

Sustainable Building Certification

APPLICABILITY

Homeowners, designers or contractors can choose to apply for participation in CCSBP's 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 achieves 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.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Sustainable Building Program, then select the application type you desire and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” 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.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents as applicable to your project. click on "0 Files" to the far right of the submittal item. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Communication** – The Sustainable Building Program will contact you via email on receipt of your application.
- **Review** – Upon receipt of your application, CCSBP will review your project for Fast Track permitting qualification

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 AND WASTEWATER PERMITS:

To qualify for fast-track permitting, project must include five of the sustainable features listed in the Details tab of the permit application. These items must be SHOWN ON THE PLANS. If items are not shown on the plans or the project's sustainable features aren't in the list, a Program checklist showing at least 200 points will be earned can be uploaded instead.

- Renewable energy system
- Square footage per bedroom <600 sf)
- Radon system
- Xeriscape landscaping (no irrigation needed beyond that necessary for establishment of plants)
- Community Connectivity (within 1 mile of at least 3 of the following: urban trail, public transportation, open space/trails, basic shopping, OR within city limits)
- Passive solar design
- Low flow fixtures (WaterSense qualifying)
- Energy Star® appliances
- Construction waste management plan
- Heat/energy recovery ventilator or other balanced ventilation strategy
- Dense development (<0.15 acres per dwelling)
- Rainwater harvesting system
- High efficiency furnace or boiler (>90% AFUE)
- Water heater Energy Star-certified or on-demand
- Recycled/Renewable/Reclaimed materials
- Alternative method/material/system

ONLINE SUBMITTAL REQUIREMENTS

- Set of building plans- only required for projects outside the jurisdiction of 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)

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.