



**Green Building Incentive Program:
Priority Review Permit Application Agreement**

Development Services Department
PO Box 1307, Issaquah, WA 98027-1307

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| Project Name: | Parcel #: |
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To encourage green building, the City of Issaquah will expedite building permit review for projects which achieve green building certification at specified levels. This document outlines the expectations for all parties involved.

Please check the appropriate box to be considered for Priority Review:

- Applicant is pursuing LEED certification and requests priority review
- Applicant is pursuing Built Green certification and requests priority review
- Applicant is pursuing a different green building certification. City will evaluate the program's equivalence and determine expedited status at its discretion.

Name of Certification: _____

Minimum green building level required to receive priority review

- Residential: Built Green 5 Star - Certify under Built Green 5 Star level
- Non-residential: LEED Gold – Certify under LEED Gold level
- *Certification must be made to the latest version in effect at the time of application.*

City Priority Review

In exchange for the developer's achievement of specified green building levels, the City will expedite the project's building permits, both at initial permit submittal, as well as during permit resubmittals. This incentive generally assumes expedited permit review is done in house, and does not include City payment for expedited outside review (though the City may pay for this at their option). Permits expedited through this process will be placed at the head of the permit review line, in sequence with other Council-designated expedited permits (pursuant to those project types outlined in IMC 18.04.220), including affordable housing and municipal projects. Priority reviews are placed at the front of the line with the understanding that plans currently being reviewed will be completed or suspended at a logical point in the review as determined by the plans examiner.

For the purpose of this document, the term "Priority Review" means that upon application and determination that the application is complete, the City will **(Step 1)**: move the permit application to the position "next in line" for review with understanding that plans currently being reviewed will be completed or suspended at a logical point. Once the prioritized review has begun the plans examiner will continue the review until the first set of corrections are sent out. **(Step 2)**: Once corrections are sent out the City will continue with other reviews until such time as the applicant submits corrections. **(Step 3)**: Once the re-submittal is determined to be complete (meaning that all comments have adequately been addressed) the plans examiner will continue with the prioritized review and repeat above steps as necessary.

Permit review timeframes will vary depending on current City permit load; this prioritized review commitment does not include a guaranteed review timeframe.

Developer commitments

In exchange for City permit expediting, the developer commits to achieve the specified green building requirements articulated above, in accordance with the process outlined below.

Process

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| Step One: Pre-application (at conceptual design) | <ul style="list-style-type: none">• At construction permit pre-submittal meeting, applicant provides a signed Priority Review Permit Application Agreement (this agreement), along with a draft Built Green or LEED checklist.• Applicant has the option to meet with the City’s Office of Sustainability prior to this meeting. |
| Step Two: Building permit submittal | <ul style="list-style-type: none">• In addition to confirming items in Step One above, developer submits (1) an updated Built Green or LEED checklist (if modifications have been made), (2) a Built Green or LEED proof of certification registration and enrollment letter and (3) cash deposit equivalent to the building permit plan check fee. This cash deposit will be refunded to the applicant upon Permanent Certificate of Occupancy and provision of the certification and verification as required in Step Four.• Development Services Department confirms acceptance and expedites review of permit. |
| Step Three: Construction and Inspection | <ul style="list-style-type: none">• Developer provides current in-process Built Green or LEED checklist and updates City on certification progress.• City official performs walk through of project to confirm that project is proceeding in such a way as to achieve Built Green or LEED certification.• Built Green or LEED verifier provides 3rd Party Inspection report to City through My Building Permit on status of certification at verifier steps identified with the City. |
| Step Four: Finalize Certification | <ul style="list-style-type: none">• Developer provides final copy of certification and verification to City.• City issues permanent certificate of occupancy and refunds cash deposit to applicant. |

The City may spot check green building items included in checklists to verify compliance. A cash deposit (equal to the building permit plan check fee) is required at the time of permit submittal in order to prioritize the building permit. If, through the construction process, the developer is not constructing the project to the standards outlined above, if developer is not diligently pursuing Built Green Five Star or LEED Gold certification, or if at certificate of occupancy achievement of Built Green Five Star or LEED Gold certification appears unlikely, the cash deposit will be forfeited to the City. The City will provide notice of the intended forfeiture to the developer and a reasonable opportunity to cure the noncompliance. If the developer does not cure the noncompliance within the period specified by the City, the cash deposit will be forfeited. Developers who do not follow through on agreed upon commitments will not be eligible to participate with future projects.

Please attach relevant documentation including:

- Draft Built Green or LEED Green Building Checklist
- Contact information for green building consultant, if applicable

