

LEED PERFORMANCE PROGRAM (LPP)

#4.2 BUILDING PERMIT SUBMITTAL GUIDELINES

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| Submittal requirements |
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| <p>The information below highlights two submittal elements that are required to be provided during the building permit phase for projects enrolled in the LPP: the supplemental report and the green building sheets. Projects that required discretionary approval of entitlements should provide updated versions of documents submitted during the entitlement phase if there were changes, or additional copies of the originals if there were not. The supplemental report consists of documents required as part of the review. The green building sheets are additional sheets to be included in the plan set. Please note a “design credit”-level review of the materials to verify compliance will be required prior to building permit issuance. Please refer to the following resources for additional information:</p> <ul style="list-style-type: none"> • LPP webpage < https://menlopark.org/LPP> • LEED certification glossary • LEED BD+C or ID+C reference guide • LPP 7 LEED green building plan sheet example |
| Supplemental report |
| <ol style="list-style-type: none"> 1. LEED AP cover letter <ol style="list-style-type: none"> a. Cover letter identifying the project LEED AP, stating their qualifications, and confirming that they have prepared the LEED checklist and related materials and that the information presented is accurate and, if the project is approved, the development would achieve the performance standards equivalent to the level of certification indicated on the checklist. The letter should include a table of contents of the elements of the supplemental report. |
| <ol style="list-style-type: none"> 2. Proof of LEED project registration <ol style="list-style-type: none"> a. Provide a copy of receipt of payment. b. Provide a print out of the LEED Online portal showing the project number and name. |
| <ol style="list-style-type: none"> 3. LEED Online invitation to join the LEED project via the LEED Online portal <ol style="list-style-type: none"> a. Forward copy of the invitation received from the LEED Online portal to LPP@menlopark.com. b. Assign Menlo Park as “QA/QC” role under the team link via LEED Online. c. Print a copy of the invitation confirmation and provide it with the supplemental report. |
| <ol style="list-style-type: none"> 4. LEED checklist with targeted points identified <ol style="list-style-type: none"> a. Each applicant should provide a completed LEED checklist aligned with the applicable rating system for the project: <ol style="list-style-type: none"> i. Building Design and Construction (BD+C) ii. Interior Design and Construction (ID+C) b. The LEED checklist should identify the specific credits selected to achieve equivalency to the intended level of certification in the Y column. c. Each project should show a minimum number of points in the Y column as needed to achieve equivalency to the targeted threshold for certification: <ol style="list-style-type: none"> i. LEED Silver = 50 pts minimum ii. LEED Gold = 60 pts minimum |
| <ol style="list-style-type: none"> 5. LEED project information forms <ol style="list-style-type: none"> a. Download, complete, print and provide LEED project information form: <ol style="list-style-type: none"> i. PI form 1 – Minimum program requirements |
| <ol style="list-style-type: none"> 6. Owner’s Project Requirements (OPRs) <ol style="list-style-type: none"> a. The OPRs are a written document that details the ideas, concepts, criteria, and functional requirements that are determined by the owner to be important to the success of the project. b. The OPRs will be the basis from which all design, construction, acceptance, and operational decisions are made. c. The OPRs are the foundation of the Basis of Design (BOD). They provide an executive summary that describes the requirements for the project. d. The following should be included in the OPRs: <ol style="list-style-type: none"> i. Owner and use requirements <ol style="list-style-type: none"> 1. Primary purpose, program and use 2. Project history 3. Broad goals ii. Environmental and sustainability goals <ol style="list-style-type: none"> 1. Local or State requirements |

- 2. Energy efficiency goals
- 3. Building façade and envelope goals
- iii. Indoor environmental quality requirements
 - 1. Intended use
 - 2. Occupancy schedule
 - 3. Lighting, temperature, humidity, air-quality, ventilation
 - 4. Types of lighting
- iv. Equipment and system expectations
 - 1. Mechanical
 - a. Mechanical room space
 - b. Heating
 - c. Cooling
 - d. Pumps
 - e. Supply ventilation
 - f. Exhaust ventilation
 - g. Rooftop package units
 - 2. Plumbing
 - a. Domestic hot water
 - b. Flow / flush fixtures
 - 3. Electrical
 - a. Electrical room space
 - b. Acceptable lighting levels
 - c. Receptacle and miscellaneous power consumption requirements by space
 - d. Special utility requirements
 - e. Critical system elements

7. Basis of Design (BOD) narrative

- a. The BOD narrative describes the design team's approach to the project. The document summarizes the strategies implemented to execute each aspect of the work. The BOD and the OPR are used by the [Commissioning Agent](#) (CxA) to verify the design and performance criteria for the building.
- b. The following elements should be included with the BOD:
 - i. Architectural
 - 1. Design condition description:
 - a. Size of site
 - b. Previous condition
 - c. Surrounding vegetation
 - d. Wetlands or environmental factors
 - 2. Building Description:
 - a. Area
 - b. Footprint
 - c. Population
 - d. Orientation
 - 3. Building Envelope:
 - a. Describe the primary construction type, wall system, windows and doors, insulation type and value, and roof construction.
 - 4. Sustainability:
 - a. Describe the passive and active sustainability strategies implemented on the project including any Energy Conservation Measures (ECM) implemented to reduce building energy consumption.
 - ii. Mechanical
 - 1. Heating Ventilation and Air Conditioning (HVAC) system design criteria and description
 - 2. Controls and programming
 - 3. Load calculations and modeling
 - 4. Sustainable design considerations
 - iii. Electrical
 - 1. Power systems design and controllability
 - 2. Lighting system design and controllability
 - 3. Low voltage systems design and controllability
 - iv. Plumbing
 - 1. Description of water, sewer, storm, and gas systems
 - 2. Plumbing criteria for each system
 - 3. Metering of water systems

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| <ul style="list-style-type: none"> 4. Sustainable design considerations for water efficiency (rainwater harvesting, reclaimed water, grey water, non-potable reuse) v. Landscape <ul style="list-style-type: none"> 1. Design criteria (size, location, plant type) 2. Existing environmental conditions 3. Description of irrigation systems (types, components, performance criteria). 4. Connections to reclaimed water or provisions for future expansion. |
| <ul style="list-style-type: none"> 8. Project calculators <ul style="list-style-type: none"> a. Space Usage Table b. Indoor Water Use Calculator c. Outdoor Water Use Calculator d. Interior Lighting Calculator e. Minimum Indoor Air Quality Calculator f. Daylight and Views Calculator |
| <ul style="list-style-type: none"> 9. Energy model documentation <ul style="list-style-type: none"> a. Title 24 Energy Model output reports b. Minimum energy performance calculator |
| LEED green building plan sheets (inserted into the plan set) |
| <ul style="list-style-type: none"> 1. LEED site plan identifying the following elements: <ul style="list-style-type: none"> a. LEED boundary (i.e. a line that includes all contiguous land that is included with the project and supports the typical operations). b. Surrounding elements adjacent to the project site (i.e. buildings, bodies of water, open space areas, etc.). c. Calculations table for all hardscape and landscape areas. d. Parking calculation summary including the total number of vehicles, Low Emitting Vehicles, electric vehicles (EVs), short term bicycles, and long-term bicycles. e. Open space calculations f. Stormwater retention and detention areas g. Public transportation stops adjacent to the project site. |
| <ul style="list-style-type: none"> 2. LEED floor plan(s) <ul style="list-style-type: none"> a. Identify all primary and secondary building entries. b. Provide a regularly occupied space table. c. Indicate single-occupancy vs multi-occupancy zones. |
| <ul style="list-style-type: none"> 3. LEED building section(s) <ul style="list-style-type: none"> a. Illustrate section cut through window system showing head and sill heights. b. Include dashed line showing the line of sight across the space at 44" above finished floor (AFF). |
| <ul style="list-style-type: none"> 4. LEED wall section(s) <ul style="list-style-type: none"> a. Identify glazing, insulation, and structural elements. b. Include a calculations table showing the following: <ul style="list-style-type: none"> i. U-Value ii. Solar Heat Gain Coefficient (SHGC) <ul style="list-style-type: none"> 1. Visual Light Transmittance (T-Vis) value |
| <ul style="list-style-type: none"> 5. LEED roof plan <ul style="list-style-type: none"> a. Include a legend to identify the different material types. b. Provide calculation tables showing the following: <ul style="list-style-type: none"> i. Area of each roofing material (i.e. membrane, walking pads, mechanical units, Solar, etc.). ii. Solar Reflection Index (SRI) value for each material identified. |