



2025 California Green Building Code (CGC) Checklist

ADDITIONS OR ALTERATIONS TO (E) NONRESIDENTIAL BUILDINGS

Building additions of 1,000 square feet or greater and/or building alterations with a permit valuation of \$200,000 or more shall be designed to include green building measures specified as mandatory in application checklists for additions or alterations.

Building Permit Number:

Address:

Deconstruction and Reuse of Existing Structures (CGC 5.105)

- Scope.** Per CGC 5.105.1, alterations to existing buildings where the combined floor area is 50,000 sq ft or greater OR additions to existing buildings where the total floor area including the existing building(s) is 50,000 sq ft or greater shall comply with either CGC 5.105.2 or 5.409.2 or 5.409.3. Combined addition(s) of two times the area or more of the existing building(s) is not eligible to meet compliance with CGC 5.105.2.
- Reuse of existing building.** Alteration or addition to an existing building shall maintain a minimum 45 percent combined of the building's primary structural elements and existing building enclosure, per CGC 5.105.2, with exceptions as noted in this section. **Verification of compliance.** Documentation to demonstrate compliance shall be provided in construction documents, per CGC 5.105.2.1.

Site Development (CGC 5.106)

- Storm water pollution control.** Newly constructed additions which disturb less than one acre of land shall prevent the pollution of storm water runoff from the construction activities through local ordinance per CGC 5.106.1.1 or Best Management Practices (BMPs) per CGC 5.106.1.2. Projects must comply with all stormwater discharge regulations if disturbing one acre or more of land or disturbing less than one acre but are part of a larger plan of development or sale, per CGC 5.106.2.

- Short-Term bicycle parking.** If an addition or alteration is anticipated to generate visitors, provide permanently anchored bicycle racks within 200 feet of the visitors' entrance, readily visible to passers-by, for 20 percent of the peak daily visitors, with a minimum of one two-bike capacity rack, per CGC 5.106.4.1.1.
- Long-term bicycle parking.** Acceptable bicycle parking facilities shall be conveniently located near the street and shall provide secure parking in accordance with CGC 5.106.4.1.2. For additions or alterations, provide secure bicycle parking for 10 percent of the tenant-occupants being added, with a minimum of one bicycle parking facility.
- Electric vehicle charging stations (EVCS).** EV Capable spaces shall be provided with EVSE to create EVCS in the number required by CGC 5.106.5.3.1, with minimum required Level 2 EVSE as specified in CGC 5.106.5.3.2 and amended by CSC 2025 Reach Code Section 15.38.050.
 - EV charging receptacles shall comply with receptacle configurations in CGC 5.106.5.3.2.1.
 - EV charger connectors shall comply with CGC 5.106.5.3.2.2.
- Installation of each Direct Current Fast Charging (DCFC) EVSE** shall be permitted to reduce the minimum required Level 2 EVCS spaces in accordance with CSC 2025 Reach Code section 15.38.050 (a) Exception 3 or 2025 California Green Code Section 5.106.5.3.2.3 as amended by CSC 2025 Reach Code Section 15.38.050(c), whichever is more stringent.
 - Installation of two low power EV charging receptacles shall be permitted to reduce the minimum required EV capable spaces without EVSE in CGC Table 5.106.5.3.1 by one, in accordance with CGC 5.106.5.3.2.4.
- Automatic load management system (ALMS)** shall be permitted for EVCS. When ALMS is installed, the required electrical load capacity for each EVCS may be reduced when serviced by an EVSE controlled by an ALMS, CGC 5.106.5.3.3 as amended by CSC 2025 Reach Code section 15.38.050.

- Accessible EVCS.** When EVSE is installed, accessible EVCS shall be provided in accordance with CBC section 11B-228.3, per CGC 5.106.5.3.4.
- Signage.** EVCS being installed shall be identified by signage or pavement markings in compliance with Caltrans Traffic Operations Policy Directive 13-01 or its successor(s), per CGC 5.106.5.3.5.
- Electrical vehicle charging stations—power allocation method.** The power allocation method may be used as an alternative to requirements of CGC 5.106.5.3.1 and 5.106.5.3.2. Total required power in kVA will be determined based on Table 5.106.5.3.6 and other requirements of CGC 5.106.5.3.6. EV charging receptacles and charger connectors shall comply with CGC 5.106.5.3.6.1 and 5.106.5.3.6.2.
- Additions or alterations to existing buildings or parking facilities.** Per CGC 5.106.5.4, existing buildings or parking facilities being modified as follows shall provide electric vehicle charging in accordance with CGC 5.106.5.4.1 or 5.106.5.4.2: increase in power supply to an electric service panel as part of a parking facility addition or alteration OR installation of a new photovoltaic system covering existing parking spaces OR additions or alterations triggered by CGC 301.3 and the work includes an increase in power supply to a service panel. For list of exceptions, refer to CGC 5.106.5.4.
- Grading and paving.** For additions and alterations that alter the drainage path, construction plans shall indicate how site grading or a drainage system will manage all surface water flows to keep water from entering buildings. Examples of methods to manage surface water include those listed as Items 1 to 5 per, CGC 5.106.10.

Energy Efficiency (CGC 5.201)

- California Energy Code.** Addition or alteration construction shall meet or exceed the requirements of the 2025 California Building Energy Efficiency Standards, per CGC 5.201.1.

Water Efficiency and Conservation

Indoor Water Use (CGC 5.303)

Meters. Separate submeters or metering devices shall be installed for the uses described in Sections 503.1.1 and 503.1.2.

Additions in excess of 50,000 square feet. Separate submeters shall be installed as follows:

- For each individual leased, rented or other tenant space within the building projected to consume more than 100 gal/day, including but not limited to, spaces used for laundry or cleaners, restaurant or food service, medical or dental office, laboratory, or beauty salon or barber shop.
- Where separate submeters for individual building tenants are unfeasible, for water supplied to the following subsystems:
 - Makeup water for cooling towers where flow through is greater than 500 gpm
 - Makeup water for evaporative coolers greater than 6 gpm.
 - Steam and hot-water boilers with energy input more than 500,000 Btu/h.
- Excess consumption.** A separate submeter or metering device shall be provided for any tenant within an addition that is projected to consume more than 1,000 gal/day.
- Water conserving plumbing fixtures and fittings.** New plumbing fixtures (water closets and urinals) and fittings (faucets, showerheads, spray valves, fountains) in additions or areas of alterations shall comply with the prescriptive reduced flow rates specified in CGC 5.303.3.1 through 5.303.3.4, per CGC 5.303.5.
- Commercial kitchen equipment.** Food waste disposers. New disposers in additions and areas of alteration shall either modulate the use of water to no more than 1 gpm when the disposer is not in use (not actively grinding food waste/no-load) or shall automatically shut off after no more than 10 minutes of inactivity. Disposers shall use no more than 8 gpm of water, per CGC 5.303.4.1.

- Standards for plumbing fixtures and fittings.** Plumbing fixtures and fittings shall meet the applicable standards referenced in Table 1701.1 of the 2025 California Plumbing Code and in Chapter 6 of CGC, per CGC 5.303.6.

Outdoor Water Use (CGC 5.304)

- Outdoor potable water use in landscape areas.** Nonresidential developments shall comply with the City's Water Service and Use Rules and Regulations, Item No. 24, as adopted in Santa Clara City Code Section 13.15.180, or the California Model Water Efficient Landscape Ordinance (MWELo), whichever is more stringent, per CGC 5.304.1.

Weather Resistance and Moisture Management (CGC 5.407)

- Weather protection.** Provide a weather-resistant exterior wall and foundation envelope as required by CBC Section 1402.2, manufacturer's installation instructions or local ordinance, whichever is more stringent, per CGC 5.407.1.

Moisture control. Employ moisture control measures by the following methods:

- Sprinklers.** Prevent irrigation spray on structures, per CGC 5.407.2.1.
- Entries and openings.** Design exterior entries and/or openings subject to foot traffic or wind-driven rain to prevent water intrusion into buildings by providing exterior door protection per CGC 5.407.2.2.1 and flashing per CGC 5.407.2.2.2 (CGC 5.407.2).

Construction Waste Reduction, Disposal and Recycling (CGC 5.408)

- Construction waste diversion.** Recycle and/or salvage for reuse a minimum of 65% of the non-hazardous construction and demolition waste in accordance with Section 5.408.1.1, 5.408.1.2 or 5.408.1.3; or meet a local construction and demolition waste management ordinance, whichever is more stringent, per CGC 5.408.1.
- Verification of compliance.** A copy of the completed waste management report shall be provided per CGC 5.408.1.4.

- Universal waste.** Additions and alterations to a building or tenant space shall require verification that Universal Waste items are disposed of properly and diverted from landfills, per CGC 5.408.2.
- Excavated soil and land clearing debris.** 100% of trees, stumps, rocks, and associated vegetation and soils resulting primarily from land clearing shall be reused or recycle, per CGC 5.408.3.

Life Cycle Assessment (CGC 5.409)

- Scope.** Per CGC 5.409.1, alterations to existing buildings where the combined altered floor area is 50,000 sq ft or more OR additions to existing buildings where the total floor area combined with the existing building is 50,000 sq ft or more shall comply with CGC 5.105.2 or 5.409.2 or 5.409.3

Building Maintenance and Operation (CGC 5.410)

- Recycling by occupants.** Provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of nonhazardous materials for recycling, per CGC 5.410.1.
- Additions.** All additions conducted within a 12-month period under single or multiple permits, resulting in an increase of 30% or more in floor area, shall provide recycling areas on site, per CGC 5.410.1.1.
- Testing and adjusting.** Testing and adjusting of systems shall be required for new systems to serve an addition or alteration, per CGC 5.410.4.
- Testing and adjustment report.** After completion of testing, adjusting and HVAC balancing, provide final report of testing signed by the individual responsible for performing these services, per CGC 5.410.4.4.
- Operation and maintenance manual.** Provide the building owner with detailed operating and maintenance instructions and copies of guaranties/warranties for each system prior to final inspection, per CBC 5.410.4.5.
- Inspections and reports.** Include a copy of all inspection verifications and reports required by the city, per CGC 5.410.4.5.1.

Environmental Quality

Fireplaces (CGC 5.503)

- Install only a direct-vent sealed-combustion gas or sealed wood-burning fireplace, or a sealed woodstove or pellet stove, and refer to residential requirements in the California Energy Code, Title 24, Part 6, Subchapter 7, Section 150. Woodstoves, pellet stoves and fireplaces shall also comply with Santa Clara City Code Chapter 15.65. (CGC 5.503.1)
- Woodstoves.** Woodstoves and pellet stoves shall comply with US EPA New Source Performance Standards (NSPS) emission limits, where applicable, and shall have a permanent label indicating they are certified to meet the emission limits, per CGC 5.503.1.1

Pollutant Control (CGC 5.504)

- Temporary ventilation.** The permanent HVAC system shall only be used during construction if necessary to condition the area of addition or alteration within the required temperature range for material and equipment installation. If the HVAC system is used during construction, use return air filters with a MERV of 13, based on ASHRAE 52.2, or an average efficiency of 30% based on ASHRAE 52.1-1992. Replace all filters immediately prior to occupancy (CGC 5.504.1).
- Covering of duct openings and protection of mechanical equipment during construction.** At the time of rough installation or during storage on the construction site and until final startup of the heating, cooling and ventilating equipment, all duct and other related air distribution component openings shall be covered with tape, plastic, sheet metal or other methods acceptable to the City to reduce the amount of dust, water, and debris which enter in the system, per CGC 5.504.3.
- Finish material pollutant control.** Finish materials shall comply with Sections 5.504.4.1 through 5.504.4.6.
- Adhesives, sealants and caulks.** Adhesives, sealants and caulks used on the project shall meet the requirements of the standards listed in CGC 5.504.4.1.

- Paints and coatings.** Architectural paints and coatings shall comply with Table 5.504.4.3 unless more stringent local limits apply. **Verification.** Verification of compliance with this section shall be provided at the request of the City per CGC 5.504.4.3.2.
- Carpet systems.** All carpet systems, carpet cushion, and carpet adhesive installed in the building interior shall meet the testing and product requirements of one of the standards listed in Section 5.504.4.4.
- Composite wood products.** Hardwood plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the building shall meet the requirements for formaldehyde as specified in Table 5.504.4.5. **Verification.** Verification of compliance with this section shall be provided as requested by the City, per CGC 5.504.4.5.3.
- Resilient flooring systems.** For 80% of floor area receiving resilient flooring, installed resilient flooring shall comply with CGC 5.504.4.6. **Verification.** Documentation shall be provided verifying that resilient flooring materials meet the pollutant emission limits per CGC 5.504.4.6.1.
- Thermal insulation.** Thermal insulation shall comply with the requirements of CGC 5.504.4.7. **Verification.** Documentation shall be provided verifying that thermal insulation materials meet the pollutant emission limits, per CGC 5.504.4.7.1.
- Acoustical ceilings and wall panels.** Acoustical ceilings and wall panels shall comply with the requirements of CGC 5.505.4.8. **Verification.** Documentation shall be provided verifying that acoustical finish materials meet the pollutant emission limits, per CGC 5.504.4.8.1.
- Filters.** In mechanically ventilated buildings, provide regularly occupied areas of the building with air filtration media for outside and return air prior to occupancy that provides at least a MERV of 13. MERV 13 filters shall be installed prior to occupancy, and recommendations for maintenance with filters of the same value shall be included in the operation and maintenance manual, per CBC 5.504.5. **Labeling.** Installed filters shall be clearly labeled by the manufacturer indicating the MERV rating, per CGC 5.504.5.1..

- Environmental tobacco smoke (ETS) control.** Prohibit smoking within 25 feet of building entries, outdoor air intakes and operable windows where outdoor areas are provided for smoking and within the building as already prohibited by other laws or regulations or local ordinances, regulations, or policies, whichever are more stringent, per CGC 5.504.7. When ordinances, regulations, or policies are not in place, post signs informing building occupants of the prohibitions.

Indoor Moisture Control (CGC 5.505)

- Indoor moisture control.** Building shall meet or exceed the provisions of California Building Code, CCR, Title 24, Part 2, Section 1202 (Ventilation) and Chapter 14 (Exterior Walls). See CGC 5.407.2 for additional measures. (CGC 5.505.1)

Air Quality and Exhaust (CGC 5.506)

- Outside air delivery.** For mechanically or naturally ventilated spaces in buildings, meet the minimum requirements of Section 120.1 (Requirements for Ventilation) of the California Energy Code or the applicable local code, whichever is more stringent, and Division 1, Chapter 4 of CCR, Title 8, per CGC 5.506.1.
- Carbon dioxide (CO₂) monitoring.** For buildings equipped with demand control ventilation, CO₂ sensors and ventilation controls shall be specified and installed in accordance with the requirements of the California Energy Code, Section 120.1(c)(4), per CGC 5.506.2.

Environmental Comfort (CGC 5.507)

- Acoustical control.** Employ building assemblies and components with STC values determined in accordance with ASTM E90 and ASTM E413 or OITC determined in accordance with ASTM E 1332, using either the exterior noise transmission prescriptive or performance method in Sections 5.507.4.1 or 5.507.4.2. (CGC 5.507.4)
- Interior sound transmission.** Wall and floor-ceiling assemblies separating tenant spaces and tenant spaces and public spaces shall have an STC of at least 40 (CGC 5.507.4.3).

Outdoor Air Quality (CGC 5.508) (As applicable)

- Ozone depletion and greenhouse gas reductions.** Installation of HVAC, refrigeration and fire suppression equipment shall comply with Sections 5.508.1.1 and 5.508.1.2.
- Supermarket refrigerant leak reduction.** New commercial refrigeration systems shall comply with Section 5.508.2 when installed in retail food stores 8,000 square feet or more conditioned area, and that utilize either refrigerated display cases, or walk-in coolers or freezers connected to remote compressor units or condensing units. The leak reduction measures apply to refrigeration systems containing high-global-warming potential (high- GWP) refrigerants with a GWP of 150 or greater.

Installer And Special Inspector Qualifications (CGC 702)

- Installer training.** HVAC system installers shall be trained and certified in the proper installation of HVAC systems including ducts and equipment by a recognized training or certification program, per CGC 702.1.
- Special inspection.** When required by the City, special inspectors employed by the owner or the owner’s agent shall be qualified and able to demonstrate competence in the discipline they are inspecting, per CGC 702.2.

Verification (CGC 703)

- Documentation.** Upon request, verification of compliance with the CAL Green code may include construction documents, plans, specifications, builder or installer certification, inspection reports, or other methods acceptable to the building department which will show substantial conformance, per CGC 703.1.

Responsible Designer’s Declaration Statement

I hereby certify that this project has been designed to meet requirements of 2025 California Green Building Standards Code.

Name:	Address:
Signature:	City:
Date:	State:
Company:	Zip:

Contractor Declaration Statement

I hereby certify, as the builder or installer under permit listed herein, that project will be constructed to meet requirements of 2025 California Green Building Standards Code.

Name:	Address:
Signature:	City:
Date:	State:
License Number:	Zip:

Contact Information

Permit Center: 408-615-2420 | **Email:** permitcenter@santaclaraca.gov

Building Division: 408-615-2440 | **Email:** building@santaclaraca.gov