



BOSTON ZONING CODE ARTICLE 37 GREEN BUILDINGS AND NET ZERO CARBON SMALL PROJECT SUBMISSION GUIDELINES

This guideline outlines the submission documentation for Article 80E projects subject to the provisions of [Article 37 Green Buildings and Net Zero Carbon](#), amended February 6, 2025, and effective July 1, 2025, and the [Boston Climate Change Review Policy](#).

These Planning Department Article 37 (A37) submission guidelines align with the Planning Department's Article 80 Review process as well as with the Inspectional Services Department's (ISD) building permitting process. A37 review occurs in three filing and review steps: 1) Initial Filing; 2) Design/Building Permit Filing; and 3) Construction Completion/Certificate of Occupancy Filing. All documents are to be submitted digitally to the Planning Department as a PDF.

1) INITIAL FILING

The following documentation is to be included in the Small Project Review Application (SPRA), Small Project Notice of Project Change (NPC), or similar first formal project filing

Documentation – Within the “Net Zero Carbon Component” of the SPRA include:

- **Small Project Climate Resiliency Checklist:** Using the [Developer Portal](#), complete and submit the Checklist AND include a PDF copy of the completed Checklist Report downloaded from the Portal in the SPRA. The Portal allows the project team to iteratively work on the Checklist until submitted. Subsequent updates can be made to the same Checklist and re-submitted. Provide a PDF copy of any updated Checklist Reports to the Planning Department. See this copy of the [Small Project Climate Resiliency Checklist](#) for additional detail and off-line use.
- **Building Performance Model (Preliminary):** Utilizing an appropriate building performance simulation tool or similar study, provide a Summary Report describing: 1) Model Inputs: proposed project Use types, building areas, enclosure elements, and MEP systems; 2) Model Results: annual energy types and amounts, on-site renewable energy, totals, compliance assessment, and predictive Carbon Emission Intensity for 2035 and first year of occupancy; and 3) NZC Compliance: any amount of renewable electricity, Renewable Energy Credits, or other sources sufficient for achieving NZC emissions. The [A37 Carbon Emission Calculator](#) can be used for supporting calculations and to assess NZC strategies. All projects should apply for [Mass Save](#) assistance.

Note: if a proposed project design is still preliminary at the time of SPRA filing or likely to undergo substantive redesign, the Preliminary Building Performance Report may be submitted later during the Article 80 SPRA review process **BUT** must be reviewed and accepted prior to Board approval.

- **Net Zero Greenhouse Gas Ready Acknowledgement Letter:** Utilizing this [TEMPLATE](#), provide the completed Acknowledgement Letter signed by the Proponent or authorized representative.

2) DESIGN/BUILDING PERMIT FILING

The following documentation is to be submitted at the conclusion of project design and in conjunction with seeking Planning Department Certification of Compliance, Certificate of Consistency (if applicable) and post-board design review approval, but prior to receipt of the Building Permit from ISD.

Documentation – This filing is an update and expansion of the Initial Filing including:

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- **Small Project Climate Resiliency Checklist:** Using the [Developer Portal](#) to access the prior Checklist, update and submit the Checklist AND include a PDF copy of the completed Checklist Report downloaded from the Portal.
- **Building Performance Model (Update):** Utilizing the appropriate Code Compliance Pathway building performance model, provide a Summary Report describing: 1) Model Inputs, 2) Model Results, and 3) NZC Compliance.
- **Design Affidavit:** utilizing this [TEMPLATE](#), provide the completed Affidavit signed by the Massachusetts-licensed architect or engineer of record.

3) CONSTRUCTION COMPLETION/CERTIFICATE OF OCCUPANCY FILING

The following documentation is to be submitted at the conclusion of project construction, but prior to applying to ISD for the final Certificate of Occupancy (COO).

Documents – This filing is an update of the Design/Building Permit Filing to reflect as-built project conditions and any compliance strategy or outcome changes including:

- **Small Project Climate Resiliency Checklist (Update):** Using the [Developer Portal](#) to access the prior Checklist, update and submit the Checklist AND include a PDF copy of the completed Checklist Report downloaded from the Portal.
- **Building Performance Model (Update):** Provide Summary Report describing: 1) Model Inputs, 2) Model Results, and 3) NZC Compliance.
- **Construction Affidavit:** utilizing this [TEMPLATE](#), provide the completed Affidavit signed by the Massachusetts-licensed project architect or engineer of record.

Article 37 compliance is recorded with ISD and is required for the issuance of a Building Permit and final COO. A project may request A37 approval when applying for a Temporary Certificate of Occupancy (TCO) provided that it is for a specific building or development component. **Note:** at the time of final COO application, the Proponent should request A37 compliance sign-off on that final COO application.

For more information, please contact your Planning Department Article 37 Reviewer, Project Manager or visit: [Article 37 Green Building and Net Zero Carbon Webpage](#)

PLANNING DEPARTMENT

Office of General Counsel | One City Hall Square | Boston, MA 02201 | BostonPlans.org | T 617.722.4300 | F 617.248.1937
Michelle Wu, Mayor | Kairos Shen, Chief of Planning