



# Green Building Incentive Program

## Enrollment Process

### *Discover your better*

The following procedures have been established to assist in expediting projects through the submittal, review, and approval processes as required for participation in the City of Morro Bay Green Building Incentive Program.

#### **1. PROJECT QUALIFICATION**

Prior to completion of project construction documents, applicants should schedule a meeting with the Staff to review project for qualification into the Program—please call (805) 772-6261. It is important that the project participants (designer, owner, and builder) become involved in the green qualification process as early as possible. The green building checklist could play a major role in the design of your project.

For each project enrolled in the Green Building Program the applicant shall complete the following documents (all available on city green building web site – [www.morro-bay.ca.us](http://www.morro-bay.ca.us)):

- A. Enrollment Form
- B. Rating Worksheet

As part of the qualification, your application will be approved by Staff. This entitles the project to be designated as a “Green Building” when submitting plans to the “Plan Review/Permit Services” counter for review.

#### **2. APPLICATION FOR PLAN REVIEW AND BUILDING PERMIT**

After receiving green building qualification, building plans may be submitted. Please include a copy of the approved Green Building Incentive Application with your submittal. Your plans will then be assigned a “Green Building” designation for expedited plan review.

#### **3. RESUBMITTALS**

Any major project changes that may affect the project’s green building rating should be brought to the attention of Staff.

#### **4. BUILDING PERMIT & INSPECTIONS**

Upon approval of plans, a building permit will be issued along with a Green Building Inspection Card. The City shall verify that the green building measures and provisions indicated in the green building documentation are being implemented at foundation, framing, electrical, plumbing, mechanical, and any other required inspections, and prior to issuance of a final certificate of occupancy. Additional inspections may be conducted as needed to ensure compliance with these guidelines.

If you have any questions regarding the Enrollment Procedures or the Green Building Incentive Program in general, you may contact our office at (805) 772-6261.

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