



BALTIMORE  
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Building A Better Tomorrow, Today.

# *Guide to Creating **the BCGBS** Online Scorecard*




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# 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





# BCGBS Permit Package

**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**





# Register & Log-In

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>](http://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](#)





# Register & Log-In

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 Service.**

**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.





# Register & Log-In

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:  

	Project Name	Total Points	Notes	Date Create
<input type="button" value="Edit Scorecard"/>	EXAMPLE		THIS IS AN EXAMPLE FOR EDUCATIONAL PURPOSES	9/3/2010
<input type="button" value="Edit Scorecard"/>	GREEN SCHOOL			9/14/2010





# Downloadable Documents

Description
Read this before you begin
New Building/Major Rehab
Education
Spec Development
Tenant Fit Out
Section 2 Projects (System Replacement)
Volume 1
Volume 2
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	<b>Baltimore City Green Building Standards</b>					<b>BCGBS EDUCATION</b>				<b>LEE</b>
2	<b>APPLICANTS SCORECARD</b>									Scoreca
3	Name of Project:					BCGBS Anticipated rating:		<b>2 Green Stars</b>		
4	Address:					Date:				
5	<b>Baltimore City GBS Credits</b>		<b>STDS PTS</b>	<b>Mayb e</b>	<b>STDS PT</b>	<b>Standards COMMENTARY</b>	<b>NOTES/ CR Assignment</b>	<b>LEED 2009 Reference</b>		
6	<b>Site Related Credits</b>							<b>Sustainable Sites</b>		
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. <i>This Cr UNIQUE TO SCHOOLS</i>			SCH SSp2	Environmental S Modified for BC





# Downloadable Documents

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

Add a new project.


Begin or resume a project.

### Baltimore City Green Building Standards - Projects

[Please click here for Applicants Scorecards + Downloadable Documentation](#)

**Add Project**

Project Name:

Applicant Notes:  

	Project Name	Total Points	Notes	Date Create
<input type="button" value="Edit Scorecard"/>	EXAMPLE		THIS IS AN EXAMPLE FOR EDUCATIONAL PURPOSES	9/3/2010
<input type="button" value="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.





# 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
<b>Site Related</b>							
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					
<b>Sub Total :</b>		<b>Site Related Credits</b>	<b>18</b>				





# Add Credits

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*.

Project Type: BCGBS EDUCATION

Credit Category: Water Quality & Efficiency

Credit: W.3.2 : City Water Supply- Reduce Domestic Use - 35%--> Point-1

**Add This Credit**

<b>Baltimore City Standard:</b>	<b>LEED 2009 Standard:</b>
Credit Code:W.3.2	Credit Code:NC WEc3
Standards Points:1	LEED Points:1
City Water Supply- Reduce Domestic Use	Water Use Reduction - 35%
Credit Name: - 35%	Credit Name:

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





# Add Details

## Credit Selection page:

Total Points:39 Review & Print ScoreCard

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

	Date Create	Credit No	Credit Name	Points	Credit Type	Credit Narrative Description	Reference	
<input type="button" value="Update"/>	09/14/2011	S.R1	Chesapeake Bay Construction Protection	R	Required			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2011	S.R2	Phase 1 Environmental Site Assessment	R	Required			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2011	S.1	City Fabric - Site Selection	1	Automatic	No documentation		<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2011	S.2	City Fabric - Density	4	Automatic	No documentation		<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2011	S.4	City Fabric - Public Transit	4	Automatic	No documentation		<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2011	S.10	Chesa. Bay Protection -Rainwater Control	1	Automatic	No documentation		<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2011	US.11	Chesa. Bay Protection -Stormwater Quality	1	Automatic	No documentation		<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	W.R1	City Water Supply- Basic Conservation 20%	R	Required			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	W.3.2	City Water Supply- Reduce Domestic Use - 35%	1	Selected			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	W.6.1	City Water Supply- Reduce Process Use 20%	1	Selected			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	E.R1	Energy - Basic Project Commissioning	R	Required			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	E.R2	Energy - Basic Project Conservation & Minimum Performance 10% Save	R	Required			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	E.R3	Energy - Basic Ozone Protection	R	Required			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	E.1	Energy - High Performance & Efficiency 12% to 48% efficiency New	1 to 25	Selected			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/20/2010	E.3.3	Energy - Recommission Project - in 4 years	1	Pledge			<input type="button" value="Delete"/>

Credit Numbers

Gray indicates Automatic Credits, no documentation required.

Yellow indicates Required Credits

Green indicates Pledge Points

“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.





# 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.

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. Section No.:
- Other

Add Reference

Quicklinks: Deve... tractors | Homebuyers |

BALTIMORE HOUSING home

©2009 Baltimore Housing

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 Credit Summary Page that is linked to the “Previous Screen” button containing the coordinating bubbled text





# Credit Summary Sheet Inputs: Reference Documentation

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

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

Reference:

Quicklinks: Devel... | tractors | Homebuyers |

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©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.





# 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.

Previous Screen

[Please click here for required template files.](#) ?

Credit No & Name: W.3.2-City Water Supply- Reduce Domestic Use - 35%

Credit Narrative: ?

Update

Reference: ? (Select One)

Add Reference





# 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.

	Description
	Water Efficiency Instructions
	City water Supply Info

1 / 2 75% Sign Comment Find

Please fill out the following form. You can save data typed into this form. Highlight

Baltimore City Green Building Standards


**W.R.1. City Water Supply - Basic Conservation - 20%**  
**W.3. City Water Supply - Reduce Domestic Use**

Project Name:  Date:

	FTE	Visitors	Students	Other	Number of Days:
Male					
Female					
Total					

Flow Fixture Base Line Case- Daily

Fixture Type	Flow Rate (GPM)	Duration (minutes)	Total Flow	Daily Uses Per Person				Total Water Usage
				FTE	Visitor	Student	Other	
Conventional Lavatory								18
Conventional Lavatory - Basin								
Conventional Shower								
Kitchen Sink								
Janitor Sink								







# 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

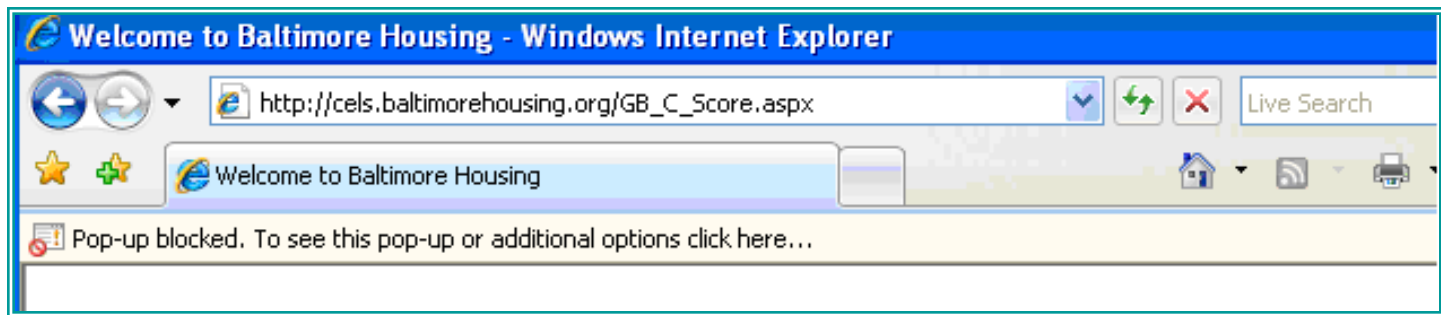
**Credits BY Category := Site - 11, Water - 2, Energy - 1, Material - 10, Health - 9, Innovation - 6**

	DateCreate	Credit No	Credit Name	Points	Credit Type	Credit Narrative Description	Reference	
<input type="button" value="Update"/>	09/14/2010	S.R1	Chesapeake Bay Construction Protection	R	Required			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	S.R2	Phase 1 Environmental Site Assessment	R	Required			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	S.1	City Fabric - Site Selection	1	Automatic		No documentation	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	S.2	City Fabric - Density	4	Automatic		No documentation	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	S.4	City Fabric - Public Transit	4	Automatic		No documentation	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	S.10	Chesa. Bay Protection -Rainwater Control	1	Automatic		No documentation	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	S.11	Chesa. Bay Protection -Stormwater Quality	1	Automatic		No documentation	<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	W.R1	City Water Supply- Basic Conservation 20%	R	Required			<input type="button" value="Delete"/>
<input type="button" value="Update"/>	09/14/2010	W.R2	City Water Supply- Reduce Domestic	R	Required			<input type="button" value="Delete"/>





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.

http://cels.baltimorehousing.org/PDF/GB/GB\_ScoreCard\_11.pdf

http://cels.baltimorehousing.org/P...

1 / 6 69.7%

### Green Building Score Card

**Company Name :** B'MORE GRE

**Project :** GREENE ELEMENTARY **Total Score :** 53

Credit Code	Credit Description	Points	Options	Requirement Detail	Reference
<b>Site Related</b>					
S.R1	Chesapeake Bay Construction Protection	0			
S.R2	Phase 1 Environmental Site Assessment	0			
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.5.1	Smart Transportation -	1		BIKE RACKS TO ACCOMOD/	1 DRAWINGS/SKETS





# Useful Information

Once you have completed the on-line scorecard, refer back to the checklist on [page 3](#).

Incomplete application packages will result 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.





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[www.baltimorehousing.org](http://www.baltimorehousing.org)