



Steps for Project Certification

- Over the counter initial meeting where the builder obtains information about the program including the application and checklist. If desired by the homeowner/builder, there is also the option of pre-submitting plans for an initial review and then meeting to go over any suggestions the CCSBP might have.
- Once the application and checklist are returned to the CCSBP, the builder obtains a yard sign designating their project as part of the Sustainable Building Program.
- As part of compliance with the program the builder is asked to keep a "homeowner's manual. In this manual they need to save any product/appliance/material specs, any system information-solar/rainwater/greywater, they are asked to take pictures of key installation steps- insulation/systems/Trombe walls/anything that will be covered but needs to be verified.
- The builder is asked to keep the program up to date on their progress and to schedule times for the program to visit/inspect their progress with their checklist elements.
- After the builder receives their Certificate of Occupancy, they contact the CCSBP to schedule a checklist cross-check inspection. The builder needs to be present with their plans and homeowner's manual at the time of the inspection.
- Once the project is evaluated with the checklist and meets at least the minimum requirements, the CCSBP awards the builder and their project at a public event and they receive our Sustainable Building Award plaque. The builder posts this plaque on their home/building.