

# RESIDENTIAL 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 residential 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 Inspector<sup>1</sup> 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 the California Green Building Standards Code with LA County Amendments and West Hollywood mandatory provisions. The applicant must submit a **Green Building Special 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 and/or California Architecture license.

The CALGreen Building Inspector shall perform inspections in accordance with the Residential Green Building Checklist (GB-1 Res) 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

### RESIDENTIAL GREEN BUILDING TRIGGERS

All new residential construction and residential remodels or additions that increases the project's conditioned area, volume, and size.

### 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 4.504 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*

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<sup>1</sup> 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 must submit monthly Green Building Inspection Reports 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.** CALGreen Building Inspector shall review the Residential Green Building Checklist (GB-1 Res) 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 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 Residential 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 Res.** Inspector shall review the Residential Green Building Checklist (GB-1 Res) in the approved permit plan set.
- 2. CALGreen Building Inspector Submittal Inspection (Part 1).** Request submittals or supplemental documentation as listed in this document as “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 Residential CALGreen Certificate of Compliance form and the Residential 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.

## **Residential CALGreen & Local Mandatory Provisions Subject to Inspection**

### **Incremental Verification**

WHMC 19.28.150 Alternative Transportation (Bicycle Parking & Facilities)  
4.406.1 Rodent Proofing  
4.504.1 Covering of duct openings and protection of mechanical equipment during construction  
4.504.2 Finish Material Pollutant Control  
4.505.2.1 Concrete Slab Foundation: Capillary Break  
4.505.3 Moisture Content of Building Materials

### **Final Inspection**

4.106.3 Grading & Paving  
4.106.4 EV Charging Readiness / WHMC 13.24.015  
WHMC 19.28.150 Alternative Transportation (Bicycle Parking & Facilities)  
WHMC 19.28.060 Ground-level Vegetated Open Space  
WHMC 19.20.060 Sustainable Roof Measures  
4.303 Indoor Water Use  
4.304.1 Outdoor Water Use in Landscape Areas  
4.304.2 Landscape Water Meters  
4.410.1 Building Maintenance and Operation Manual  
4.503 Fireplaces  
4.504.2 Finish Material Pollutant Control  
4.506.1 Bathroom Exhaust Fans  
4.507.2 Heating & Air Conditioning System Design

\*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

#### *4.106.2 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.

#### *4.106.3 Grading and Paving*

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans and review the grading and paving areas of work. Note the grading plan as designed.

Green Building Final Inspection – Part 2 On-Site Inspection: Verify that installed paving and associated grade supports groundwater flows away from the building at all areas included in the scope. The CALGreen Building Inspector shall take photos of the hardscape installed, indicating the drainage direction.

#### *4.106.4 Electric Vehicle Charging (locally amended) / WHMC 13.24.015*

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 19.28.060 Ground-level Vegetated Open Space*

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall review the permit set of plans and confirm the location, size, and components of the project's designated ground-level open space.

Green Building Final Inspection – Part 2 On-Site Inspection: The CALGreen Building Inspector shall verify ground-level vegetated open space requirements, including the canopy tree and minimum box size requirements, have been 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.

**Water Efficiency & Conservation – Mandatory Measures***4.303 Indoor Water Use*

Green Building Final Inspection – Contractor Submittals: Contractor shall prepare and deliver all covered water fixture submittals showing that the performance values below are met.

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 rates 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)
- Residential lavatory faucets, 1.2 GPM @ 60 psi
- Metering faucets, 0.2 gallons/cycle
- Kitchen faucets, 1.5 GPM @ 60 psi



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.

#### *4.304.1 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.

#### *4.304.2 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**

#### *4.406.1 Rodent Proofing*

Green Building Incremental Verification – Part 2 On-Site Inspection: The CALGreen Building Inspector shall field verify at rough inspection that annular spaces have been protected by closing the openings with approved material. The CALGreen Building Inspector shall take photographs of all compliant annular spaces.

Note: This requirement applies to the openings under a bathtub per the CBC.

#### *4.408 Enhanced Construction Waste Reduction:*

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

#### *4.410.1 Building Operations and Maintenance (O&M) Manual*

Green Building Final Inspection – Contractor Submittals: General Contractor shall prepare and deliver the Operations and Maintenance (O&M) Manual to the owner and CALGreen Building Inspector in accordance with the approved format from HCD residential guide for the manual format. See Green Building Compliance Resources at the end of this document for a link to a sample O&M manual.

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall verify that the Operations and Maintenance (O&M) Manual is completed in accordance with the HCD residential guide for the manual format. approved format from HCD residential guide for the manual format. See Green Building Compliance Resources at the end of this document for a sample O&M manual.

## Environmental Quality – Mandatory Measures

### *4.503 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.

### *4.504.1 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.

### *4.504.2 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 4.504.2.1 through 4.504.5) 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 2022 CALGreen with 2023 LA County Amendments for required Finish Material Pollutant Control VOC levels and specifications.

#### *4.505.2.1 Concrete Slab Foundations: Capillary Break*

Green Building Incremental Verification – Part 1 Submittals: Concrete slab foundations required to have a vapor retarder by CBC, CCR Title 24, Part 2, Chapter 19 shall also comply with this section. A 4-inch thick base of ½-inch or larger clean aggregate, with a vapor barrier in direct contact with concrete, and a concrete mix design which will address bleeding, shrinkage, and curling. The CALGreen Building Inspector shall collect the Individual Provision Certificate of Compliance from the general contractor for this measure.

#### *4.505.3 Moisture Content of Building Materials*

Green Building Incremental Verification – Part 2 On-Site Inspection: The CALGreen Building Inspector shall collect the Individual Provision Certificate of Compliance from the general contractor for this measure. The CALGreen Building Inspector shall perform at least three random moisture readings on wall and floor framings in compliance with section 4.505.3 using either a probe-type or contact-type moisture meter to verify compliance. The CALGreen Building Inspector shall note the results of the moisture readings on the Field Notes.

#### *4.506.1 Bathroom Exhaust Fans*

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall review the bathroom exhaust fan cutsheet to verify that it shows the ENERGY STAR label. The exhaust fan must be controlled by a humidity control unless the fan is operating as part of a whole house ventilation system. The CALGreen Building Inspector shall review the humidity controls product cutsheet, or feature of the exhaust fan if integrated, for compliance. The humidity control shall be capable of adjustment between a relative humidity range of ≤ 50 percent to a maximum of 80 percent. A humidity control may utilize manual or automatic means of adjustment.

*4.507.2 Heating and Air Conditioning System Design*

Green Building Final Inspection – Part 1 Submittals: The CALGreen Building Inspector shall collect the Individual Provision Certificate of Compliance from the general contractor for this measure declaring that the systems have been installed in accordance with the Manual J, Manual D, and Manual S permit plan assumptions. See the Green Building Compliance Resources for a link to the ACCA Manuals.

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

## Green Building Compliance Resources

1. City of West Hollywood Green Building Website – <http://www.weho.org/greenbuilding>
  - a. Green Building Compliance Process
  - b. Single-Family and Multi-Family Green Building Documents
    - i. GB-1 Residential Mandatory Sheet (GB-1 Res)
    - ii. Residential Green Building Inspection Agreement
    - iii. Residential CALGreen Certificate of Compliance
    - iv. Residential 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](#)
6. Heating & Air Conditioning System Design
  - a. ACCA Manual J, Residential Load Calculations  
<http://www.acca.org/technical-manual/manual-j/>
  - b. ACCA Manual D, Residential Duct Systems  
<http://www.acca.org/technical-manual/manual-d/>
  - c. ACCA Manual S, Residential Equipment Sizing  
<http://www.acca.org/technical-manual/manual-s/>

*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 Residential 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” 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 Special 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 Inspector<sup>1</sup> 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 Residential 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

<sup>1</sup> 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" 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 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 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

## RESIDENTIAL CALGREEN DOCUMENTATION CERTIFICATE OF COMPLIANCE

Date:

Permit #:

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

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:	





