



Green Building Program

ENROLLMENT PROCEDURES

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

1. PROJECT QUALIFICATION/PRE-APPLICATION MEETING

Prior to completion of project construction documents, applicants must schedule a meeting with Green Building staff to review project for qualification into the Program. It is important that the project participants (designer, owner and builder) become involved in the green qualification process as early as possible. The NAHB Green Home Building Guidelines or LEED-H Rating System could play a major role in the design of your project. At the meeting, the below listed documents will be reviewed for completion (the Enrollment Form, Enrollment Procedures, and the Builder Agreement are available on city green building web site – www.ci.moscow.id.us.)

- A. Enrollment Form
- B. Completed 8-1/2 X 11 checklist outlining the NAHB or LEED points that the contractor will complete for certifying the project
- C. Builder Agreement (one time submittal)

As soon as the above documents are approved, you will receive a “Green Submittal Approval.” 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 approval, you will need to take your plans along with the required submittal documents to the “Permit Coordinator” to complete the submittal process for building permit approval. Your plans will then be assigned a “Green Building” designation for “fast track” plan review.

3. PLAN REVIEW

Once plans are in the review process, the Permit Coordinator will notify the designated contact person upon completion of each review cycle. All inquiries regarding their status during this process should be directed to the City Plans Coordinator at 208-883-7022 or the city web site at www.ci.moscow.id.us.

4. RESUBMITTALS

When resubmitting corrected plans, it is not necessary to meet with the Green Building staff. However, any major project changes that may affect the project’s green building rating should be brought to the attention of Green Building staff.

5. BUILDING PERMIT & INSPECTIONS.

Upon approval of plans, a green building permit will be issued. Your project will need to follow the inspection sequence schedule established by the Building Inspection Division. Inspections are designed to ensure compliance with the program requirements. Projects not able to maintain qualification as a green building will be treated as a normal residential project.

If you have any questions regarding the Enrollment Procedures or the Green Building Program in general, you may contact our office at 208-883-7022.



Green Building Project Enrollment Form

Company Name: _____

Contact Name: _____

Phone: _____ E-mail: _____

Project Address; _____

Brief Project Description:

In submitting the Green Building Project Enrollment Form, I agree to complete all the enrollment procedures outlined in the enrollment procedures guide that is attached. I agree to submit all required documentation of points using the National Association of Home Builders Model Green Homes Guidelines, or the LEED-H Checklist. If changes occur during the project that affect the points I will submit a revised list of points. I agree to call for inspections to verify points listed.

Name Title Company Name

Signature Date