

LEED for Homes

Steps to Certification

Registration

Register the project with CaGBC, selecting "E3 Eco Group Inc." as the LEED for Homes Provider

- Go to http://www.cagbc.org/leed/Register_Project_EN.aspx
- Cheque payable to CaGBC for the Registration Fee (See Fee Schedule, also outlined in E3's Statement of Work)

Initial Meeting & Plan Review

Prior to the initial meeting, you must provide E3 with:

- Working Drawings in pdf format
- Completed Builder's Questionnaire (sent to the project team by E3)

E3 will assign a Green Rater to your project that will:

- Set up an initial meeting to complete preliminary checklist and discuss roles & responsibilities
- Provide your preliminary energy rating

Pre-Construction

The project team (Builder/Architect/Consultants) must:

- Complete the Durability checklist

The Green Rater will:

- Review the Durability checklist
- Set up a shared Dropbox folder to manage LEED documentation

Construction

The project team (Builder/Architect/Consultants) must:

- Conduct in-house verification to ensure that targeted LEED credits are met
- Collect & compile credit documentation, calculations & specs
- Facilitate on-site Green Rater verifications

The Green Rater will:

- Complete the pre-drywall inspection, on-site testing, and any other site inspections as needed

Verification

The project team must provide the following:

- LEED project documentation, Signed Final Checklist, Durability Checklist, and Accountability Forms
- Cheque payable to CaGBC for the Certification Fee (See Fee Schedule, also outlined in E3's Statement of Work)

E3's Green Rater will:

- Conduct performance tests, and complete the final visual inspection
- Complete and review the project documentation package

Certification

E3 will review the documentation and, if it is satisfactory, will recommend the project for certification.

The CaGBC will then review and approve the certification and E3 will notify the project team.



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