This policy sets forth the process and procedures for reviewing a recognized green certified building permit application.

Purpose: To provide a collaborative and expedited review of green certified building permits with a goal to promote development that seeks the greatest possible reduction in environmental impacts.

1. Any reference to “green certified building permit application” means only such applications that have been certified through Built Green, LEED, NAHB, Passive House, Energy Star, Living Building Challenge programs. To be considered a recognized “green certified building permit application” the building permit application must be third party verified by a certified professional within the said green program. There shall be periodic reviews of new certification programs to be considered by the county.

2. A recognized “green certified building permit application” includes all new construction and remodels that have been accepted by the above mentioned green certification programs.

3. To be considered a complete green certified building permit application at the time of submittal, the permit application must indicate the green program and level of certification to which the building is being constructed. The application submittal shall include a third party verifier signature by a certified professional within the said approved green program. The application must also meet all other county requirements in determining a complete application.

4. The County shall create a Green Project Review Team that will conduct all green certified building permit reviews and inspections by using the following guidelines.
A. The green project review team shall consist of a plans examiner, building inspector, and staff from the public works, health, and planning departments. Representation from other sections and agencies is encouraged as applicable.

B. At the time of building permit submittal, the Permit Technician shall identify the green building permit in the permit tracking system and assign a case manager. In most instances the case manager will be the plans examiner. A copy of the application shall be sent to each member of the green review team that represents their review department. In some instances a department may not be notified because their review is already being completed through the land use/site plan review process.

C. The case manager shall email all members of the green review team within three (3) working days of application submittal to notify them of the green building permit submittal and that the application should be reviewed as promptly as possible.

D. If questions arise in the review of the application, the reviewer will contact the case manager without delay, so the case manager can contact the applicant with the needed information to complete the review of the building permit application. If the case manager is not accessible, the reviewer should contact the applicant directly with the needed information.

E. All subsequent information submitted by the applicant shall be submitted to the case manager. The case manager shall route all subsequent information to the appropriate reviewer.

F. The case manager shall coordinate with other agencies and incorporate their comments on the project.

G. Once the project has received final occupancy approval by the county and the third party verifier of the certificate program has issued their final approval, the case manager shall indicate the county and the third party verifier have completed the construction permit in the permit tracking system.

H. Once the applicant submits the final third party verifier inspection approval that demonstrates the construction was built to the specifications of the green certificate building program, the case manager shall provide the applicant a recordable certificate indicating that the county recognized the construction as green development. The county certificate shall list the green certificate program(s) that the construction participated in and include a Thurston County stamp and signature. The applicant will have 90 days from the date of county final occupancy of the building to submit the final approval verification from the certificate program to receive the county recordable certificate.
I. If the green certified building permit application includes an innovative building technique that is not commonly used in the local building industry, the reviewer who approved the technique shall enter it into the innovative green technique database.

5. The “innovative building technique database” shall be designed and utilized as follows:

   A. The database shall be arranged by topic i.e. heating, insulation, grey water usage, straw bale, vegetated roofs, wind energy, solar thermal, passive solar, natural ventilation, etc.

   B. Once the innovative technique and the green certified building permit application has been approved, the project manager shall enter the technique into the database under the appropriate construction topic with explanation that supports how the concept meets or exceeds the code.

   C. Once the innovative technique is entered into the database, the case manager shall email a link to all appropriate reviewers and inspectors to inform and educate them on the technique. The email shall also be sent to the cities that participate in the database.

   D. The database shall be made available on the Thurston County web site and designed to allow all cities within the county to participate in the database.