

**PLANNING AND DEVELOPMENT SERVICES – BUILDING INSPECTION****INSPECTION GUIDELINES:
GREEN BUILDING – RESIDENTIAL AND MULTI-FAMILY
PRE-CONSTRUCTION MEETING****INSPECTION CODE: 151****SCOPE: RESIDENTIAL****APPLICABLE CODES: 2019 CBC, CRC, CPC, CMC, CEC, CALGreen, CEnC, and PAMC**

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.

RESIDENTIAL AND MULTI-FAMILY PROJECTS

- The Green Building Pre-Construction Meeting, Inspection 151, is required for all projects that triggered Mandatory, Tier 1, or Tier 2 requirements during the plan review process. For information regarding these triggers, please see the “Green Building Special Inspectors and Project Triggers” inspection checklist.

CALGREEN MANDATORY PROJECTS**ITEMS OF DISCUSSION DURING GREEN BUILDING PRE-CONSTRUCTION MEETING**

- During the Green Building Pre-Construction inspection, the general contractor and the City of Palo Alto (CPA) Building Inspector shall:
 - Review the “GB-1” sheet in the approved set of plans and the “Green Building GB-1 Sheet Submittals” checklist.
 - Provide an overview of the requirements applicable to the project and confirm if the project triggered only Mandatory requirements. If it found that the project triggers Tier 1 requirements, a revision will be required (refer to the “Green Building Common Errors” inspection checklist for information on how to get a revision).
 - Review the Green Building inspection checklist, sequence of inspections, and discuss compliance expectations throughout construction.
 - Review importance of maintaining paperwork to prevent delays in the successful completion of the inspections that follow.
 - Review resources available to the construction team and go over any questions and answers.

REQUIRED ITEMS DURING CALGREEN MANDATORY INSPECTION 151

- The items that follow shall be complete at the time when Inspection 151 is scheduled to ensure that the CPA Building Inspector signs off the inspection card.
 - Storm water drainage and retention during construction
 - Concrete slab foundations/Capillary break
 - If the foundation (e.g., slab-on-grade) has started

- Other items that the CPA Building Inspector may find important or critical at the time of inspection.

CALGREEN TIER 1 AND TIER 2 PROJECTS

- For Tier 1 and Tier 2 projects, the contractor shall coordinate the Green Building Pre-Construction Meeting with the general contractor, Green Building Special Inspector (GBSI), and the City of Palo Alto Building Inspector . The GBSI shall be physically present and shall lead the meeting.

ITEMS OF DISCUSSION DURING GREEN BUILDING PRE-CONSTRUCTION MEETING

- During the Green Building Pre-Construction inspection, the general contractor, the GBSI and the City of Palo Alto Building Inspector shall:
 - Review the “GB-1” sheet in the approved set of plans and the “Green Building GB-1 Sheet Submittals” checklist.
 - Provide an overview of the requirements applicable to the project.
 - Review the Green Building inspection checklist, sequence of inspections, and discuss compliance expectations throughout construction.
 - Discuss submittal of monthly Green Building Progress Report by the general contractor to the GBSI and provide an on-going update on the progress of the Green Building provisions.
 - Review importance of maintaining paperwork to prevent delays in the successful completion of the Green Building Final (Inspection 153).
 - Review resources available to the construction team and go over any questions and answers.

REQUIRED ITEMS DURING CALGREEN TIER 1 AND TIER 2 INSPECTION

- The items that follow shall be complete at the time when Inspection 151 is scheduled to ensure that the CPA Building Inspector signs off the inspection card.
- Tier 1 Projects:
 - Storm water drainage and retention during construction
 - Topsoil protection
 - If the foundation (e.g., basement or footings) has started
 - Site selection (if selected as an elective)
 - Community connectivity (if selected as an elective)
 - Supervision and education by a Special Inspector (if selected as an elective)
 - Soil analysis (if selected as an elective)
 - Concrete slab foundations/Capillary break
 - If the foundation (e.g., slab-on-grade) has started

- Other items that the CPA Building Inspector may find important or critical at the time of inspection.

- Tier 2 Projects:

(In addition to any items shown under Tier 1 Projects)

- Other items that the CPA Building Inspector may find important or critical at the time of inspection.
- Deconstruction (if selected as an elective)

Note: Deconstruction is an optional elective measure until June 30, 2020. Effective July 1, 2020, all demolition projects will need to comply with the local deconstruction ordinance (See Chapter 5.24 of the Municipal Code).