

**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: Initial Filing, Notice of Project Change/Pre Board Approval, Design Filing/Building Permit Issuance, and Construction Completion Filing/Certificate of Occupancy Issuance. The following describes each review phase, required documentation, and corresponding review and regulatory actions. **All filings are to be digital and must include the project name, address, and filing date.**

INITIAL FILING, NOTICE OF PROJECT CHANGE / PRE BOARD APPROVAL

The following documentation is to be submitted with the first formal submission or a Notice of Project Change (NPC) including a Project Notification Form (PNF), Expanded PNF, Draft or Final Project Impact Report (DPIR or FPIR), Planned Development Area (PDA), Master Plan, Development Plan, Institutional Master Plan Project Notification Form (IMPNF), or similar project filing.

Documentation

Please include a Sustainable and Resilient Development Section within the initial filing. The following must be a part of this section; all elements are understood to be preliminary:

- Sustainability Narrative
A brief narrative with illustrations describing the sustainability, green building, and climate resilience strategies for the proposed project. The narrative(s) 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 (storm water, heat island, water-use reduction, energy optimization, embodied carbon reduction), state whether the project will be USGBC Registered or USGBC Certified, and include a preliminary LEED Checklist. Use and submit only standard LEED Checklists.
- Preliminary Performance Modeling / Carbon Neutral Building Assessment (CNBA)
Utilizing preliminary building performance modeling, assess low and zero net carbon building strategies and options. Scenarios should prioritize efficient building enclosures, all-efficient-electric heating/cooling and DHW heating systems, on-site renewable energy, and renewable electricity procurement sufficient for achieving net zero net carbon performance. The modeling and assessment should itemize building enclosure elements and mechanical equipment and systems, include related performance metrics, and summarize key peak and annual energy and carbon emission metrics. Summarize and compare the carbon reduction strategies and identify strategies to be included in the proposed project.

Utilizing whole building life-cycle analysis (and similar tools), assess low embodied carbon building materials, products, and practices to reduce related carbon emissions. Summarize and compare the embodied carbon reduction strategies and identify strategies to be included in the proposed project.

- Climate Resiliency Checklist (CRC v3) Report
The CRC provides a project planning and design framework for mitigating adverse impacts and

considering future climate conditions. The CRC is to be completed online in the Developer Portal with a PDF of the resultant Report included in the filing.

- Energy Efficiency Assistance
Identify and describe engagements with utility, state, and federal energy efficiency and clean/renewable energy programs, services, grants, rebates, and credits available to the project. Summarize the programs and potential resources to be included in the proposed project.

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 may provide comments, request additional information, and will determine compliance. Comments, requests, and consistency determination will be provided to the Proponent through the BPDA Project Manager.

DESIGN FILING / BUILDING PERMIT ISSUANCE

The following documents should be submitted to the project's BPDA Project Manager / IGBC 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. IGBC comments and approval will be provided to the Proponent and transmitted to ISD through the City's internal permit management system. ISD requires IGBC approval prior to issuing the Building Permit.

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

Documentation

Provide the following as single PDF Design 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 resilience strategies. The report should describe how each LEED prerequisite and selected credit will be achieved, and include an updated LEED Checklist, and any supporting and requested feasibility analyses.
- Updated Preliminary Performance Model / CNBA - reflecting the current design.
- Updated CRC Report - updated online and reflecting the current design.
- Affidavit of Design Compliance - include the project-specific LEED outcome and point score and signed by the Massachusetts-licensed project architect or engineer of record, and additional project team members as determined 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 sustainability and resilience commitments and policies. The IGBC may provide comments, request additional information, and will determine compliance. Comments, requests, and consistency determination will be provided to the Proponent and the BPDA Project Manager.

CONSTRUCTION COMPLETION FILING / CERTIFICATE OF OCCUPANCY ISSUANCE

The following documents should be submitted to the project's BPDA Project Manager / IGBC at the conclusion of project construction, but prior to applying to ISD for the Final 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 the occupancy permit. IGBC comments and approval will be provide to the Proponent and transmitted to ISD through the City's internal permit-management system. ISD requires IGBC approval prior to issuing the Final COO.

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

Documents

Provide the following as a single PDF Construction Completion Filing for IGBC review:

- Construction Green Building Report
This report is an update of the Design Green Building Report reflecting as-built conditions. The report should highlight any changes to compliance strategies and outcomes subsequent to Design Filing approval.
- Updated Preliminary Performance Model / CNBA - reflecting as-built conditions.
- Updated CRC Report – updated online and reflecting as-built conditions.
- Affidavit of Construction Compliance - include the project-specific LEED outcome and point score and signed by the Massachusetts-licensed project architect or engineer of record, and additional project team members as determined 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 sustainability and resilience commitments and policies. The IGBC may provide comments, request additional information, and will determine compliance. Comments, requests, and consistency determination will be provided to the Proponent and the BPDA Project Manager.

Note: A project may request IGBC Construction Completion 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 that construction is complete. If approved no further IGBC review of that component will be required **Please Note:** IGBC approval is still required for the Final COO and must be requested by the Proponent at that time.

For more information please contact your BPDA project manager or visit:

[BPDA Article 37 Green Building and Climate Resiliency Guidelines](#)