



INFORMATION

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LEED for Core and Shell Precertification Instructions(Updated 04/02/09)

*****PLEASE NOTE: May 18, 2009 – Precertification Templates Required*****

Overview

LEED for Core and Shell Precertification is a unique aspect of the LEED for Core and Shell program that customers may pursue at their option. Precertification is formal recognition by USGBC given to a candidate project for which the owner/developer has established the goal of developing into a LEED-CS Certified building. LEED-CS Precertification is granted to projects after USGBC has reviewed a summary of early design stage submittal material. This material, which reflects a studied and realistic set of project goals and intentions, forms the basis for an award of Precertification at the project's expected LEED-CS Certification level. Precertification is not required, nor is it confirmation, of formal LEED-CS Certification. *Precertification is not LEED Certification.* This is a voluntary submittal within the LEED for Core and Shell program; projects can achieve LEED for Core and Shell Certification without having pursued LEED for Core and Shell Precertification.

Value

Precertification allows core & shell owners/developers to market to potential tenants and financiers their intention to pursue unique and valuable green features in a proposed building. Precertification generally occurs early in the design process and is based on *declared goals and intent* to achieve green features, not actual achievement of these features.

Registration

The first step in any LEED application is formal registration with USGBC. Register your project, pay the registration fee, and provide all project information requested. Start the registration process by [clicking here](#).

Application and Review

Once a project is registered as a LEED for Core and Shell project with the USGBC, the project team may prepare the proper documentation and apply for Precertification.

The cost of Precertification is a flat fee of \$2,500 for USGBC members and \$3,500 for nonmembers. Payment can be made by credit card or check concurrent with Precertification application.

Because much of the value of Precertification occurs early in a project's development, both the project team's documentation and the USGBC's review is less comprehensive than a complete LEED for Core and Shell Certification application. Project teams are required to provide confirmation that the project intends to meet the requirements of each prerequisite and the credits of their choice. This is done by completing and submitting the items described below. The project is reviewed and, if approved, USGBC grants a LEED for Core and Shell Precertification level (Certified, Silver, Gold or Platinum) and provides a certificate and letter to the project. The Precertification award will allow the developer to market the project's intention to achieve a particular LEED for Core and Shell Certification level.

Precertification reviews occur in two separate phases, the Preliminary Review and the Final Review, in a manner similar to complete LEED Certification reviews. After the Preliminary Review, the project team has the chance to respond to initial review comments and update any documentation as necessary. See a more detailed explanation of the standard LEED review process [here](#).

Important – Precertification review is not a comprehensive review of a project's complete application for the expected LEED for Core and Shell Certification level. In order to earn LEED Certification, after the Precertification is complete and the actual design and/or construction work is also complete, a full LEED for Core and Shell Certification application and review must still occur using the USGBC's established processes in the LEED Online system: either a single combined application or a two-phase "split" application (Design phase plus Construction phase), at the customer's discretion, as described on the USGBC's web site.

Because of the many factors inherent in project design, construction, project documentation and review, it is possible that the results of the complete Certification review will not correspond exactly to the Precertification review's results. *It is incumbent upon the team to demonstrate that the prerequisite and credit requirements have been met based on the results of the completed design and/or construction processes in the full Certification application and review.*

Preliminary Submittal Requirements

***** NOTE:** Precertification Projects will be required to use Precertification Templates, starting on **May 18, 2009** for all registered projects that have not submitted documentation; projects will not be reviewed until proper documentation is received for projects **postmarked on or after May 18, 2009**. This applies to all initial submittals and appeals.***

1. LEED for Core and Shell Project [Checklist](#) indicating projected prerequisites and pursued credits, with the total expected score for Precertification. The checklist should reflect the credits pursued for Precertification with "yes" or "no" indicated per each credit; *there should be no credits marked as "maybe."* Project teams are able to attempt credits in the full LEED for Core and Shell Certification that were not attempted in LEED for Core and Shell Precertification.
2. Summary of the LEED project registration information, including:
 - a. Project name and registration number
 - b. Project contact
 - c. Project size
 - d. Projected number of occupants
 - e. Estimated time of construction completion
 - f. Core and Shell Appendix 3: Project Scope Checklist (please use NEW template found [here](#), in CSv2.0 General Precertification Templates)
 - g. Declaration of Intent Letter, signed by Owner or Developer (please use NEW template found [here](#), in CSv2.0 General Precertification Templates)
3. Precertification Templates for all prerequisites and for all credits pursued:
 - a. Go [here](#) to access all of the Precertification Templates
 - b. Each submitted Template must be either printed and put into a binder with credit sections separated by tabs, or transferred to a CD-ROM with credit categories in different folders
 - c. Each submitted Template must declare a responsible party and be signed by a responsible party

- d. Fill out Template as is appropriate in the Precertification context (whatever is known at the time of Precertification application, the required narrative, and supporting calculations). *Do not fill out data fields representing decisions not yet made or work not yet complete.*

NOTE: if you are using Adobe Reader to access the Credit Templates, you will not be able to save data in the documents. To save the document, you will need to use Adobe Acrobat Professional. If you do not have Adobe Acrobat Professional, you may print and scan, or use the "print screen" option to create an image of each page that can then be pasted into a separate document..

4. Narrative for each submitted credit:
 - a. Instead of complete support documentation, provide a brief narrative (one paragraph to one page is usually enough) for each prerequisite and pursued credit that explains the project team's intent to achieve the credit, how that intent complies with the LEED for Core and Shell requirements, and the actions the project team will take to ensure all requirements will be met during actual design and construction. Ensure each credit narrative summarizes each of the following aspects of the project team's intent:
 - i. What will be done during the design phase &/or construction phase to meet the credit requirements, i.e., the relevant green features of the planned core & shell for that credit
 - ii. How the green features will be implemented, i.e., using what materials, processes, or building systems
 - iii. Who is directly responsible for executing the design &/or construction work, and who oversees that work
 - b. The project team **MUST** insert the narratives into Templates.
5. Projects **MUST** submit drawings to provide context for the review team. *Do not provide the full support documentation*, as it will not be reviewed to support to claim of credit(s) intent. These are general design process documents and a high level of detail is inappropriate for Precertification (for example, do not submit energy model reports, Construction documents, etc.).

These drawings may include any of the following, if developed by the time of the project's Precertification, for a maximum of 10 drawings:

- a. Site plans
- b. Plans and elevations
- c. Diagrams/Sketches
- d. Conceptual drawings
- e. Schematic drawings

Project teams must send two hard copies of the Precertification documentation, (either three-ring binder or CD), along with full payment or contact information for credit card payment, to:

U.S. Green Building Council
ATTN: Core and Shell Precertification Manager

2101 L Street NW, Suite 500
Washington, DC 20037

Once the submittal is processed, the Project Team will receive a confirmation email including payment information.

Final Review Submittal Requirements

1. Revised LEED for Core and Shell Project [Checklist](#) indicating any additional credits being pursued and/or any withdrawn credits.
2. Revised templates for credits marked "Pending"; those credits marked as "Anticipated" in the preliminary review do not need to be resubmitted unless there are changes in the project those warrants a reevaluation.
3. If new credits are pursued in this phase, please provide templates (see #3-4 in Preliminary Review Submittal Requirements) for these credits. NOTE: These credits will only have one review in the Final Phase.
4. Project teams must send two hard copies of the above Precertification documentation (either three-ring binder or CD), to:

U.S. Green Building Council
ATTN: Core and Shell Precertification Manager
2101 L Street NW, Suite 500
Washington, DC 20037

Appeals

If the project team feels that sufficient grounds exist to appeal a credit denied in the Precertification Review, it has the option of appeal. The appeal fee is \$500 per credit or prerequisite appealed. A review of these items will occur within 25 business days at which time an Appeal LEED Review will be issued to the applicant.

Project teams must provide the following Precertification information during the streamlined process:

1. LEED for Core and Shell Project Final Review indicating earned and denied prerequisites and credits from the final Precertification review.
2. A *new* LEED for Core and Shell Project [Checklist](#) indicating prerequisites and/or credits that were denied in the final Precertification review that the project team wishes to appeal. The checklist should reflect the credits pursued for Precertification appeal with "yes" or "no" indicated per each credit; there should be no credits marked as "maybe." For example, if the team was appealing EAc1, the line next to EAc1 would say "yes" and all other credits would say "no."
3. Summary of the LEED project registration information, including:
 - a. Project name and registration number
 - b. Project contact
 - c. Project size
 - d. Projected number of occupants
 - e. Estimated time of construction completion

4. Original, re-submittal, and appeal submittal documentation for only those credits you are appealing. It would be helpful to include a narrative for each appealed credit to describe how the documents address the reviewers' comments and concerns. Please note that all provided documents will be considered as part of the appeal process.
 - a. The documentation here should follow the guidelines under "Submittal Requirements" #3-4 above.
5. Please also submit drawings (8.5x11 or 11x17) which may include any of the following, if developed by the time of the project's Precertification:
 - a. Diagrams
 - b. Site plans
 - c. Conceptual drawings
 - d. Schematic drawings
 - e. Plans and elevations

Project teams must send two hard copies of the Appeal Precertification documentation (either three-ring binder or CD), along with full payment or contact information for credit card payment, to:

U.S. Green Building Council
ATTN: LEED for Core and Shell Precertification Manager
2101 L Street NW, Suite 500
Washington, DC 20037

Once the submittal is processed, the Project Team will receive a confirmation email including payment information.

Expedited Precertification Review

Project teams may request expedited LEED for Core and Shell precertification review, which is subject to a fee in addition to standard certification fees.

Timeline: Project teams can expect expedited reviews to be completed as follows:

- Within 12 business days for a Precertification Preliminary Review
- Within 10 business days for the project team to provide a supplementary submittal or clarifications
- Within 7 business days for a Precertification Final Review

Process: Project teams interested in requesting an expedited review should call the USGBC main office at 202-828-7422 and ask to speak with a member of the LEED certification team. You must submit – and USGBC must accept – an expedited review request no less than 10 business days before the start of your project's scheduled review. You must then submit your certification fee, expedited fee, and application for LEED certification to USGBC within 10 days of their acceptance. Click [here](#) for more information on expedited review process.

Fees: The precertification expedite fee is in addition to standard precertification fee.

The expedite fee for LEED for Core and Shell precertification review is \$5,000.