

Boston Zoning Code Article 37 Green Buildings and Climate Resiliency Review Procedures and Submittal Requirements

This document outlines requirements related to project performance and documentation and the role of the Interagency Green Building Committee (IGBC). Please see [Boston Zoning Code Article, 37 Green Buildings](#), (Article 37), and the [Climate Resiliency - Review Policy Update](#) (Resiliency Policy) for more information.

IGBC review occurs in three phases which coincide with the Boston Planning & Development Agency's (BPDA) Article 80B Large Project Review process and Inspectional Services Department's (ISD) permitting process: the Initial Filing, Design/Building Permit Filing, and Construction/Certificate of Occupancy Filing. The following describes each review phase, required documentation, and corresponding review and regulatory actions. **All documents must include the project name, address, date, and page numbers. All filings are to be digital.**

INITIAL FILING

The following documentation is to be submitted with the first formal submission or a substantive project change including a Project Notification Form (PNF), Expanded PNF, Notice of Project Change (NPC), draft or approved Planned Development Area (PDA) Development Plan (DP), Institutional Master Plan Project Notification Form (IMPNF), or similar project filing.

Documentation

Please include a [Sustainability and Green Building](#) section within the initial filing. The following must be a part of this section; all elements are understood to be preliminary:

- **Sustainability Narrative**
This section should outline the project's sustainability, green building, and climate resiliency strategies. The narrative should identify the proposed US Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) rating system and outcome, describe building-specific strategies for each LEED category and how key credits will be achieved (stormwater, heat island, water-use reduction, energy optimization), state whether the project will be USGBC Registered or USGBC Certified, and include a preliminary LEED Checklist. Use and submit only a standard LEED Checklist. Modified Checklists will not be reviewed.
- **Climate Resiliency Checklist Report (Resiliency Report)**
The Resiliency Checklist provides a framework for considering present and future climate conditions in the project planning and design. The [Resiliency Checklist](#) is to be completed online with a copy of the Climate Resiliency Report included in the filing.
- **Zero Carbon Building Assessment/Carbon Neutral Building Assessment (CNBA)**
The [Carbon Neutral Building Assessment](#) models a Low Energy Building with an enhanced envelope and optimized systems strategies, including Renewable and Clean Energy with a priority for on-site systems, and assessing First and Life-Cycle Costs.

In support of Boston's greenhouse gas (GHG) reduction goals, projects should implement passive and active strategies that minimize energy consumption and maximize the use of clean and renewable energy. Project filings should also include the following documents:

- **Preliminary Energy Model**
The model should reflect building uses, location, orientation, massing, and principal envelope systems and include the proposed or target total annual energy usage with a breakout of primary uses, peak energy loads, energy use intensity, energy sources, and costs.

- **Clean and Renewable Energy**
Onsite clean and renewable energy are proven means of reducing GHG emissions and should be included to the greatest extent possible. In cases of physical or financial feasibility challenges, proponents should provide a supporting analysis including consideration for onsite combined heat and power (CHP), solar photovoltaic (PV) and thermal systems, and, where existing service is available, distributed thermal energy or new distributed (electrical and thermal) energy (DG) and microgrid systems. The analysis should indicate location, configuration, output, GHG reduction benefits, costs, and simple payback calculations for each potential system and, where appropriate (e.g. solar PV systems), an installer estimate or fee proposal.
- **Energy Efficiency Assistance**
Identify and describe engagements with utility, state, and federal energy programs, efficiency and clean/renewable energy services, grants, rebates, and credits available to the project. Summarize the programs and their potential utilization.

The IGBC will not begin its review until a submission is complete.

BPDA Scoping Session

All relevant key practice areas of the project team should be represented at the Scoping Session. The team should describe its approach to integrated project planning, design, and construction and preliminary green building, sustainability, climate resilience strategies, and planned outcomes for the proposed project.

IGBC Review

The IGBC will review the submitted documents to determine whether the proposed project will be consistent with Article 37 and related climate, sustainability, and resilience policies. The IGBC will provide comments and may request additional information. Comments, requests, and consistency determination will be provided to the Proponent through the BPDA Project Manager.

DESIGN/BUILDING PERMIT FILING

The following documents should be submitted to the project's BPDA Project Manager at the conclusion of project design and in conjunction with seeking BPDA Final Design Approval, but prior to applying to ISD for the Building Permit. To ensure timely IGBC review and approval, Proponents should make a complete submission of required documents at least three (3) weeks before applying for a building permit. The IGBC approval will be transmitted to ISD through the City's internal permit management system.

The IGBC will not begin its review until a submission is complete. Incomplete submissions are likely to delay approval.

Documentation

Provide the following, as an independent filing, for IGBC review:

- **Design Green Building Report**
This report should expand upon the Sustainability Narrative by updating the project's sustainability, green building, and climate resiliency strategies. The report should describe how each LEED prerequisite and selected credit will be achieved, and include an updated LEED Checklist, and any requested feasibility analyses.
- **An updated and detailed Energy Model (or similar report).**
- **Updated Resiliency Report noting changes since filing of the prior Resiliency Report.**

- Updated Zero Carbon Building Assessment/Carbon Neutral Building Assessment (CNBA)
- Affidavit of Design Compliance
The required IGBC affidavit form must include the project-specific LEED outcome and point score, consistent with the point score on the LEED Checklist, and be signed by the Massachusetts-licensed project architect or engineer, and other project team members as selected by the Proponent.

IGBC Review

The IGBC will review the submitted documents to determine whether the proposed project is consistent with Article 37 and related climate, sustainability, and resilience policies. The IGBC will provide comments and may request additional information. Comments, requests, and consistency determinations will be provided to the Proponent through the BPDA Project Manager.

CONSTRUCTION/CERTIFICATE OF OCCUPANCY FILING

ISD requires IGBC approval prior to issuing a Certificate of Occupancy (COO). The following documents should be submitted to the project's BPDA Project Manager at the conclusion of project construction, but prior to applying to ISD for a (COO).

To ensure timely IGBC review and approval, Proponents should make a complete submission of required documents at least three (3) weeks before applying for a building permit. The IGBC approval will be transmitted to ISD through the City's internal permit-management system.

The IGBC will not begin its review until a submission is complete. Incomplete submissions are likely to delay approval.

Documents

Provide the following, as an independent filing, for IGBC review:

- Construction Green Building Report
This report should update the Design Green Building Report by describing achievement of project strategies, LEED prerequisites and credits. It should include updated, as-built LEED and Resiliency Report. The reports should highlight any changes to compliance strategies and outcomes since the prior Design/Building Permit Filing.
- Affidavit of Construction Compliance
The required IGBC affidavit form must include the as-built project-specific LEED outcome and point score, consistent with the point score on the LEED Checklist, and be signed by the Massachusetts-licensed project architect or engineer and other project team members as selected by the Proponent.

IGBC Review

The IGBC will review the submitted documents to determine whether the proposed project is consistent with Article 37 and related climate, sustainability, and resilience policies. The IGBC may offer comments or request additional information. Comments, requests, and consistency determination will be provided directly to the Proponent.

A project may request IGBC approval when applying for a Temporary COO provided that it is for a discrete development component that has been reviewed under Article 37 pursuant to the procedures outlined in this document and the construction is complete. If approved no further IGBC review of that component will be required (**Note:** the Proponent must still request IGBC approval of final COO).

For more information please contact your BPDA project manager or visit:
[BPDA Article 37 Green Building and Climate Resiliency Guidelines](#)