



INSTRUCTIONS: 1) Check the column(s) from Project Type that best describes your project, and/or check Laboratory Exemption 2) For each requirement in the column, indicate evidence of fulfillment in the References column. 3) Complete the project information in the Verification box at the right. 4) Attach LEED Scorecard on separate, subsequent sheet. 5) This form and the LEED scorecard shall be incorporated into your plans submitted for Port building permit.					LABORATORY EXEMPTION	PROJECT TYPE				REFERENCES	VERIFICATION
					<div><div></div></div> <div>If your project is exempt from Port of San Francisco Green Building Code Amendments per Section 301.1 (lab as primary use), check above. Note that mandatory measures under California Green Building Code still apply.</div>	<div><div></div></div> <div>NEW CONSTRUCTION / MAJOR ALTERATION</div> <div>≥10,000 sq.ft.</div>	<div><div></div></div> <div>COMMERCIAL INTERIOR</div> <div>≥10,000 sq.ft.</div>	<div><div></div></div> <div>SMALL PROJECTS</div> <div><10,000 sq.ft. or not meeting LEED MPRs</div>	PROFESSIONAL DISCIPLINE*	DRAWING or SPECIFICATION # (if not applicable, indicate 'NA')	PROJECT NAME
											FACILITY CODE
											ADDRESS
											BUILDING GROSS FLOOR AREA
LEED	REQUIRED LEED CERTIFICATION LEVEL**	Port GBC sec. 4.103; 5.103;		Project is required to achieve sustainability certification listed at the right. If a waiver is granted by the Port, then enter the waiver number here: _____	GOLD (60+) LEED BD+C	GOLD (60+) LEED ID+C	n/r	EN		LEED PROJECTS Complete this section if project is to be LEED Certified. I understand the Port Green Building Code requires all applicable projects ≥10,000 sq.ft. to attain LEED Gold certification from the USGBC/GBCI. No Green Building Compliance Professional of Record is required.	
	LEED PT ADJUSTMENT for RETENTION/DEMOLITION of HISTORIC FEATURES/BUILDING**	Port GBC sec. 5.104;		Enter any applicable point adjustments in box at right.	_____	_____	n/r	EN			
	LEED PTS. SHOWN ON CURRENT SCORECARD			Enter current expected LEED score in box at right.	_____	_____	n/r	EN			
MATERIALS	LOW-TOXICITY MATERIALS	Port GBC sec. 4.103 & 5.103 CAL Green 5.504.4.1-6 ENV Code 704(d)(2)(B)	EQc2 MRc4	≥10,000 sq.ft. – use products that comply w/ LEED emissions and content requirements for paints, coatings, adhesives, sealants, flooring, composite wood, ceiling/wall/thermal/acoustic insulation, furniture, and exterior applied products if healthcare or school project. <10,000 sq.ft. – use products that comply w/ CAL Green emissions limit requirements of 5.504.4 1-6 for adhesives, sealants, paints, coatings, carpet systems including cushions and adhesives, furniture, resilient flooring (80% of area), and composite wood products.	LEED EQc2 (3pts.)	LEED EQc2 (3pts.)	See CAL Green 5.504.4.1-6	AR		PROJECT MANAGER (name)	
	PVC ELIMINATION	ENV Code -- sec. 509		Specify no materials containing PVC. Exception when non-chlorinated products are not available in a reasonable period of time, or it fails to meet performance standards, or is only available at an unreasonable price.	●	●	●	EN		PROJECT MANAGER (sign and date)	
	EMBODIED CARBON REDUCTIONS	CAL Green 5.105.1 ENV Code sec. 704(c)(4)	MRc1 MRc2	For projects ≥10,000 sq. ft., submit Embodied Carbon Reduction Strategies Checklist to Municipal Green Building Task Force at Schematic Design and As-Built. Permanently install at least 20 different products sourced from at least 5 different manufacturers that have an Environmental Product Declaration. New construction and major renovation projects ≥10,000 sq.ft. shall conduct a Life Cycle Assessment (LCA) and demonstrate at least 10% GWP reduction by addressing at least 3 product categories/building assembly types. Tenant improvements ≥10,000 sq.ft. shall either conduct an LCA and demonstrate at least 10% GWP reduction; OR demonstrate furniture/interior nonstructural elements reuse equivalent to at least 10% by cost.	●	●	●	AR		NON-LEED PROJECTS Complete this section if project is <u>not</u> to be LEED Certified.	
	TROPICAL HARDWOOD & VIRGIN REDWOOD BAN	ENV Code Ch.8		Specify no tropical hardwoods or virgin redwoods.	●	●	●	EN		This project is not required to obtain LEED Gold certification because it is <10,000 sf, does not meet LEED minimum program requirements, or received a waiver from the Port. An informational scorecard will be submitted to the Port at building permit submittal and as-built without requirement for further LEED documentation or certification.	
WATER	INDOOR WATER USE REDUCTION	Port GBC sec. 5.103; OR CAL Green 5.303.3 CAL Green 4.308.1	WEp2 WEc2	Meet flush/flow requirements for: toilets (1.28 gpf); urinals (0.125 gpf wall, 0.5gpf floor); showerheads (1.8 gpm); lavatories (1.2 gpm private, 0.5gpm public/common); kitchen faucets (1.8 gpm); wash fountains (1. 8gpm); metering faucets (0.2 gpc); food waste disposers (1 gpm/8 gpm). Additionally, for projects ≥10,000 sq.ft., achieve 30% minimum reduction in use of potable water as calculated to meet LEED WE credit Indoor Water Use Reduction (WE c2).	LEED WEp2 LEED WEc2 (2pts.)	LEED WEp2 LEED WEc2 (4pts.)	5.303.3	MP		PROJECT MANAGER (name) PROJECT MANAGER (sign and date)	
	NON-POTABLE REUSE	Health Code art. 12C	WEc2	New buildings ≥40,000 sq.ft. must calculate a water budget. New development projects ≥100,000 sq.ft. shall install and operate an onsite water reuse system using available rainwater, graywater, and foundation drainage for toilet and urinal flushing and irrigation.	●	n/r	n/r	MP			
	WATER-EFFICIENT IRRIGATION	Admin Code Ch. 63	WEp1 WEc1	New construction projects with aggregated landscape area ≥500 sq.ft., or existing projects with modified landscape area ≥1,000 sq.ft., shall use low water use plants or climate appropriate plants, restrict turf areas and comply with Model Water Efficient Landscape Ordinance restrictions by calculated ETAF ≤.45 or by prescriptive compliance for projects with ≤2,500 sq.ft. of landscape area.	●	●	●	MP			
	WATER METERING	CAL Green 5.303.1	WEc4	For area of project, provide submeters for spaces projected to consume >1,000 gal/day (or >100 gal/day in buildings >50,000 sq.ft.).	●	●	●	MP			

* = Professional Discipline for Review of Submittal
AR = Architecture BP = Building Permit Desk CE = Civil EL = Electrical
EN = Environmental MP = Mechanical/Plumbing PL = Planning

**** = NOTE:** This form is intended for projects pursuing LEED certification. If your project is pursuing Green Points instead, provide alternate compliance information similar to this form or contact the Port for direction.

● = Required of the project.



Port of San Francisco Green Building Submittal Form

Revised January 1, 2026

CHECK THE COLUMN(S) THAT BEST DESCRIBE YOUR PROJECT:				LABORATORY EXEMPTION	PROJECT TYPE				REFERENCES	VERIFICATION
				<div><input type="checkbox"/></div> <div>If your project is exempt from Port of San Francisco Green Building Code Amendments per Section 301.1 (lab as primary use), check above. Note that mandatory measures under California Green Building Code still apply.</div>	<div><input type="checkbox"/></div> <div>NEW CONSTRUCTION / MAJOR ALTERATION</div> <div>≥10,000 sq.ft.</div>	<div><input type="checkbox"/></div> <div>COMMERCIAL INTERIOR</div> <div>≥10,000 sq.ft.</div>	<div><input type="checkbox"/></div> <div>SMALL PROJECTS</div> <div><10,000 sq.ft.</div>	<div><input type="checkbox"/></div> <div>PROFESSIONAL DISCIPLINE *</div>	DRAWING or SPECIFICATION # (if not applicable, indicate 'NA')	NON-LEED PROJECTS Complete this section if project is not to be LEED Certified. Green Building Compliance Professional of Record for Non-LEED Projects.
TITLE	SOURCE OF REQUIREMENT	LEED v.4 Credit	DESCRIPTION OF REQUIREMENT							
ENERGY OPTIMIZATION	ENERGY RESILIENCE	CA Energy Code ENV Code 704(b)(5)	EAp2 EAc2	All projects must comply with CA 2025 Energy Standards and meet LEED Energy prerequisites. New construction and major renovation of Critical Community Institutions (public safety facilities, health clinics, community centers, libraries, & emergency management facilities) shall install battery storage and photovoltaics sufficient to supply Tier 1 Emergency Loads and functions. All other new construction and major renovation projects that include both HVAC system replacement and electrical system upgrade shall install battery storage and photovoltaics sufficient to supply Tier 1 Emergency Loads and functions; OR be designed to achieve annual site zero net energy; OR achieve a design EUI 50% better than the national median site EUI; OR for a building with process loads that are at least 50% of the building's total energy use, exceed requirements of ASHRAE 90.1-2019 by 10%	LEED EAp2	LEED EAp2	•	EL AR MP		I have been retained by the project sponsor to review all submittal documents and verify that all approved construction documents and construction fulfill the requirements of the SF Port Green Building Code. It is my professional opinion that the requirements of the Port Green Building Code will be met. I will notify the SF Port Building office if, the project will for any reason, not substantially comply with these requirements, if I am no longer the Green Building Compliance Professional of Record for the project, or if I am otherwise no longer responsible for assuring the compliance of the project with the Port Green Building Code.
	ALL-ELECTRIC BUILDING	SF Admin. Bulletin 112 ENV Code 704(b)(3) & (4)		New construction and major renovation projects shall be all-electric. In alterations of any size, newly installed equipment shall be all electric. Exceptions when necessary are available for processes separate from building systems such as vehicle fueling, existing equipment outside project scope, commercial foodservice equipment, or fossil fuel-based emergency backup generation.	•	Any newly installed equipment	Any newly installed equipment	EL AR MP		
	ELECTRIFICATION OF EXISTING BUILDING SYSTEMS	ENV Code 704(b)(4)		When gas-using equipment/system is removed, it shall be replaced with electric equipment/systems. In alterations of any size, newly installed equipment shall be all-electric. Any upgraded electric service infrastructure shall be sufficient to accommodate the new equipment and future replacement and electrification of remaining gas-using equipment.	•	•	•	EL AR MP		
	BETTER ROOFS	Port GBC sec. 4.201.2; 5.201.1.2 Planning Code 149 Energy Code 140.10 (a-b)	EAc2 or various	Photovoltaics and battery energy storage systems are prescriptively required for common nonresidential occupancies per CA Energy Code 140.10(a-b). If SFPUC Stormwater Requirements apply, each square foot of living roof contributing to Stormwater Management Ordinance compliance may reduce the Solar Access Roof Area by 1 sq.ft.	•	n/r	if ≥ 2,000 square feet	AR EL MP		
	COMMISSIONING (Cx)	Port GBC 5.103.1.4 ENV Code 704(b)(2) CALGreen 5.410.2–5.410.4.5.1	EAp1 EAc1	For projects ≥10,000 sq.ft., submit documentation verifying that the facility has been or will meet the criteria necessary to achieve CAL Green section 5.410.2 (Commissioning) and Option 1 of LEED EA Credit Enhanced Commissioning, in addition to LEED Prerequisite (Fundamental Commissioning) and Verification. For projects <10,000 sq.ft. and for alterations and additions with new HVAC equipment – test, adjust and balance (TAB) all equipment.	LEED EAp1 LEED EAc1 (3+pts.)	LEED EAp1 LEED EAc1 (4+pts.)	See CALGreen 5.410.2–5.410.4.5.1	MP AR EL		
CLEAN TRANSPORT	BICYCLE PARKING	Planning Code 155.1-3 CAL Green 5.106.4	LTC6	Provide short- and long-term bike parking as required in CAL Green 5.106.4, or meet SF Planning Code sec.155.1-3, whichever is greater.	•	•	5.106.4	PL AR CE		LICENSED PROFESSIONAL (sign and date) AFFIX STAMP BELOW:
	WIRING FOR EV CHARGING	Port GBC 5.106.5.3 & 4.106.4	LTC8	Non-residential new construction and major alterations: Install raceway capable of supporting future Level 2 EVSE (min 40A 208/240 VAC) and install Level 2 EVSE. See Port GBC Table 5.106.5.3.1 for minimum quantities. (Note: Admin Code 4.10-1 requires 100% of purchases and leases of light-duty vehicles for municipal use to be ZEV.) Install service capacity and panelboards with sufficient space. Electrical load calculations shall demonstrate the electric system, including any on-site distribution transformers, has sufficient capacity to simultaneously charge all required circuits at the full specified amperage. If the number of receptacles or EVSE installed is greater than the minimum required, Automated Load Management Systems may be used if the ALMS has capacity to deliver 3.3kW simultaneously to each EVCS, provided the total capacity dedicated to EV charging is no less than the minimum required to support the minimum EV Capable, EV Ready, and EVSE spaces combined. Construct all off-street light duty vehicle parking spaces with dimensions capable of installing EVSE.	new construction, or major alteration ≥25k sq.ft.	n/r	if new construction	EL AR PL		

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TITLE	SOURCE OF REQUIREMENT	LEED v.4 Credit	DESCRIPTION OF REQUIREMENT							
WASTE DIVERSION	RECYCLING BY OCCUPANTS	CAL Green 5.410.1	MRp1	Provide adequate space and equal access for storage, collection and loading of compostable, recyclable and landfill materials. For more info, see Adequate Refuse Space Design Guide and calculator at: sfenvironment.org/refusecalculator					AR	
	C&D WASTE MANAGEMENT ***	Port GBC 4.103.2.3; 5.103.1.3; ENV Code 704(C)1 & 14; Port Bldg Code Ch. 13B	MRp2 MRc5	Minimize mixed debris by source-separating for reuse or recycling: concrete, metal, clean solid wood, clean and unpainted drywall, and carpet and carpet padding (at minimum). 100% of mixed debris shall be taken by a Permitted Transporter to a Registered Facility for recycling and recovery. Complete Material Reduction and Recovery Plan and demonstrate minimum 75% recovery rate per POSF GBC. For information, contact debrisrecovery@sfgov.org or 415-355-3799. Tenant improvements ≥10,000 sq.ft. shall generate less than 10 lbs/sq.ft. of waste from construction, deconstruction, and demolition activities. (New construction and renovations are encouraged to target ≥15 lbs./sq.ft.)	LEED MRp2 LEED MRc5	LEED MRp2 LEED MRc5	75% diversion	EN		
	MATERIAL REUSE	ENV Code 704(c)(2)		Before buying new furniture, fixtures, or equipment, the project team shall check the Virtual Warehouse (sfenvironment.org/virtualwarehouse) for available items that meet their needs.					AR	
HVAC	REFRIGERANT MANAGEMENT	Port GBC 5.103.1.10 CAL Green 5.508.1	EAp4	Use no halons or CFCs in HVAC, refrigeration, and fire suppression equipment.					MP	
GOOD NEIGHBOR	LIGHT POLLUTION REDUCTION	Port GBC 5.103.1.10 CAL Green 5.106.8 CA Energy Code	SSc6	Comply with 5.106.8 for Backlight/Uplight/Glare. Also comply with CA Energy Code for Lighting Zones 1-4. (Not applicable to residential buildings).	if new construction	n/r	if new construction	AR EL PL		
	BIODIVERSITY & WILDLIFE HABITAT	ENV Code 704(d)(3)	SSc6 Pilot Credit	Apply San Francisco Biodiversity Guidelines, which facilitate maximization of biodiversity in the built environment by referencing relevant requirements (such as the Bird-Safe Building Ordinance), and providing design references (such as SF Plant Finder, Pest Prevention by Design, and SF Pollinator Portal). See: sfenvironment.org/biodiversityguidelines		if applicable		AR PL		
	BIRD-SAFE BUILDINGS	Planning Code sec. 139	Pilot Credit	Comply with SF Planning Code requirements for Bird Safe Standards for new building construction and replacement facades for projects with location-related hazards (at or near large open spaces and/or water) or feature-related hazards (freestanding glass walls, wind barriers, skywalks, balconies, etc. per Planning Code).				AR PL		
	SHADE TREES	CAL Green 5.106.12	BD+C: SSc5	Plant trees sufficient to provide shade within 15 years for 20% of landscape and hardscape area, including surface parking. Exclude shade structures covered by photovoltaics or cool roof materials from total area calculation, including surface parking covered by PV.		n/r	n/r	AR PL		
	TOBACCO SMOKE CONTROL	Health Code – Art. 19f/19l CAL Green 5.504.7	EQp2	Prohibit smoking within 25 feet of building entries, air intakes, operable windows/enclosed common areas, and at additional facilities and outdoor events as noted in the Health Code and LEED.				MP AR PL		
POLLUTION PREVENTION	STORMWATER MANAGEMENT	Public Works Code Article 4.2 sec.147 Port Bldg Code 106A.3.2.4; ENV Code 704(e)(1)	SSc4	Projects disturbing ≥5,000 sq.ft. in combined or separate sewer areas, or replacing ≥2,500 impervious sq.ft. in separate sewer area, must implement a Stormwater Control Plan or otherwise meet PORT Stormwater Management Requirements.	if applicable	if applicable	if applicable	EN		
	CONSTRUCTION SITE RUNOFF	Public Works Code Article 4.2 sec.146; ENV Code 704(e)(1)	SSp1	Projects disturbing ≥5,000 sq.ft. in combined or separate sewer areas, submit a construction site Erosion and Sediment Control Plan to Port for approval. For projects disturbing 2,500-5,000 sq. ft. impervious area, implement one or more Site Design Measures per the SF Stormwater Management Requirements and Design Guidelines.	project disturbs ≥2,500 sq.ft	project disturbs ≥2,500 sq.ft	project disturbs ≥2,5000 sf	EN		
INDOOR ENVIRONMENTAL QUALITY	ACOUSTICAL CONTROLS	CAL Green 5.507.4	IEQc9	Comply with sound transmission limits (STC-50 exteriors near freeways/airports/railroads; STC-45 exterior walls & roofs, and STC-40 exterior windows if 65db Leq at any time; STC-40 interior walls/floor-ceilings between tenants and between tenants and public spaces).				AR		
	AIR FILTRATION (CONSTRUCTION)	Port GBC 5.103.1.8 CAL Green 5.504.1-3	IEQc3	Seal permanent HVAC ducts/equipment stored onsite before installation. If existing HVAC system is used during construction, use MERV-13 return air filters and replace at the end of construction				MP		
	AIR FILTRATION (OPERATIONS)	CAL Green 5.504.5 Health Code – Art. 38		Non-residential projects must provide MERV-13 filters on HVAC for regularly occupied, actively ventilated spaces. Residential new construction and major alteration and addition projects in Air Pollutant Exposure Zones per SF Health Code art. 38 must provide MERV-13 filters on HVAC.				MP		
	ENHANCED IAQ STRATEGIES	ENV Code 704(d)(1)	IEQc1	Comply with entry, cross-contamination, filtration, natural ventilation, mixed-mode requirements.	LEED EQc1 (1pt)	LEED EQc1 (1pt)	n/r	MP	Recommended, not required	
	CONSTRUCTION IAQ MANAGEMENT PLAN	Port GBC 5.103.1.8 ENV Code 704(d)(1)	IEQc3	Submit documentation verifying that an Indoor Air Quality Management Plan is prepared and implemented that meets LEED EQ Credit Construction Indoor Air Quality Management and CAL Green Sections 5.504.1 and 5.504.3 (MERV-13 filters on all HVAC, cover duct openings and protect mechanical equipment).	LEED EQc3	LEED EQc3	n/r	MP	Recommended, not required	
	IAQ ASSESSMENT	ENV Code 704(d)(1)	IEQc4	Before occupancy, test air quality for particulates, ozone, CO and all listed VOCs.	LEED EQc4 (2pts)	LEED EQc4 (2 pts)	n/r	MP	Recommended, not required	
	PRODUCT INGREDIENT DISCLOSURES	ENV Code 704(d)(2)		For projects ≥10,000 sq. ft., permanently install at least 20 different products sourced from at least 5 different manufacturers that inventory ingredients constituting ≥1,000 ppm of each homogeneous material in the product.			n/r	AR		

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EN = Environmental MP = Mechanical/Plumbing PL = Planning

*** = Self-Certification - To be determined

ENV Code = San Francisco Environment Code

● = Required of the project.

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