



## Built Green® Third Party Verification Verification Process

Built Green® Tri-Cities/Walla Walla is a program of the Home Builders Association of Tri-Cities

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### BUILT GREEN® TRI-CITIES/WALLA WALLA THIRD PARTY VERIFICATION PROCESS

- Third party verification is an optional credit, initiated by the builder on a voluntary basis, for the 1, 2, and 3-star levels of the Built Green® Program. Three additional points will be awarded as an incentive for third party verification on these projects.
- Third party verification is required on 4- and 5-star projects.
- A minimum of 60% of the points claimed are required to be verified by the verifier. For example, if a builder is claiming 400 points on the checklist, the third party verifier is required to verify at least 240 of those points.
- A list of all certified third party verifiers is available on the HBA website – [www.hbatc.com/builtgreen](http://www.hbatc.com/builtgreen) or by contacting the HBA office.
- At least two site visits will be required for each home certified. Additional site visits can be scheduled at the discretion of the verifier and builder.
- Builders are required to provide:
  - A “draft” checklist to their selected third party verifier before construction begins on a given project, giving ample time for the verifier to review the checklist prior to the first anticipated inspection.
  - Verifier will not be responsible for documenting claimed items that cannot be inspected properly. A pre-meeting between the builder and verifier is also *strongly* encouraged to set up tentative schedules and ensure all documents are in order.
- Once the verification is complete, the verifier is required to provide a copy of the signed project enrollment form and the final checklist for the Built Green® Program records. The builder is required to provide payment for the certification. The Built Green® certificate will be mailed to the verifier and/or builder within two weeks of receiving all necessary documents and payment.
- The third party verifier is required to retain all verification records for a minimum period of three years. All records should be available for at least annual review and audits by the Built Green® Tri-Cities/Walla Walla Program.

### VERIFICATION EXEMPTIONS FOR PRODUCTION HOMES

- For production homes, a new plan is defined as a difference between plans for houses in a community that result in a change of more than 10% of the points for each project. For example, if the two different plans result in homes that have about the same number of points, but get more than 10% of their points from different sources, or the difference in the point total is greater than 10%, then they are to be considered different plans.
- Production homes may be eligible for third party verification by sampling. The requirements for third party verification by sampling are as follows:
  - For each home plan (see definition above), the first 10 homes will be verified according to the regular process.

- After 10 homes have passed verification (within a three year period), the verifier is required to fully verify 1 in every 10 homes submitted for verification.
- The other homes will be passed by sampling and must be indicated as such on the Project Enrollment Form.
- The verifier may require the builder to submit additional items (such as proof of Energy Star® verification) for each sampled home.
- Certification by sampling is at the discretion of the verifier. If the sample home does not qualify, the builder will have to successfully certify an additional ten homes before verification by sampling will again be an available option for them.