

THE GREEN BUILDING CONVERSION PROCESS

- I. PURPOSE: To convert the old checklist to the new which is an option, so it is not mandatory.
 1. Owner or builders no longer have to call in for green building inspection items.
 2. Building inspectors no longer have to keep track of green building history.

- II. Process: Changing to the new checklist:
 1. Owner or builder must call Keenan Ward at 480-312-2346 to set up an appointment.
 2. Owner or builder must come down town with their city approve plan.
 3. This process will take 1 to 1 ½ hours per building.
 4. Owner or builder will then be given a new CAD sheet, a Building inspection card, Self-Certified sheets and the new green building checklist.
 5. The cad sheet, inspection card and (3)self-certified sheets will have the city building approval stamp on them and then scan into the CDS system under the plan check number in the plan folder.

- II. Procedure: Meeting with the customer.
 1. The plan reviewer will compare the old CAD sheet with the new, while the customer follows along with the GB-checklist.
 2. Items number 6/7/10/11/23/24/ and 28 are all new mandatory and are not require for those converting to the new checklist.
 3. Make your best judgment call on each option allowing the customer to verify if the option will be use. Each option needs to be mark on the CAD sheet and add up all points for each section. Place overall points in space provided mines the sq. ft. points of the house for the final points accepted.
 4. With the new CAD sheet fill out, complete the inspector card and the self-certify papers. Follow steps above for the process.
 5. The overall GB-points **do not** have to meet the minimum requirements of the new checklist.
 6. The customer will leave with all the paper work.
 7. Keep track of time in time management in the CDS system.