



SFR/TH BUILT GREEN PROCESS

Follow these steps, Evergreen Certified handles the rest.

1 PROJECT INITIATION

- Send project plans to Evergreen Certified
- Review and consider applying for city incentives ([Evergreen Local Incentives](#))
- Meet with Evergreen Certified to establish a game plan
- [Enroll project](#) directly with Built Green
- Complete a preliminary [Built Green Checklist](#) for your project
- DocuSign proposal and pay deposit to Evergreen Certified

2 GROUND BREAKING

- Use [approved recycling facility](#) for during construction waste
- Send pictures of under-slab insulation to [Evergreen Certified](#)

3 EC SITE VISIT – PRE-INSULATION

- Complete air-sealing (foam and caulk)
- [Contact Evergreen Certified](#) for 1st Site visit (provide **1-2 days' notice**)

4 EC SITE VISIT – POST-INSULATION

- Complete insulation
- [Contact Evergreen Certified](#) for 2nd Site visit (provide **1-2 days' notice**)

5 EC SITE VISIT – FINAL

- Complete construction and landscaping
- [Contact Evergreen Certified](#) for 3rd and final site visit (provide **3-4 days' notice**)

6 PROVIDE EC WITH DOCUMENTATION

- Submit all [required documentation](#) and final payment to Evergreen Certified

7 BUILT GREEN CERTIFICATION

- Receive Built Green Certification!
- If utilizing the FAR incentive send your Built Green certificate to the City of Seattle at prc@seattle.gov

For multifamily projects – [click here!](#)