

LEED® CERTIFICATION PROGRAM

1) Is LEED Right for You?

Does my project meet the LEED 2009 Minimum Program Requirements?

- 1) Does the project comply with Environmental Laws?
- 2) Is the project a Complete, Permanent Building or Space?
- 3) Does the project use a Reasonable Site Boundary?
- 4) Does the project comply with Minimum Floor Area Requirements?
- 5) Does the project comply with Minimum Occupancy Rates?
- 6) Can the project commit to Sharing Whole-Building Energy and Water Usage Data?
- 7) Does the project comply with Minimum Building Area to Site Area Ratios?

Which LEED Rating is right for my project?

- 1) New Construction
- 2) Existing Building: Operations & Maintenance
- 3) Commercial Interiors
- 4) Core & Shell
- 5) Schools
- 6) Retail
- 7) Healthcare
- 8) Homes
- 9) Neighborhood Development

Does my project meet the ratings systems prerequisites? (Review appropriate ratings systems checklist and ratings systems reference manual.)

2) Registration

Registration is a flat rate fee which is paid upfront at the time of registration. Green RESolutions (GRES) will register your project through the LEED Online v3 at www.gbci.org.

3) Prepare Application

- 1) Green RESolutions will complete your LEED credit and prerequisite documentation requirements for your project. These must be completed as part of your application process;
- 2) We will select credits you wish to pursue and assign credits to team members (engineers, etc.);
- 3) We will collect information and perform calculations for all prerequisites and credits you have chosen to pursue;
- 4) We will upload assembled documentation to LEED Online and start the application review process;
- 5) We will double check each credit to ensure accuracy and consistency.

4) Submit Application

Determine which application review path to follow:

- 1) Split Design & Construction Review
- 2) Combined Design & Construction Review

Submit completed documentation for all prerequisites & credits required for certification via LEED Online. Include payment of the appropriate Certification Review Fee.

5) Application Review

Upon receipt of a completed application for certification, a formal application review will be initiated.

- 1) All documentation submitted is reviewed for completeness and compliance with the appropriate LEED Rating System;
- 2) Each reviewed prerequisite and credit is designated as 'anticipated', 'pending', or 'denied' and is accompanied by technical advice as deemed appropriate by the review team;
- 3) All project information forms are designated as 'approved' or 'not approved' and are accompanied by technical advice as deemed appropriate by the review team .

In the event that a project team wishes to appeal a final decision of a LEED review team, GRES will conduct an appeal review subject to the following conditions:

- 1) All appeals of final review decisions must be filed within twenty-five (25) business days of GBCI's posting of the final review decision;
- 2) The project team is responsible for paying the appeal review fee for each credit or prerequisite appealed.;
- 3) All appeals shall be conducted in accordance with the GBCI Appeal Review Policy.

6) Certification

Certification is the final step in the LEED review process. Once the final application review is complete, the project team can either accept or appeal the final decision. LEED certified projects:

- 1) Will receive a formal certificate of recognition;
- 2) Will receive information on how to order plaque and certificates, photo submissions, and marketing ;
- 3) May be included (at the owner's discretion) in an online directory of registered and certified projects .