

NONRESIDENTIAL GREEN BUILDING INSPECTION GUIDELINES

City of West Hollywood Building & Safety Division
Version 1
August 2023



Green Building Inspection Procedures

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

WEST HOLLYWOOD GREEN BUILDING PROGRAM – CALGREEN BUILDING INSPECTOR REQUIREMENT

All nonresidential projects triggering CALGreen and local green building mandatory requirements must hire an ICC-Certified CALGreen Building Inspector or California licensed Architect prior to submitting for plan check. The designated CALGreen Green Building Inspector¹ must review and sign the CALGreen checklist prior to submitting for plan check. The CALGreen Building Inspector will review the project's contract documents in accordance with California Green Building Standards Code with LA County Amendments and West Hollywood mandatory provisions. The applicant must submit a **Green Building Inspection Agreement** with each project application. All CALGreen Building Inspectors shall register with the West Hollywood Building & Safety Division prior to commencing inspection work and provide evidence of their ICC certification.

The CALGreen Building Inspector shall perform inspections in accordance with the Nonresidential Green Building Checklist (GB-1 NonRes or GB-2 NonRes) and the guidelines herein. The CALGreen Building Inspector shall consult the Green Building Compliance Resources at the end of this document and where the requirements are unclear, the CALGreen Building Inspector may consult City Staff for clarification and case-by-case interpretations.

The Green Building Inspection Process consists of two parts:

- Green Building Incremental Verification
- Green Building Final Inspection

NONRESIDENTIAL GREEN BUILDING TRIGGERS

All new nonresidential construction and remodels; nonresidential additions (1,000 SF or greater), alterations with a permit valuation of \$200,000 or more, and any initial tenant improvements.

NOTE TO GENERAL CONTRACTORS SUBJECT TO GREEN BUILDING INSPECTION:

Monthly Reporting Required: Where noted in this guidance document, the General Contractor shall submit a monthly Green Building Progress report to the CALGreen Building Inspector and shall provide an on-going update on the progress of the green building provisions.

Inspection Pre-Approval Required: All products listed under 5.504.4 Pollutant Control must be pre-verified in writing by the CALGreen Building Inspector prior to installation.

Questions? Please contact West Hollywood Building & Safety Division at (323) 848-6475

¹ The designated CALGreen Building Inspector is permitted to be either an ICC-Certified CALGreen Building Inspector or California licensed Architect. 1 | Page

Green Building Incremental Verification

The General Contractor must be in on-going communication with the CALGreen Building Inspector to verify all Green Building Incremental Verification requirements. The contractor shall submit monthly Green Building Inspection Reports, as applicable, to the CALGreen Building Inspector. The CALGreen Building Inspector may conduct up to three site visits to verify that all “Green Building Incremental Verification” requirements have been met. Once all Green Building Incremental Verification requirements have been confirmed as complete by CALGreen Building Inspector, and prior to the installation of drywall, the contractor shall contact the West Hollywood Building & Safety Division at 323.984.7321 to schedule the Green Building Incremental Verification. The Green Building Incremental Verification must be completed prior to the installation of drywall.

Green Building Incremental Verification - Inspection Procedures:

1. **Register.** CALGreen Building Inspector shall register with the West Hollywood Building & Safety Division and provide evidence of their ICC certification and/or California Architect license, along with the Project Permit Number.
2. **GB-1 or GB-2.** CALGreen Building Inspector shall review the Nonresidential Green Building Checklist (GB-1 NonRes or GB-2 NonRes) in the approved permit plan set.
3. **Contractor Submittal Preparation (Part 1).** Contractor shall prepare and deliver the submittals as listed in this document under “Green Building Incremental Verification – Contractor Submittals”.
4. **CALGreen Building Inspector Submittal Inspection (Part 1).** Request and review submittals or supplemental documentation as listed in this document for “Green Building Incremental Verification- Part 1 Submittals”. This activity may be performed remotely.
5. **CALGreen Building Inspector Site Inspection (Part 2).** Review and inspect all items listed in this document as “Green Building Incremental Verification - Part 2 On-Site Inspection”.
6. **City Inspector Site Inspection.** Upon completion of the Green Building Incremental Verification, the contractor shall schedule a Green Building Incremental Verification with the West Hollywood Building & Safety Division. During this inspection, the contractor and CALGreen Building Inspector shall review the Green Building Incremental Verification measures with the City Building Inspector assigned to the project.
 - Note: The CALGreen Building Inspector shall have all submittals, photos, and other documents assembled in preparation for this inspection, including the Nonresidential CALGreen Certificate of Compliance form provided at the end of this document.
7. **Sign-off by the City Inspector.** Upon completion of the Green Building Incremental Verification, the City Building Inspector shall sign and date the Building Permit Plan Set.

Green Building Final Inspection:

The contractor shall contact the CALGreen Building Inspector for inspection of the items listed under Green Building Final Inspection. This step must be completed prior to scheduling the Final Building Inspection with the West Hollywood Building & Safety Division. Once all Green Building Final Inspection requirements have been confirmed as complete by CALGreen Building Inspector, the contractor shall contact the West Hollywood Building and Safety Division at 323.984.7321 to schedule the Green Building Final Inspection with a City Building Inspector.

Green Building Final Inspection Procedures:

- 1. GB-1 NonRes or GB-2 NonRes.** CALGreen Building Inspector shall review the Nonresidential Green Building Checklist (GB-1 NonRes or GB-2 NonRes) in the approved permit plan set.
- 2. Contractor Submittal Preparation (Part 1).** Contractor shall prepare and deliver the submittals as listed in this document under “Green Building Final Inspection – Contractor Submittals”.
- 3. CALGreen Building Inspector Submittal Inspection (Part 1).** Request and review submittals or supplemental documentation as listed in this document for “Green Building Final Inspection - Part 1 Submittals”. This activity may be performed remotely.
- 3. CALGreen Building Inspector Site Inspection (Part 2).** Review and inspect all items listed in this document as “Green Building Final Inspection - Part 2 On-Site Inspection”.
- 4. City Inspector Site Inspection.** Once all Green Building Final Inspection requirements have been confirmed as complete by CALGreen Building Inspector, the contractor shall schedule a Green Building Final Inspection with the West Hollywood Building & Safety Division. During this inspection, the contractor and CALGreen Building Inspector shall review the “Green Building Final Inspection” measures to the City Building Inspector assigned to the project.
 - Note: The CALGreen Building Inspector shall have all submittals, photos, and other documents assembled in preparation for this inspection, including the Nonresidential CALGreen Certificate of Compliance form and the Nonresidential Green Building Special Inspector Field Notes. Both can be found at the end of this document.
- 5. Sign-off by the City Building Inspector.** Upon completion of the Green Building Final Verification, the CALGreen Building Inspector shall sign and date the Building Permit Plan Set.

Nonresidential CALGreen & Local Mandatory Provisions Subject to Inspection

Incremental Verification

WHMC 19.28.150 Alternative Transportation (Bicycle Parking & Facilities)
5.106.8 Light Pollution Reduction / WHMC 19.20.100
5.303.1.1 Meters
5.303.1.2 Excess Consumption
5.410.2 Commissioning
5.410.4 Testing and Adjusting
5.504.3 Covering of duct openings and protection of mechanical equipment during construction
5.504.4 Finish Material Pollutant Control

Final Inspection

5.106.5.2 Designated Parking for Clean Air Vehicles
5.106.5.3 Electric Vehicle Charging Readiness / WHMC 13.24.015
WHMC 19.28.150 Alternative Transportation (Bicycle Parking & Facilities)
WHMC 19.20.060 Sustainable Roof Measures
5.106.8 Light Pollution Reduction / WHMC 19.20.100
5.303 Indoor Water Use
5.304.1 Outdoor Water Use in Landscape Areas
5.304.2 Landscape Water Meters
5.410.2 Commissioning
5.410.4 Testing and Adjusting
5.503.1 Fireplaces
5.504.1 Temporary Ventilation
5.504.4 Finish Material Pollutant Control
5.506.2 Carbon Dioxide Testing

*WHMC = West Hollywood Municipal Code

Administrative Notes for the Final Green Building Inspection:

Instructions to General Contractor:

It is the responsibility of the General Contractor to prepare all submittals and schedule all inspections in accordance with this document. The CALGreen Building Inspector is not responsible to perform any work on behalf of the contractor. CALGreen Building Inspections shall be performed similar to other Special Inspections.

Instructions to CALGreen Building Inspector:

It is the responsibility of the CALGreen Building Inspector to review and deliver all required documentation, including the project Field Notes and Certificates of Compliance, to the City Building Inspector using the approved format. Where requirements are unclear, the CALGreen Building Inspector may consult City Staff for clarification and case-by-case interpretations.

Submittal Format:

Prepare a Flash Drive, and 3-ring binder (for City record) containing the following items for the Green Building Final Inspection. Isolate all relevant submittals for and omit all submittals un-related to the Green Building Final Inspection.

1. Final Inspection (Administrative Requirements)
 - Sign and scan a copy of the Residential Green Building Checklist (GB-1 Res) in the approved plan set for the City's records. GB-1 Res Checklist must have the Permit Number shown.
 - Contractor submittals and supporting documentation shall be delivered on a Flash drive, and three-ring binder (for City records) showing installation details for all provisions that were identified as "Y" on the GB-1 Res Checklist. Label the Flash drive with the permit number. Highlight applicable requirements on the submittals.
 - Photos and other required documentation provided by the CALGreen Building Inspector shall be submitted on the same Flash Drive, and three-ring binder, under a separate tab or folder entitled "Green Building Final Inspection".
 - After inspection, re-submit any outstanding submittal documentation to the City Inspector on a separate Flash Drive, and include the original submission documents.

Questions? Please contact West Hollywood Building & Safety Division at (323) 848-6475

Green Building Special Inspection Requirements:

Site Planning & Design – Mandatory Measures

5.106 Stormwater drainage and retention / WHMC 19.20.190 & Chapter 15.56

Enforcement in the public right of way is managed through the Public Works department.

5.106.5.2 Designated Parking for Clean Air Vehicles

Green Building Incremental Verification – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans and count the number of “clean air vehicles” shown. Note the number of spaces to be verified in the field. Verify with the contractor that the striping has been completed. *Do not schedule on-site inspection until the striping has been completed.*

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans and review the location of the clean air vehicles.

Green Building Final Inspection – Part 2 On-Site Inspection: Verify that the correct number of clean air vehicle parking stalls have been provided and marked. Verify that the markings read “CLEAN AIR/VANPOOL/EV” and that the lower edge of the last word aligns with the end of the stall striping and is visible beneath a parked vehicle.

5.106.5.3 Electric Vehicle Charging

All electrical inspections are outside the scope of the CALGreen Building Inspector. General Contractor shall refer to the [West Hollywood EV Charge Up webpage](#) for additional details.

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans and review the location of the EV infrastructure.

Green Building Final Inspection – Part 2 On-Site Inspection: The CALGreen Building Inspector shall verify that the electric vehicle EVSE ready and EVSE capable infrastructure for single-family and multi-family has been installed. The function of this inspection is to verify that the required infrastructure has been installed. All electrical inspections are outside the scope of the CALGreen Building Inspector.

WHMC 19.28.150 Alternative Transportation (Bicycle Parking & Facilities)

Green Building Incremental Verification – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans and count the number of bicycle parking spots. Request to see the bike parking submittal if the bicycle parking configuration is unclear. Note the number of bicycle parking spaces to review in the Final Inspection.

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans and review the location of the bicycle infrastructure.

Green Building Final Inspection – Part 2 On-Site Inspection: Verify that the amount of bike parking shown on the plans has been provided and installed.

WHMC 19.20.060 Sustainable Roof Measures

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans and confirm which sustainable roof measure (solar PV, solar collectors for hot water, or green roof) is to be installed.

Green Building Final Inspection – Part 2 On-Site Inspection: The CALGreen Building Inspector shall verify that the selected sustainable roof measure has been installed. All electrical and structural inspections are outside the scope of the CALGreen Building Inspector.

5.106.8 Light Pollution Reduction / WHMC 19.20.100

Green Building Incremental Verification – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans and count the exterior light fixtures. Verify that all light fixtures meet the required Backlight, Uplight, and Glare (BUG) Ratings by reviewing the Lighting Submittals compared the to the figures listed in Table 5.106.8 (see CALGREEN Chapter 5). The requirement for a specific fixture is based on the mounting height (MH) of the fixture and the linear distance between the fixture location as compared to the location of the property line.

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans and review the location of the exterior light fixtures.

Green Building Final Inspection – Part 2 On-Site Inspection: The CALGreen Building Inspector shall visually verify that the fixture installed matches the fixture on the cut-sheet.

Water Efficiency & Conservation – Mandatory Measures

5.303.1.1 Meters

This only applies to new buildings or additions 50,000 square feet or more.

Green Building Incremental Verification – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans to verify that the separate water submeter is installed and labeled for each tenant space projected to consume more than 100 gallons/day.

5.303.1.2 Excess Consumption

For any tenant in a new building or addition, which is projected to use more than 1,000 gallons/day

Green Building Incremental Verification – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans to verify that the separate water submeter is installed and labeled for each tenant space projected to consume more than 1,000 gallons/day.

5.303 Indoor Water Use

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall verify that the flow and flush rates specified have been installed. First, review the Plumbing Fixture Schedule and associated water use rates. The fixtures are measured in Gallons Per Minute (GPM) for lavatories and kitchen sinks, and Gallons Per Flush (GPF) for toilets and urinals. Second, review each fixture specification cut sheet and verify that the GPM/GPF shown on the Plumbing Fixture Schedule matches the fixture cut sheet. Plumbing Fixtures and Fittings shall not exceed the following minimums:

- Water Closets, 1.1 GPF
- Urinals, 0.125 GPF
- Single Showerhead, 1.5 GPF at 80 psi
- Multiple Showerheads Serving One Shower, 1.5 GPF at 80 psi (max. flow rate of all showerheads combined if controlled by a single valve)
- Kitchen faucets, 1.5 GPM @ 60 psi
- Wash fountains, 1.8 GPM @ 60 psi
- Metering faucets, 0.2 gallons per cycle
- Metering faucets for wash fountains, 0.2 gallons per cycle / 20 [rim space (inches) at 60psi]

Green Building Final Inspection – Part 2 On-Site Inspection: The CALGreen Building Inspector shall field verify that the fixture cut sheet matches the fixture that was installed. Make sure to have the cut sheets on-site to verify installation.

5.304.1 Outdoor Water Use in Landscape Areas

Green Building Final Inspection – Contractor Submittals: Irrigation Contractor shall prepare and deliver the Model Water Efficient Landscape Ordinance (MWELO) Certificate of Installation and associated documentation. See the [West Hollywood MWELO webpage](#) for more information and to download the MWELO Toolkit.

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall collect the Model Water Efficient Landscape Ordinance (MWELO) Certificate of Compliance from the licensed landscape contractor demonstrating compliance with the permit plans. See the [West Hollywood MWELO webpage](#) for more information and to download the MWELO Toolkit.

5.304.2 Landscape Water Meters

Green Building Final Inspection – Part 2 On-Site Inspection: For landscape projects over 500 sq. ft., the CALGreen Building Inspector shall verify that a separate irrigation meter has been installed and/or verified by the local water utility. Applicants should contact the local water utility for any questions related to installation.

Material Conservation and Resource Efficiency – Mandatory Measures*5.408.1 Enhanced Construction Waste Reduction / WHMCH 19.20.180*

This requirement is managed by the Environmental Programs Manager. No Green Building Inspection required.

5.410.2 Commissioning (New Construction 10,000 square feet or more only)

Green Building Incremental Verification – Part 1 Submittals: The CALGreen Building Inspector shall request to see a commissioning schedule and a completed owner’s project requirements (OPR) and Basis of Design (BOD) forms to verify that the Commissioning activities are planned.

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall:

- Confirm that the Functional Performance Testing was completed by the Commissioning Agent
- Confirm that the Systems Manual has been reviewed by the Commissioning Agent
- Verify that the Systems Training has been verified as complete by the Commissioning Agent
- Verify that the Commissioning Report is complete.

Note: If any of the above are in progress, the inspector shall verify that a contract is in place to complete the Commissioning Report by reviewing a signed copy of the commissioning agent’s contract.

5.410.4 Testing and Adjusting

(New construction less than 10,000 square feet or New Systems to serve an addition or alteration)

Green Building Incremental Verification – Part 1 Submittals: The CALGreen Building Inspector shall request to see a testing and adjusting schedule to verify that these activities are planned.

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall verify that the Testing and Adjusting report and the Operations and Maintenance (O&M) Manual are completed.

Environmental Quality – Mandatory Measures*5.503.1 Fireplaces*

Green Building Final Inspection – Contractor Submittals: General Contractor shall prepare and deliver product cut sheets showing the requirements listed to the CALGreen Building Inspector.

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall review cut sheet for any gas fireplace installed to confirm it meets the direct-vent sealed combustion type requirements. The CALGreen Building Inspector shall review cut sheet for woodstove or pellet stove installed to confirm it complies U.S. EPA Phase II emission limits.

Green Building Final Inspection – Part 2 On-Site Inspection: The CALGreen Building Inspector shall field verify that fireplaces and/or woodstoves and/or pellet stoves matches the cut sheet provided.

5.504.1 Temporary Ventilation

Green Building Incremental Verification – Part 1 Submittals: The CALGreen Building Inspector shall field verify if the HVAC system is being used during construction. If yes, the inspector shall review the filter cut sheet to confirm that it meets a minimum of MERV 8.

5.504.3 Covering of duct openings and protection of mechanical equipment during construction

Green Building Incremental Verification – Contractor Submittals: General Contractor shall prepare and deliver a **monthly update** with updated photographs of the protected ducts to the CALGreen Building Inspector regarding the progress of this item.

Green Building Incremental Verification – Part 2 On-Site Inspection: The CALGreen Building Inspector shall field verify that all duct and other related air distribution component openings are covered to reduce the amount of dust, water, and debris which may enter the building. The CALGreen Building Inspector shall take photographs demonstrating compliance at one point during construction.

5.504.4 Finish Material Pollutant Control

Green Building Incremental Verification – Contractor Submittals: General Contractor shall prepare and deliver product cut sheets and/or pictures of containers showing compliance for all product types listed for all Finish Materials (CALGreen Sections 5.504.4.1 through 5.504.4.6) to the CALGreen Building Inspector prior to installation. Contractor must obtain pre-verification of product compliance from the CALGreen Building Inspector. It is recommended to batch multiple products for review to reduce the administrative review time.

IMPORTANT: It is the responsibility of the Contractor to initiate this pre-verification and deliver the product cut sheets of predicted products to be installed. The Contractor shall deliver the products cut sheets in writing, with no fewer than 10 business days for pre-verification review, to the CALGreen Building Inspector, prior to performing the installation.

Green Building Incremental Verification – Part 1 Submittals: The CALGreen Building Inspector shall verify compliance with required VOC levels and specifications, and associated product labels, by reviewing all product cutsheets provided by the general contractor and pre-verify products within 10 business days of receipt.

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall verify compliance with required VOC levels, and associated product labels, by reviewing all the VOC Compliance Spreadsheet and associated product cut sheets. See the 2022 CALGreen with 2023 LA County Amendments for required Finish Material Pollutant Control VOC levels and specifications.

5.506.2 Carbon Dioxide Testing

Green Building Final Inspection – Part 1 Submittals: If shown on the project plans, the CALGreen Building Inspector shall review the Carbon Dioxide Monitor submittal to verify installation in the field. Typically, these are shown in areas with higher occupancy (i.e. Conference room, areas of assembly).

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall review the Carbon Dioxide Monitor submittal and field verify the monitors are installed (if shown on plans).

Green Building Compliance Resources

1. City of West Hollywood Green Building Website – <http://www.weho.org/greenbuilding>
 - a. Green Building Compliance Process
 - b. Nonresidential Green Building Documents
 - i. Nonresidential Mandatory Checklist (GB-1 NonRes) –
New Construction & Major Remodels
 - ii. Nonresidential Mandatory Checklist (GB-2 NonRes) –
Additions, Alterations, Initial Tenant Improvements
 - iii. Nonresidential Green Building Inspection Agreement
 - iv. Nonresidential CALGreen Certificate of Compliance
 - v. Nonresidential Green Building Inspector Field Notes
2. Building Standards Commission Resources: <http://www.bsc.ca.gov/Home/CALGreen.aspx>
 - a. 2022 California Green Building Standards Code with 2023 Los Angeles County Amendments
 - b. A Guide to the Green Building California Standards Code
3. Site Planning & Design
 - a. [Low-Impact Design \(LID\) & Stormwater Management](#)
4. Water Efficiency
 - a. [Model Water Efficiency Landscaping Toolkit](#)
5. Materials Conservation
 - a. [Operation and Maintenance Manual](#)
 - b. [CALGreen – Owner’s Project Requirements \(OPR\) Compliance Form \(Form GRN 20\)](#)
 - c. [CALGreen – Basis of Design \(BOD\) Compliance Form \(Form GRN 21\)](#)
 - d. [CALGreen – Commissioning Measures in Construction Documents \(Form GRN 22\)](#)
 - e. [CALGreen – Commissioning Plan Compliance Form \(Form GRN 23\)](#)
 - f. [CALGreen – Functional Performance Testing Compliance Form \(Form GRN 24\)](#)
 - g. [CALGreen – Documentation & Training Compliance Form \(Form GRN 25\)](#)
 - h. [CALGreen – Commissioning Report Compliance Form \(Form GRN 26\)](#)

Questions? Please contact West Hollywood Building & Safety Division at (323) 848-6475



WEST HOLLYWOOD

8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

Building & Safety Division
tel: (323) 848-6475 fax: (323) 848-6569

GREEN BUILDING INSPECTION AGREEMENT

SUBMIT AGREEMENT DURING APPLICATION INTAKE

Permit No.: _____

Project Address: _____

Project Title: _____

To applicants and owners of projects subject to Green Building Inspection Requirements per the Nonresidential Green Building Inspection Guidelines, please acknowledge and return to the City.

BEFORE A PERMIT CAN BE ISSUED: The owner or owner’s representative, on the advice of the responsible Architect or Project Designer, shall complete, sign and include the attached “GB-1” or “GB-2” sheet in the Permit Plans to the West Hollywood Building and Safety Division for review and approval.

The owner and the general contractor, where applicable, acknowledge and agree to the following conditions applicable to Green Building Inspection:

1. The inspection agency shall be engaged by the owner or the owner’s representative.
2. Contractor is responsible for proper notification to the inspection agency for the items listed.
3. The inspection agency is to submit the names and qualifications of on-site inspectors to the Building and Safety Division for approval.
4. The CALGreen Building Inspector¹ is under the authority and is responsible to the Building Official. All concerns and/or problems encountered are to be brought to the Building Official’s attention immediately.
5. CALGreen Inspectors shall deliver periodic reports to this Division of all inspection activity in accordance with the Nonresidential Green Building Inspection Guidelines.
6. **BEFORE APPROVAL OF THE GREEN BUILDING FINAL INSPECTION:** The Inspection agency shall submit a statement that all items requiring inspection were fulfilled with supporting documentation demonstrating compliance with the green building requirements. Copies of such statements shall be maintained at the job site for City’s Building Inspector’s review prior to final inspections.

ACKNOWLEDGMENT (SIGN BELOW) I have reviewed the enclosed “Inspection Schedule” and the information above.

Owner
or

Inspection Agency (Co. Name Only)

Project Architect
or

Contractor Agency (Co. Name Only)

Project Designer

Building Official

¹ The designated CALGreen Building Inspector is permitted to be either an ICC-Certified CALGreen Building Inspector or California licensed Architect.



WEST HOLLYWOOD

8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

Building & Safety Division
tel: (323) 848-6475 fax: (323) 848-6569

Green Building Inspection Schedule

Prior to issuance of a building permit, the Owner, on the advice of the Architect or Project Designer, shall complete, sign and submit this form to the Building Official.

Project Name

Permit Number

Project Address

Inspection Agency Name

Owner's Name

Owner's Signature

I hereby certify that the inspection agency named above has been engaged to perform green building plan review and on-site inspections during construction, as checked below, to satisfy all applicable portions of the Green Building Code.

Prior to issuance of a building permit, the inspection agency shall submit a statement on a permit plan sheet entitled "GB-1" or "GB-2" stating that all items applicable green building requirements have been included within the construction documents.

Prior to green building final approval, the inspection agency shall submit a statement verifying that all green building requirements shown on the permit plans were executed in the field.

Whenever any designated items on this list are ready for plan review or inspection, it shall be the responsibility of the Contractor to give timely notice to the inspection agency so that the required services may be performed.

PRE-PERMIT APPLICATION THIRD-PARTY DESIGN REVIEW

__Verify Green Building Triggers.

Confirm that the applicant has appropriately selected triggers from the Green Building Verification Form based on the scope of work.

__Verify Minimum Compliance in Contract Documents.

Confirm that the applicant has appropriately designed the "Y", "O", and "N" elements on the GB-1 or GB-2 based on the scope of work.

__Verify Minimum Compliance in Contract Documents.

Confirm that the applicant has shown design & construction elements in the contract documents when designated as "Y" elements on the GB-1 or GB-2 sheet in compliance with the Standard Green Building Conditions.

INSPECTION PHASE THIRD-PARTY INSPECTION REVIEW

__Incremental Green Building Verification.

Conduct an incremental green building verification in accordance with the Residential Green Building Inspection Guidelines.

__Final Green Building Verification.

Conduct final green building verification in accordance with the Residential Green Building Inspection Guidelines.

__Submit Final Green Building Verification Documents.

Submit final green building verification documentation to the Building and Safety Division in accordance with the Residential Green Building Inspection Guidelines.



WEST HOLLYWOOD

8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

Green Building
Inspection Requirements

Building & Safety Division
tel: (323) 848-6475 fax: (323) 848-6569

Date:

Permit #:

Codes Enforced
2022 California Green Building
Standards Code with 2023 Los
Angeles County Amendments
West Hollywood Municipal Code
19.20.060 (WHMC)

NONRESIDENTIAL CALGREEN DOCUMENTATION CERTIFICATE OF COMPLIANCE

THIS FORM SHALL BE COMPLETED AND SIGNED PRIOR TO REQUEST FOR FINAL BUILDING INSPECTION. ONE COPY OF THIS FORM SHALL BE SUBMITTED TO THE BUILDING INSPECTOR AT FINAL INSPECTION AND ONE SHALL BE PROVIDED TO THE BUILDING OWNER AS PART OF THE CALGREEN COMPLIANCE PACKAGE.

The following section shall be completed by a person with overall responsibility for the planning and design portion of the project:

REQUIRED DOCUMENTATION PROVIDED TO THE CALGREEN BUILDING INSPECTOR:

CALGREEN PROVISION: _____

DETAILS OF DECLARATION:

I certify that the provision requirements listed above are complete in accordance with the CALGreen provision listed

DECLARATION STATEMENT

I certify under penalty of perjury, under the laws of the State of California, the information provided is true and correct. I certify that the installed measures, materials, components, or manufactured devices identified on this certificate conform to all applicable codes and regulations, and the installation is consistent with the plans and specifications approved by the enforcing agency.

Responsible Person's Name:	Position/Title:
Responsible Person's Signature:	Date Signed:
Notes:	

