Certificate of Occupancy of the Last Floor of Space

- Provide updated LEED scorecard and tracking spreadsheet that shows progress is being made on all credits.
- Provide final documentation in a LEED binder or on LEED online for final LEED approval confirming that required LEED components are incorporated in the project.
- Create ENERGY STAR Portfolio Manager account for the project and input building parameters.
- Post financial security as required by the site plan condition.

Master Certificate of Occupancy

- If the site plan condition includes a commitment for official LEED certification, the final LEED award notification should be provided. The County will release the green building bond once the LEED award has been received.

Updated June 2017