

Application Quick-reference Guide for New Home Projects:



Avoid costly delays in the review of your application and scrambling to get the right materials. This is the step-by-step guide to submitting an initial project application for new homes. All documents and payments must be received before review.

STEP 1: DOWNLOAD FORMS

- Download at rater webpage: <http://www.builditgreen.org/login/rater/>
- Data Collection Form
- Debris Recovery Plan for builder

STEP 2: GATHER DATA

- Title-24 energy reports
 - EnergyPro users - CF-1R (PERF-1 for multifamily buildings) and ECON-1
 - MICROPAS users – CF-1R and source heating/cooling run results

STEP 3: FILL OUT FORMS

- Data Collection Form
 - Read instructions tab
 - Complete Project Application tab, all sections, including Climate Calculator
 - Complete Planning Scoresheet tab
- Complete Debris Recovery Plan - Pre-Demolition/Pre-Construction page from builder

STEP 4a: E-MAIL APPLICATION

- Include project name, project address, rater name, rater number, and “initial application” in body of e-mail to GreenPointRated@BuildItGreen.org
- Attach documents
 - Data Collection Form – Full Excel document
 - Debris Recovery Plan – PDF or Word document
 - Title 24 Energy Reports – PDF

STEP 4b: PAY APPLICATION FEE

- Call to pay by credit card (510-845-0472 x: 601) or mail a \$400 check with project name and project address written clearly on the front of the check to:

Build It Green
Accounting
1434 University Ave
Berkeley CA 94702