



**TOWN OF PORTOLA VALLEY**  
**PLANNING DEPARTMENT**  
 765 PORTOLA ROAD  
 PORTOLA VALLEY, CA 94028  
 TEL. (650) 851-1700

**CALGreen VERIFICATION GUIDELINES**  
**MANDATORY MEASURES CHECKLIST**  
**NON-RESIDENTIAL PROJECTS**  
**2022 CALGreen Code**

PROJECT ADDRESS:	Portola Valley, CA 94028
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**Application:** This checklist is intended to provide guidance and documentation of compliance to the 2022 CALGreen mandatory requirements, including the Town’s local amendments to those requirements, for non-residential structures.

**Please complete this checklist and include it with the ASCC and Building Permit Application submittal documents to demonstrate compliance with the above noted regulations.**

- Y** = Yes (section has been selected and/or included)
- N** = No (section has not been selected and/or included)
- N/A** = Not Applicable (code section does not apply to the project—mainly used for additions and alterations)
- O** = Other (provide explanation)
- [N]** = New construction pursuant to Section 301.3
- [A]** = Additions and/or Alterations pursuant to Section 301.3

**Chapter 5 Divisions**

**DIVISION 5.1 Planning and Design**

Requirement	SECTION TITLE	CODE SECTION	Y	N	N/A	O	PLAN SHEET, SPEC, OR ATTACH REFERENCE
Mandatory	Storm water pollution prevention for projects that disturb less than 1 acre of land	5.106.1 through 5.106.2					
Mandatory	Short-term bicycle parking (with exception)	5.106.4.1.1					
Mandatory	Long-term bicycle parking	5.106.4.1.2 through 5.106.4.1.5					

<b>Requirement</b>	<b>SECTION TITLE</b>	<b>CODE SECTION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>O</b>	<b>PLAN SHEET, SPEC, OR ATTACH REFERENCE</b>
Mandatory	Electric vehicle (EV) charging [N] w/ exceptions	5.106.5.3					
Mandatory	EV capable spaces [N]	5.106.5.3.1					
Mandatory	Electric vehicle (EV) charging Stations (EVCS)	5.106.5.3.2					
Mandatory	Use of automatic load management systems (ALMS)	5.106.5.3.3					
Mandatory	Accessible EVCS	5.106.5.3.4					
Mandatory	Note for EVCS signs	5.106.5.3.4					
Mandatory	TABLE 5.106.5.3.1 w/ footnotes	5.106.3.1, 5.106.3.2 and 5.106.3.3					
Mandatory	Electric vehicle (EV) charging: medium-duty and heavy-duty [N]	5.106.5.4					
Mandatory	Electric vehicle charging readiness requirements for warehouses, grocery stores and retail stores with planned off-street loading spaces [N]	5.106.5.4.1					
Mandatory	TABLE 5.106.5.4.1	5.106.5.4 and 5.106.5.4.1					
Mandatory	Light pollution reduction [N] (with exceptions, notes and table)	5.106.8 through 5.106.8.2					
Mandatory	Grading and paving (exception for additions and alterations not altering the drainage path)	5.106.10					
Mandatory	Building electrification	5.106.13 as amended					

**DIVISION 5.2 Energy Efficiency**

<b>Requirement</b>	<b>SECTION TITLE</b>	<b>CODE SECTION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>O</b>	<b>PLAN SHEET, SPEC, OR ATTACH REFERENCE</b>
Mandatory	Meet the minimum energy efficiency standard	5.201.1					

**DIVISION 5.3 Water Efficiency and Conservation**

<b>Requirement</b>	<b>SECTION TITLE</b>	<b>CODE SECTION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>O</b>	<b>PLAN SHEET, SPEC, OR ATTACH REFERENCE</b>
Mandatory	Separate meters (new buildings or additions > 50,000 sf that consume more than 100 gal/day)	5.303.1.1					
Mandatory	Separate meters (for tenants in new buildings or additions that consume more than 1,000 gal/day)	5.303.1.2					
Mandatory	Water closets shall not exceed 1.28 gallons per flush (gpf)	5.303.3.1					
Mandatory	Wall-mounted urinals shall not exceed 0.125 gpf	5.303.3.2.1					
Mandatory	Floor-mounted urinals shall not exceed 0.5 gpf	5.303.3.2.2					
Mandatory	Single showerhead shall have maximum flow rate of 1.8 gpm (gallons per minute) at 80 psi	5.303.3.3.1					
Mandatory	Multiple showerheads serving one shower shall have a combined flow rate of 1.8 gpm at 80 psi	5.303.3.3.2					
Mandatory	Nonresidential lavatory faucets	5.303.3.4.1					
Mandatory	Kitchen faucets	5.303.3.4.2					
Mandatory	Wash fountains	5.303.3.4.3					
Mandatory	Metering faucets	5.303.3.4.4					

<b>Requirement</b>	<b>SECTION TITLE</b>	<b>CODE SECTION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>O</b>	<b>PLAN SHEET, SPEC, OR ATTACH REFERENCE</b>
Mandatory	Metering faucets for wash fountains	5.303.3.4.5					
Mandatory	Pre-rinse spray valve	5.303.3.4.6					
Mandatory	Food waste disposers	5.303.4.1					
Mandatory	Areas of additions or alterations	5.303.5					
Mandatory	Standards for plumbing fixtures and fittings	5.303.6					
Mandatory	Outdoor potable water use in landscape areas (with notes)	5.304.1					

#### **DIVISION 5.4 Material Conservation and Resource Efficiency**

<b>Requirement</b>	<b>SECTION TITLE</b>	<b>CODE SECTION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>O</b>	<b>PLAN SHEET, SPEC, OR ATTACH REFERENCE</b>
Mandatory	Weather protection	5.407.1					
Mandatory	Moisture control: sprinklers	5.407.2.1					
Mandatory	Moisture control: exterior door protection	5.407.2.2.1					
Mandatory	Moisture control: flashing	5.407.2.2.2					
Mandatory	Construction waste management—comply with either: Sections 5.408.1.1, 5.408.1.2, 5.408.1.3 or more stringent local ordinance	5.408.1.1, 5.408.1.2, 5.408.1.3					
Mandatory	Construction waste management: documentation	5.408.1.4					
Mandatory	Universal waste [A]	5.408.2					
Mandatory	Excavated soil and land clearing debris (100% reuse or recycle)	5.408.3					
Mandatory	Recycling by occupants (with exception)	5.410.1					

Requirement	SECTION TITLE	CODE SECTION	Y	N	N/A	O	PLAN SHEET, SPEC, OR ATTACH REFERENCE
Mandatory	Recycling by occupants: additions (with exception)	5.410.1.1					
Mandatory	Recycling by occupants: sample ordinance	5.410.1.2					
Mandatory	Commissioning new buildings (≥ 10,000 sf) [N]	5.410.2					
Mandatory	Owner's or owner representative's Project Requirements (OPR) [N]	5.410.2.1					
Mandatory	Basis of Design (BOD) [N]	5.410.2.2					
Mandatory	Commissioning plan [N]	5.410.2.3					
Mandatory	Functional performance testing [N]	5.410.2.4					
Mandatory	Documentation and training [N]	5.410.2.5					
Mandatory	Systems manual [N]	5.410.2.5.1					
Mandatory	Systems operation training [N]	5.410.2.5.2					
Mandatory	Commissioning report [N]	5.410.2.6					
Mandatory	Testing and adjusting for new buildings < 10,000 sf or new systems that serve additions or alterations [A]	5.410.4					
Mandatory	System testing plan for renewable energy, landscape irrigation and water reuse [A]	5.410.4.2					
Mandatory	Procedures for testing and adjusting	5.410.4.3					
Mandatory	Procedures for HVAC balancing	5.410.4.3.1					
Mandatory	Reporting for testing and adjusting	5.410.4.4					
Mandatory	Operation and maintenance (O&M) manual	5.410.4.5					

<b>Requirement</b>	<b>SECTION TITLE</b>	<b>CODE SECTION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>O</b>	<b>PLAN SHEET, SPEC, OR ATTACH REFERENCE</b>
Mandatory	Inspection and reports	5.410.4.5.1					

### DIVISION 5.5 Environmental Quality

<b>Requirement</b>	<b>SECTION TITLE</b>	<b>CODE SECTION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>O</b>	<b>PLAN SHEET, SPEC, OR ATTACH REFERENCE</b>
Mandatory	Fireplaces	5.503.1					
Mandatory	Woodstoves	5.503.1.1					
Mandatory	Temporary ventilation	5.504.1					
Mandatory	Covering of ducts openings and protection of mechanical equipment during construction	5.504.3					
Mandatory	Adhesives, sealants, and caulks	5.504.4.1					
Mandatory	Paints and coatings	5.504.4.3					
Mandatory	Aerosol paints and coatings	5.504.4.3.1					
Mandatory	Aerosol paints and coatings: verification	5.504.4.3.2					
Mandatory	Carpet systems	5.504.4.4					
Mandatory	Carpet cushion	5.504.4.4.1					
Mandatory	Carpet adhesives per Table 5.504.4.1	5.504.4.4.2					
Mandatory	Composite wood products	5.504.4.5					
Mandatory	Composite wood products: documentation	5.504.4.5.3					
Mandatory	Resilient flooring systems	5.504.4.6					
Mandatory	Resilient flooring: verification of compliance	5.504.4.6.1					
Mandatory	Thermal insulation	5.504.4.7					
Mandatory	Verification of compliance	5.504.4.7.1					

<b>Requirement</b>	<b>SECTION TITLE</b>	<b>CODE SECTION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>O</b>	<b>PLAN SHEET, SPEC, OR ATTACH REFERENCE</b>
Mandatory	Acoustical ceilings and wall panels	5.504.4.8					
Mandatory	Verification of compliance	5.504.4.8.1					
Mandatory	Filters (with exceptions)	5.504.5.3					
Mandatory	Filters: labeling	5.504.5.3.1					
Mandatory	Environmental tobacco smoke (ETS) control	5.504.7					
Mandatory	Indoor moisture control	5.505.1					
Mandatory	Outside air delivery	5.506.1					
Mandatory	Carbon dioxide (CO2) monitoring	5.506.2					
Mandatory	Acoustical control (with exception)	5.507.4					
Mandatory	Exterior noise transmission, prescriptive method (with exceptions)	5.507.4.1					
Mandatory	Noise exposure where noise contours are not readily available	5.507.4.1.1					
Mandatory	Performance method	5.507.4.2					
Mandatory	Site features	5.507.4.2.1					
Mandatory	Documentation of compliance	5.507.4.2.2					
Mandatory	Interior sound transmission (with note)	5.507.4.3					
Mandatory	Ozone depletion and greenhouse gas reductions	5.508.1					
Mandatory	Chlorofluorocarbons (CFCs)	5.508.1.1					
Mandatory	Halons	5.508.1.2					
Mandatory	Supermarket refrigerant leak reduction for retail food stores 8,000 square feet or more	5.508.2 through 5.508.2.6.3					
	END OF MANDATORY PROVISIONS						

**Documentation Author's / Responsible Designer's Declaration Statement**

- Mandatory:** I attest that this mandatory provisions checklist is accurate and complete.

Name:	Title:
Signature:	
Company:	Date:
Address:	License:
City/State/Zip:	Phone:

Name of Green Building Specialist:
Green Building Specialist Qualification (per code):