

Sustainable Building Certification

APPLICABILITY

Homeowners, designers or contractors can choose to apply for participation in CCSBP's sustainable building certification program. Like LEED, this free, third-party certification program confers certification at a specific level (Bronze, Silver, Gold or Platinum) based on the points the project receives for incorporating sustainability features listed on a CCSBP checklist. Residences, accessory dwelling units, commercial projects and retrofits can all participate in this program.



WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Register** – You will need to register in the online portal [here](#) if you have not already done so.
- **Be Prepared** – Have the required submittal documents **in PDF format** ready to upload.
- **Start Session** - Initiate a session using the online portal [here](#) by logging on with your name and password. The “sign in or sign up” link is in the upper right corner.
- **Start Application** - Select “Go” on My Portal, then “Apply”, then “Sustainable Building Program” in Category pull down, then “**Sustainable Building Certification Program.**” Click NEXT.
- **Project Location** – Complete the Address or Assessor Parcel Number to provide the location. Type in the address slowly as the software is searching the database for the address in the format from the Assessor’s records. (No other format is acceptable.) Click NEXT.
- **Project Page** – Complete the project name and purpose as you wish.
- **Details** – Complete the entries in this section. All items with a **red *** are required.
- **Upload** – Scroll down to “Permit Submittals” to upload your PDF documents. *Please see the Online Submittal Requirements below.*
- **Submit** - Clicking “Submit Application” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.

ONLINE APPLICATION INFORMATION

- **Parcel/Site** - Be prepared with a Parcel Number or Site Address. You **must** select from the drop-down list when entering the parcel number or address in the online portal.
- **Project Name** – Please enter a Project Name. If you authorize it, we will be highlighting your project and will be using this name.
- **Contractor Name**- Please provide the name of your contractor, if you have selected one. We will also highlight this business as part of our educational outreach.

QUALIFICATION FOR FAST TRACK BUILDING PERMITS:

To qualify for fast-track permitting, the project must meet all of the **Fundamental Elements** in the checklist and qualify at the **Silver certification level** as shown through submission of a completed checklist. Fast-track permitting is available for building permits only (not for wastewater permits or permits issued by other divisions).

ONLINE SUBMITTAL REQUIREMENTS

- Set of building plans- only required for projects that are not being permitted through the Coconino County Building Division (e.g. City of Flagstaff or City of Williams projects)
- Optional- [Sustainable Building Program checklist](#) appropriate to project (residential, commercial, retrofit). Required for fast-track building permit.

PAYMENTS AND FEES

There are no fees associated with this program.

OTHER PERMITS MAY BE REQUIRED

Sustainable Building Certification is a stand-alone certification, unrelated to other permits within the Community Development Department. All necessary permitting, as for all other structures built within the County, is required.