

## **Boston Zoning Code Article 37, Green Buildings, and Climate Change Preparedness and 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 Change Preparedness and Resiliency Policy](#) (Resiliency Policy) for more information.

IGBC review occurs in three phases which coincide with the Boston Redevelopment Authority's (BRA) 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.**

### **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 Change Preparedness and Resiliency Checklist (Resiliency Checklist)**  
The Resiliency Checklist provides a framework for considering present and future climate conditions in project design. Complete the BRA Resiliency Checklist to the greatest extent possible for this stage of project planning.

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 total annual energy usage with a breakout of primary uses, peak energy loads, energy use intensity, energy sources and costs.
- **Clean and Renewable Energy Analysis**  
The analysis should determine the physical and financial feasibility 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 micro-grid systems. The analysis should indicate location, configuration, output, GHG reduction benefits, costs, and simple payback calculations for each potential system.

- 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.*

### BRA 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 BRA Project Manager.

### **DESIGN/BUILDING PERMIT FILING**

The following documents should be submitted to the project's BRA Project Manager at the conclusion of project design and in conjunction with seeking BRA 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) and information on Energy Efficiency Assistance.
- Updated Resiliency Checklist documenting changes since filing of the prior Resiliency Checklist.
- 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 BRA 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 BRA 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/COO 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 Checklists. The report should highlight any changes to compliance strategies and outcomes since the 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, the Proponent may apply for the final COO without further IGBC review of that component.

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

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