BALTIMORE HOUSING

Building A Better Tomorrow, Today.

Guide to Creating the BCGBS Online Scorecard

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Baltimore City Green Building Standards Permit Package

A Guide to Creating a BCGBS Scorecard On-line

Useful Information

These active links will take you to specific places in the document. Clicking on the green   arrow will return you to the Table of Contents.

BCGBS Permit Package

A complete permit application package will include the following printed materials at a minimum:

- ❑ Drawings, specifications and all supporting documents

- ❑ Completed Building Permit Application

For *Standards* projects a complete permit application package will include the following:

- ❑ **Standards Verification Package** (**SVP**) - includes a BCGBS Applicants, Coversheet & supporting documentation

- ❑ Copy of the project **Online Scorecard** inserted in the **SVP**
- ❑ LEED Pathway Form (if choosing LEED pathway)
- ❑ Credit Verification references clearly noted throughout the Permit Plan Set

SVP should be bound or organized in a 3-ring binder.
- Paper size is limited to 11"x17" maximum.

For more detailed information, refer to the *BCBGS Regulations Manual (Vol. 1), especially Section 3.*

Submit the package to our permits office:

One-Stop Shop

417 E. Fayette St.

Suite 100

Baltimore, MD 21202

Questions? Call 410-396-3360

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Access to the Baltimore City Green Building Standards portal begins by registering your business or company through the free online website <www.baltimorehousing.org/permit_bcgbs> Once you have done this, you will be able to use this BCGBS registration any time you are creating **Online Scorecards** for new projects or making changes to existing scorecards.

As seen on the BCGBS homepage:

Click here To register

• Registering is FREE and EASY TO DO

Click here to login if you are already registered

This website page also has direct links to Reference Materials and Relevant Links, including the Baltimore City Green Building Standards.

Read this before you begin: BCGBS Guidelines

Click here for General Requirements

Instructions for Applicant Scorecard

Download Reference Materials

Download the Baltimore City Green Building Standards Volume 1: Regulations Manual and Volume 2: Reference Guide

Download Templates for:

New Construction

Education

Spec Development

Tenant Fit Out

Section 2 Project

Relevant Links

Get Answers to Frequently Asked Questions

Code Enforcement Legal Section

Download the Resident Handbook

Contact the director by email

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Once you have registered you will be emailed a link to Activate Online Service. You will get a confirmation and now you can Login to the BCGBS (Baltimore City Green Building Standards) Online Service.

Thank you for using BCGBS Online Sevice.

The service has been activated for your email.
Click Here to Login

NOTE: you will only need to create a new registration if you will be submitting plans under a different company name and email address.

Once you log-in, this page allows you to do several things. This link below brings you to the *Baltimore City Green Building Standards Regulation Manual* and the master project plan templates (in excel format) for the various project types.

Baltimore City Green Building Standards – Projects

Please click here for Applicants Scorecards + Downloadable Documentation

Add Project

Project Name: [   ]

Applicant Notes: [   ]

Add New Project

	Project Name	Total Points	Notes	Date Create
Edit Scorecard	EXAMPLE		THIS IS AN EXAMPLE FOR EDUCATIONAL PURPOSES	9/3/2010
Edit Scorecard	GREEN SCHOOL			9/14/2010

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	Description
PDF	Read this before you begin
Excel	New Building/Major Rehab
Excel	Education
Excel	Spec Development
Excel	Tenant Fit Out
Excel	Section 2 Projects (System Replacement)
PDF	Volume 1
PDF	Volume 2
PDF	Applicants Cover Sheet

Each project type has its own Applicants Scorecard, listing both the Baltimore City Green Building Standard Credits and the parallel LEED v3.0 2009 credit references. This document is used by the project team throughout the course of the project. It is NOT part of the permit Application.

	A	B	C	D	E	F	G	H	
1	Baltimore City Green Building Standards					BCGBS EDUCATION			LEE
2	APPLICANTS SCORECARD								Scoreca
3	Name of Project:					BCGBS Anticipated rating:	2 Green Stars		
4	Address:					Date:			
5	Baltimore City GBS Credits		STDS PTS	Mayb e	STDS PT	Standards COMMENTARY	NOTES/ CR Assignment	LEED 2009 Reference	
6	Site Related Credits							Sustainable Sites	
7	S.R1	Chesapeake Bay Construction Protection	R		R	Automatic credit - No Documentation Required		NC SSp1	Construction A Prevention
8	S.R2	Phase 1 Environmental Site Assessment	R		R	For BCGBS: Prepare a Phase 1 ESA *only*, No remediation required to meet BCGBS. LEED rating requires remediation of the site. *This Cr UNIQUE TO SCHOOLS*		SCH SSp2	Environmental S Modified for BC

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	Description
PDF	Read this before you begin
XLS	New Building/Major Rehab
XLS	Education
XLS	Spec Development
XLS	Tenant Fit Out
XLS	Section 2 Projects (System Replacement)
PDF	Volume 1
PDF	Volume 2
PDF	Applicants Cover Sheet

1 BALTIMORE CITY GREEN BUILDING STANDARDS
VOLUME 1: REGULATIONS MANUAL

Vol. 1 Regulations Manual describes all the requirements for meeting the Standards.

Vol. 2 Reference Manual is the summary credit requirements and rules for interpretations.

The Appendix contains standard forms and templates suitable for downloading

Add A Project

On the registered company – **Projects Page** please find all projects for resuming work on an existing Scorecard or starting a new project. First, name the new project.

Baltimore City Green Building Standards - Projects

Please click here for Applicants Scorecards + Downloadable Documentation

Add Project

Add a new project.

Begin or resume a project.

Project Name:	[ ]
Applicant Notes:	[ ]

Add New Project

	Project Name	Total Points	Notes	Date Create
Edit Scorecard	EXAMPLE		THIS IS AN EXAMPLE FOR EDUCATIONAL PURPOSES	9/3/2010
Edit Scorecard	GREEN SCHOOL			9/14/2010

The **Applicant Notes** section is a tool for you. For example, it can be used to identify a first, second or third version of a plan or project start dates, etc.   Then, click the **Add New Project** button to save.

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Create a BCGBS Scorecard

This is a sample of the Online Green Building Scorecard final print out, which is to be included in the Project **SVP**.

Green Building Score Card

Company Name : TERRALOGOS

Project : GREEN SCHOOL   **Total Score : 56**   Page 1 of 6

Credit No	Credit Name	Points	Options (if any)	Credit Narrative Description	References	Reference Detail	Applicats sign off
Site Related							
S.R1	Chesapeake Bay Construction Protection	R					
S.R2	Phase 1 Environmental Site Assessment	R					
S.1	City Fabric - Site Selection	1		No documentation			
S.2	City Fabric - Density	4		No documentation			
S.4	City Fabric - Public Transit	4		No documentation			
S.7	Smart Transportation - Minimize Parking	2					
S.10	Chesa. Bay Protection -Rainwater Control	1		No documentation			
S.11	Chesa. Bay Protection -Stormwater Quality	1		No documentation			
S.14.2	Cool City - 50% shading through trees option	2					
S.15.2	Cool City - 50% Vegetative Roof	2					
S.16	Dark Skies- Nighttime Lighting Reduction	1					
Sub Total :	**Site Related Credits**	**18**					

Depending on the project type you are building, the rest of the menus and credits are predetermined based on Baltimore City's **Applicant Scorecards.** Once you have selected the proper project type, select a credit category first and then select the credits suitable for the project, using the **Applicant Scorecard** as a *guide*.

Both the Baltimore City and LEED 2009 standards appear for your convenience. Click **Add This Credit** to save your entry.

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Add Details

Credit Selection page:

Credit Numbers

Gray indicates Automatic Credits, no documentation required.

Yellow indicates Required Credits

Green indicates Pledge Points

Total Points: 39   🖨 PRINT   Review & Print ScoreCard ❓

Credits BY Category := Site - 11, Water - 2, Energy - 1, Material - 10, Health - 9, Innovation - 6

	DateCreated	Credit No	Credit Name	Points	Credit Type	Credit Narrative Description	Reference	
Update	09/14/201	S.R1	Chesapeake Bay Construction Protection	R	Required			Delete
Update	09/14/201	S.R2	Phase 1 Environmental Site Assessment	R	Required			Delete
Update	09/14/201	S.1	City Fabric - Site Selection	1	Automatic		No documentation	Delete
Update	09/14/201	S.2	City Fabric - Density	4	Automatic		No documentation	Delete
Update	09/14/201	S.4	City Fabric - Public Transit	4	Automatic		No documentation	Delete
Update	09/14/201	S.10	Chesa. Bay Protection -Rainwater Control	1	Automatic		No documentation	Delete
Update	09/14/2010	S.11	Chesa. Bay Protection -Stormwater Quality	1	Automatic		No documentation	Delete
Update	09/14/2010	W.R1	City Water Supply- Basic Conservation 20%	R	Required			Delete
Update	09/14/2010	W.3.2	City Water Supply- Reduce Domestic Use - 35%	1	Selected			Delete
Update	09/14/2010	W.6.1	City Water Supply- Reduce Process Use 20%	1	Selected			Delete
Update	09/14/2010	E.R1	Energy - Basic Project Commissioning	R	Required			Delete
Update	09/14/2010	E.R2	Energy- Basic Project Conservation & Minimum Performance 10% Save	R	Required			Delete
Update	09/14/2010	E.R3	Energy - Basic Ozone Protection	R	Required			Delete
Update	09/14/2010	E.1	Energy - High Performance & Efficiency 12% to 48% efficiency New	1 to 25	Selected			Delete
Update	09/20/2010	E.3.3	Energy - Recommission Project - in 4 years	1	Pledge			Delete

"Update" the credit to fill-in information on all selected credits. Credits not selected show up as a "0" in the "Points" column. The Credit Description Narrative must be filled in and the Customer's Detail is for cross-reference information. Access embedded templates on the Credit Summary page.

"Delete" removes the credit.

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Credit Summary Sheet Inputs: Narratives

Only **after** you have saved the changes below should you click **Previous Screen** to return to the **Credit Selection** page.

The **Credit Narrative** section is where the project team describes how they intend to meet the credit. This will appear in the **Reference** column of the **Online Scorecard.**

You may also need to select an **"option"** for meeting the credit.

Click **Update** to save the entry.

Add Pop up button to redit Summary Page that is linked to the "Previous Screen" button containing the coordinating bubbled text

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Only **after** you have saved the changes below should you click **Previous Screen** to return to the **Credit Selection** Page.

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Previous Screen
Credit No & Name: W.2-City Water Supply - Reduce for Sewage 50%

Credit Narrative: (?)

Option :
- ○ Fixture selection
- ○ Non-potable source(s)
- ● On-site wastewater treatment

Update

Reference: (?) (Select One) ▼
- (Select One)
- Drawings/Sketches
- Credit Summary
- Narrative
- Calculations or Spreadsheet
- Table
- LEED Template
- Cut Sheet/MFG literature
- Project Log
- Plumbing Fixture Schedule with
- Policy Statement
- Plant List
- Stormwater management Plan
- Spec. Scetion No.:
- Other

Add Reference

Quicklinks: Deve ...tractors | Homebuyers |
BALTIMORE HOUSING ⌂ home
©2009 Baltimore Housing

The **Reference** section should be used to denote the type of supporting materials, reports, plans, etc. that verify credit compliance.

A detailed description can be added in the text box. These, too, will appear on the **Online Scorecard** in the Customer Detail column**.**

NOTE: a copy of the reference must be included in the **SVP** and permit application package for review prior to issuing a permit. Click **Add Reference** to save the entry.

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Embedded Templates

On the **Credit Summary** page, templates are embedded for a limited number of credits and *must* be included in the project plan and submitted as part of the application package in the SVP.

Access these templates by clicking **Update** next to the appropriate credit on the **Credit Summary** page. Then click on the link to access these.

Embedded Templates

Two types of documents are available. The Word file will provide **instructions** for completing the **template**. The write-able Adobe PDF file is the **template** to download, fill-in and print for inclusion in the applicant's **Standards Verification Package (SVP)**. This document can also be completed electronically, but must be saved to *your local computer*. Changes will not be saved in the **Online Scorecard** version. There is no capability for uploading completed templates at this time.

Review Credits & Print Scorecard

When complete in updating all Credit Summary pages, return to the Credit Selection page for this scorecard available for print out. Print the scorecard by clicking the **Review & Print ScoreCard** link.
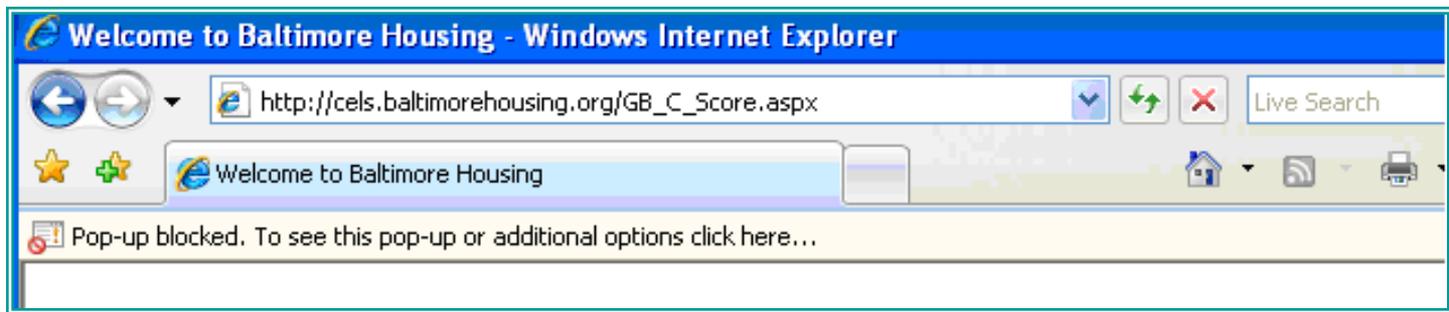
Total Points:39   PRINT   Review & Print ScoreCar(?)

Credits BY Category := Site - 11, Water - 2, Energy - 1, Material - 10, Health - 9, Innovation - 6

	DateCreate	Credit No	Credit Name	Points	Credit Type	Credit Narrative Description	Reference	
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Update	09/14/2010	S.R2	Phase 1 Environmental Site Assessment	R	Required			Delete
Update	09/14/2010	S.1	City Fabric - Site Selection	1	Automatic		No documentation	Delete
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Update	09/14/2010	S.4	City Fabric - Public Transit	4	Automatic		No documentation	Delete
Update	09/14/2010	S.10	Chesa. Bay Protection -Rainwater Control	1	Automatic		No documentation	Delete
Update	09/14/2010	S.11	Chesa. Bay Protection -Stormwater Quality	1	Automatic		No documentation	Delete
Update	09/14/2010	W.R1	City Water Supply- Basic Conservation 20%	R	Required			Delete
			City Water Supply- Reduce Domestic					

If the print version of the **Online Scorecard** does not appear, your pop-up blocker may be on. Click the yellow bar with your mouse and 'allow the pop-up'.

Print the Online Scorecard

Use the printer button in your browser to print a copy of the project **Online Scorecard** for submittal to Plans Examining as well as for your records.

Once you have completed the on-line scorecard, refer back to the checklist on page 3.

Incomplete application packages will resulted in rejected permit applications.

Links:

To access a Baltimore City Building Permit Application

To access Baltimore Housing One-Stop Shop (permits & registration)

Questions? Call 410-396-4661 for assistance.

Baltimore Housing reflects the combined efforts of the Housing Authority of Baltimore city and the Baltimore City Department of Housing & Community Development.