COMMUNITY DEVELOPMENT DEPARTMENT

330 West 20th Avenue
San Mateo, CA 94403
www.cityofsanmateo.org

CALGREEN: NON-RESIDENTIAL BUILDING PLAN SUBMITTAL CHECKLIST

New non-residential buildings shall be designed to include the green building mandatory measures specified in this checklist. This checklist shall also be applied to non-residential building additions of 1,000 square feet or larger and/or alterations with the permit valuation of $200,000 or more. The requirements shall apply only to the specific area of the addition or alteration. Initial tenant improvements are also subject to the mandatory measures. Subsequent tenant improvements are exempt.

PROJECT TYPE: ☐ Office ☐ Mixed-Use Residential/Office ☐ Other: _____

ADDRESS: _____

Feature or Measure (For full details of the code requirements see the 2025 California Green Building Standard Code [CGBSC])	Yes or N/A Plan Reference
PLANNING AND DESIGN	
SITE DEVELOPMENT (CGBSC 5.106)	
Storm water pollution control (CGBSC 5.106.1). Newly constructed projects and additions which disturb less than one acre of land shall prevent the pollution of storm water runoff from the construction activities through local ordinance and/or best management practices (BMP's) per CGBSC 5.106.1.1 through 5.106.1.2. Projects that disturb one or more acres of land to comply with all lawfully enacted stormwater discharge regulations for projects that (1) disturb one acre or more of land, or (2) disturb less than one acre of land but are part of a larger common plan of development or sale per CGBSC 5.106.2	
Short-term bicycle parking (with exception). If the new project or an addition or alteration is anticipated to generate visitors, provide permanently anchored bicycle racks within 200 feet of the visitors' entrance, readily visible to passers-by, for 20 percent of the peak daily visitors, with a minimum of one two-bike capacity rack per CGBSC 5.106.4.1.1. **Long-term bicycle parking.** Acceptable bicycle parking facility for Sections 5.106.4.1.2.1, 5.106.4.1.2.2 and 5.106.4.1.2.3 shall be conveniently located near the street and shall meet one of the following per CGBSC 5.106.4.1.2.	
Electrical vehicle (EV) Charging (5.106.5). Construction for electric vehicle (EV) infrastructure must follow the applicable California code sections for EV-capable spaces, EV charging stations, or power allocation methods, as specified in the referenced tables, and must comply with both the California Building Code and the California Electrical Code.	
Light Pollution Reduction (CGBSC 5.106.8). Outdoor lighting systems shall be designed and installed to comply with requirements in the California Energy Code and in compliance with CGBSC 5.106.8 through 5.106.8.2	
Grading and Paving (CGBSC 5.106.10). Construction plans to indicate how site grading and drainage system will manage all water flows to keep water from entering buildings. Examples found at CGBSC 5.106.10. Alterations and additions not altering the drainage path are excluded.	
WATER EFFICIENCY AND CONSERVATION	
INDOOR WATER USE (CGBSC 5.303)	
Meter (CGBSC 5.303.1). Separate submeters or metering devices shall be installed for the uses described in CGBSC Section 5.303.1.1 and 5.303.1.2. **Buildings in excess of 50,000 square feet.** Separate submeters shall be installed as follows: 1. For each individual leased, rented or other tenant space within the building projected to consume more than 100 gal/day, including but not limited to, spaces used for laundry or cleaner, restaurant for food service, medical or dental office, laboratory or beauty salon or barber shop.	

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2. Where separate submeters for individual building tenants are unfeasible, for water supplied to the following subsystem: a. Makeup water for cooling towers where through is greater than 500 gpm. b. Makeup water for evaporative coolers greater than 6 gpm. c. Steam and hot-water boilers with energy input more than 500,000 Btu//h. **Excess consumption.** A separate submeter or metering device shall be provided for any tenant within a building that is projected to consume more than 1,000 gal/day.	
Water conserving plumbing fixtures and fittings (CGBSC 5.303.3). Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the prescriptive reduced flow rates specified in CGBSC 5.303.3.1 through 5.303.3.4.	
Commercial kitchen equipment (CGBSC 5.303.4). Food waste disposers shall either modulate the use of water to no more than 1 gal/min when disposer is not in use or automatically shut off after 10 minutes of inactivity. Disposers shall use no more than 8 gpm of water per CGBSC 5.303.3.4.	
Standards for plumbing fixtures and fittings (CGBSC 5.303.6). Plumbing fixtures and fittings shall meet the applicable standards referenced in Table 1701.1 of the 2025 California Plumbing Code and in Chapter 6 of CGBSC.	
OUTDOOR WATER USE (CGBSC 5.304)	
Outdoor water use in landscape areas (CGBSC 5.304.1). Non-residential developments and rehabilitated landscape projects shall comply with the mandatory Water Efficiency Landscape Ordinance (WELO) given in SMMC Chapter 23.72.	
MATERIAL CONSERVATION AND RESOURCE EFFICIENCY	
WEATHER RESISTANCE AND MOISTURE MANAGEMENT (CGBSC 5.407)	
Weather projection (CGBSC 5.407.1). Provide a weather-resistant exterior wall and foundation envelope as required by California Building Code Section 1403.2 and California Energy Code Section 150, manufacturer's installation instructions or local ordinance, whichever is more stringent.	
Moisture control (CGBSC 5.407.2). Employ moisture control measures by the following methods: **Sprinkler.** Prevent irrigation spray on structures per CGBSC A5.407.4.1. **Entries and openings.** Design exterior entries and/or openings subject to foot traffic or wind-driven rain to prevent water intrusion into building per CGBSC 5.407.2.2.	
CONSTRUCTION WASTE REDUCTION, DISPOSAL, AND RECYCLING (CGBSC 5.408)	
Construction waste management (CGBSC 5.408.1). Recycle and/or salvage for reuse a minimum of 65% of the nonhazardous construction and demolition waste per CGBSC 5.408.1	
Universal waste (CGBSC 5.408.2). Additions and alterations that meet the scoping provisions in Section 301.3 shall provide verification that universal waste materials (fluorescent lamps and ballasts, mercury thermostats) are disposed of properly per CGBSC 5.408.2.	
Excavated soil and land clearing debris (CGBSC 5.408.3). 100% of trees, stumps, rocks and associated vegetation resulting from land clearing shall be reused or reused or recycled. CGBSC 5.408.3	
BUILDING MAINTENANCE AND OPERATION (CGBSC 5.410)	
Recycling by occupants. Provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of nonhazardous materials (including organic waste) for recycling per CGBSC 5.410.1.	
Commissioning. For new building 10,000 square feet and over, building commissioning for all building systems covered by T24, Part 6, process systems and renewable energy systems shall be included in the design and construction processes of the building project. Commissioning requirements shall include items listed in Section 5.410.2.	
Commissioning report. A report of commissioning process activities undertaken through the design and construction phases of the building project shall be completed and provided to the owner or representative per CGBSC 5.410.2.6.	
Testing and adjusting. Testing and adjusting of systems shall be required for buildings less than 10,000 square feet per CGBSC 5.410.4.	
Inspections and reports. Include a copy of all inspection verifications and reports required by the enforcing agency per CGBSC 5.410.4.5.1.	

Feature or Measure (For full details of the code requirements see the 2025 California Green Building Standard Code [CGBSC])	Yes or N/A Plan Reference
ENVIRONMENTAL QUALITY	
FIREPLACES (CGBSC 5.503)	
Fireplaces. Install only a direct-vent sealed-combustion gas or sealed wood-burning fireplace or a sealed woodstove or a pellet stove and refer to residential requirements in the California Energy Code, Title 24, Part 6, Subchapter 7, Section 150. (CGBSC 5.503). **Woodstoves.** Woodstoves and pellet stoves shall comply with US EPA New Source Performance Standards emission limits per CGBSC 5.503.1.1. Coordinate requirements with Bay Area Air Quality Management District.	
POLLUTANT CONTROL (CGBSC 5.504)	
Temporary ventilation (CGBSC 5.504.1) The permanent HVAC system shall only be used during construction if necessary to condition the building or areas of addition or alteration within the required temperature range for material and equipment installation. If the HVAC system is used during construction, use return air filters with a Minimum Efficiency Reporting Value (MERV) of 13, based on ASHRAE 52.2. Replace all filters immediately prior to occupancy, or, if the building is occupied during alteration, at the conclusion of construction.	
Covering of duct openings and protection of mechanical equipment during construction. At the time of rough installation or during storage on the construction site and until final startup of the heating, cooling and ventilating equipment, all duct and other related air distribution component openings shall be covered with tape, plastic, sheet metal or other methods acceptable to the enforcing agency to reduce the amount of dust or debris which may collect in the system per CGBSC 5.504.3.	
Finish material pollutant control. Finish materials shall comply with Sections 5.504.4.1. through 5.504.4.6. **Adhesives, sealants and caulks.** Adhesives, sealants and caulks used on the project shall meet the requirements of the standards listed in CGBSC 5.504.4.1.	
Paints and coatings. Architectural paints and coatings shall comply with VOC limits in Table 5.504.4.3 unless more stringent local limits apply. **Verification.** Verification of compliance with this section shall be provided at the request of the enforcing agency.	
Carpet Systems. All carpet installed in the building interior shall meet the testing and product requirements of one of the standards listed in CGBSC Section 5.504.4.4. Carpet cushion and adhesive also must comply.	
Composite wood products. Hardwood, plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the building shall meet the requirements for formaldehyde as specified in Table 5.504.4.5. **Documentation.** Verification of compliance with this section shall be provided at the request of the enforcing agency. CGBSC 5.504.4.5.3.	
Resilient flooring systems (CGBSC 5.504.4.6). 80% of flooring must comply with the one of the following: the VOC-emission limits defined in the 2014 CHPS criteria and listed on its High Performance Products Database; products certified under UL Greenguard Gold program; certified under the Resilient Floor Covering Institute Floor Score program; or meet California Department of Public Health 2010 Specifications. **Verification of compliance (CGBSC 5.504.4.6.1).** Documentation shall be provided for verifying that resilient flooring materials meet the pollutant emission limits.	
Filters (CGBSC 5.504.5). In mechanically ventilated buildings, provide regularly occupied areas of the building with air filtration media for outside and return air that provides at least a Minimum Efficiency Reporting Value (MERV) of 13. MERV 13 filters shall be installed prior to occupancy, and recommendations for maintenance with filters of the same value shall be included in the operation and maintenance manual.	
Environmental tobacco smoke (CGBSC 5.504.7). Prohibit smoking within 25 feet of building entries, outdoor intakes and operable windows. Post signage when local ordinances or policies are not in place.	
INDOOR MOISTURE CONTROL (CGBSC 5.505)	
Indoor moisture control. Buildings shall meet or exceed the CBC Title 24, Part 2, Sections 1202 (ventilation) and Chapter 14 (exterior walls).	
INDOOR AIR QUALITY (CGBSC 5.506)	
Outdoor air delivery (CGBSC 5.506.1). For all ventilated spaces, meet the minimum requirements of Section 120.1 (requirements for ventilation) of the California Energy Code, or local code, whichever is more stringent.	

Feature or Measure (For full details of the code requirements see the 2025 California Green Building Standard Code [CGBSC])	Yes or N/A Plan Reference
Carbon dioxide (CO2) monitoring (CGBSC 5.5062). Buildings equipped with demand control ventilation, CO2 sensors and ventilation controls shall be specified and installed in accordance with the California Energy code section 120(c)(4).	
ENVIRONMENTAL COMFORT (CGBSC 5.507)	
Acoustical control (CGBSC 5.507.4). Employ building assemblies and components with STC values determined in accordance with ASTM E90 and ASTM E413 or OITC determined in accordance with ASTM E 1332, using either the prescriptive or performance method in Sections 5.507.4.1 or 5.507.4.2.	
OUTDOOR AIR QUALITY (CGBSC 5.508)	
Ozone depletion and greenhouse gas reductions. Installation of HVAC, refrigeration and fire suppression equipment shall comply with Section 5.508.1.1 and 5.508.1.2. **Supermarket refrigerant leak reduction.** New Commercial refrigeration systems shall comply with Section 5.508.2 when installed in retail food stores 8,000 square feet or more condition area, and the utilize either refrigerated display cases, or walk-in-coolers or freezers connected to remote compressor units or condensing units. The leak reduction measures apply to refrigeration systems containing high-global warming potential (high-GWP) refrigerant with a GWP of 150 or greater.	

Responsible Designer's Declaration Statement	
I hereby certify that this project has been designed to meet the requirements of the 2022 California Green Building Standards Code and local green building reach code amendments	
Name:	Company:
Signature:	Address:
Date:	City/St/Zip