



LEED Canada for Homes Getting Started

**A short overview for getting started and
successfully earning LEED Canada for Homes certification.**

Step 1: Set project & organizational goals

- Identify champions in your organization and with partner companies.
- Identify priorities and decide what is most important to your clients and prospective buyers or tenants. (i.e., energy savings, indoor air quality)
- Make long-term plans to develop green credentials including how to build, market and sell green homes.

Step 2: Learn the minimum requirements of the program

- Mandatory measures (or prerequisites) – read through the Rating System to learn the basic minimum requirements in the Rating System (i.e., avoiding tropical wood products and invasive plant species).
- Identify possible design changes for each prerequisite.
- Speak to a Green Rater if you have not built an EnerGuide 80 or better home.
- Verification & submittal requirements – identify any challenges your project may face with 3rd-party on-site verification of the project's green elements.

Step 3: Choose your verification team

- **LEED Canada for Homes** is a 3rd-party labelling program with a focus on verification.
- The verification team will help you verify the green measures in the project, and assist you in understanding the certification process and its requirements.
- It includes:
 - **LEED Canada for Homes Authorized Provider** – an organization selected by CaGBC to guide project teams through the certification process and oversee 3rd-party verification. A list of Authorized Providers is available at <http://www.cagbc.org/homes>.
 - **Green Rater** – conducts on-site verification and testing at several points throughout the project. Ask your Authorized Provider about Green Raters in your area.
 - **Energy Rater** – conducts energy-specific site verification and testing. An Individual can serve both Energy and Green Rater roles.

Step 4: Register the project

- **How:** – CaGBC offers quick and easy online registration – visit www.cagbc.org/LEEDregistration
- **When:** – Once you've committed to pursuing LEED certification, register in the design phase.
- When a project is registered, it can be advertised as registered and "in pursuit" of certification, and use the LEED Canada for Homes marketing logo.
- **Cost:** Registration fees vary depending on the project type. Fees are assessed per home (\$260 for non-members) or per building (\$900 for non-members). Discounts range from 15-20% with a CaGBC membership www.cagbc.org/membership. Additional discounts are available for builders registering multiple homes. Fees are payable through the registration page.

Step 5: Conduct a preliminary rating

- **Complete an early checklist** - The Provider QAD and/or Green Rater and senior Project Team Members reviews the requirements of LEED Canada for Homes. They explore goals, challenges, and options for earning LEED certification, considering various strategies and design options and roles. Through this an early LEED checklist is completed.

- **Set specific goals** –Use the preliminary review to set targets for certification (i.e., Silver vs. Gold), performance (i.e., 20% energy savings), and specific technologies or strategies (e.g. native landscapes, advanced framing).
- **Identify challenges or constraints** – Use the preliminary rating to explore potential barriers, develop contingency plans or possible tradeoffs that could be made. Identify additional expertise (i.e., landscape professional, framing expert) to achieve the project goals. Remember that green building strategies and technologies vary significantly in terms of cost, difficulty, or regional familiarity.

Step 6: Assign roles and responsibilities

- All members of the project team should know their specific roles both in helping to design and build a green home but also in assisting with the LEED certification process.
 - Communicate with all trades and subcontractors early in the process explain what is expected and ensure compliance with documentation and paperwork requirements.
 - Use scopes of work and contracts to assign responsibilities and ensure cooperation.
 - Note: LEED Canada for Homes awards 1 point for a diverse and integrated project team that meets regularly, and 1 point for a full-day design charrette for all project team members.
- Project Team Coordination – Ensure that one person directly oversees LEED certification requirements; manages the project team members; and coordinates the Verification Team (i.e., Provider and Green Rater) to ensure the process goes smoothly.

Next steps

- Your LEED Canada for Homes Provider and Green Rater will explain in detail the verification process. Typical verification includes a site visit during construction and another site visit at the end of construction. CaGBC does not set the terms for how Providers and Green Raters conduct their verification, nor do they have influence on the contractual terms or verification costs.
- All aspects of the home that are awarded credit in **LEED Canada for Homes** must be completed AND verified by an outside Green Rater.
 - **Final certification** - the Green Rater will help you to complete the final LEED Canada for Homes Checklist.
 - **CaGBC will review the LEED Canada for Homes Checklist, Accountability Forms and the Durability Plan.**
 - **Timing** – when CaGBC receives the completed submittal package, it will conduct a series of reviews. The Project Team will be notified regarding the Final Certification Status, usually within 4-6 weeks.