



## STEP CODE CHECKLIST

This checklist applies to all new Part 9 Buildings as of November 1, 2023. Links to the reports noted below can be found at <https://westvancouver.ca/stepcode>. A BC Energy Compliance Report (As-Built) will be required at Final Inspection.

**Any revisions during construction impacting the energy efficiency will require a new BC Energy Compliance Report and Energy Model Report(s).**

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| <input type="checkbox"/> <b>BC Step Code Compliance Checklist (Pre-Construction)</b> <ul style="list-style-type: none"><li>To be completed by an <b>Energy Advisor</b> in good standing with Natural Resources Canada</li></ul>   |
| <input type="checkbox"/> <b>HOT2000 Report(s) or Compliance Calculator with Detailed Model Report(s)</b> <ul style="list-style-type: none"><li>To be prepared by an <b>Energy Advisor</b> in good standing with Natural Resources Canada</li><li>Dwellings with secondary suites to be modeled with baseloads for 4 adults, per ERS guidelines.</li><li>If complying via the MEUI % improvement or TED1 % heat loss reduction options, the ERS Home Owner Information Sheet must be provided.</li><li>If complying with the Zero Carbon Step Code EL-3 pathway and the proposed heating systems include a combination of electricity and fossil fuel-powered equipment, provide an additional model with the most GHG-intensive equipment set as the primary system (exclude the heat pump from the model).</li></ul> |
| <input type="checkbox"/> <b>GHG Calculator</b> <ul style="list-style-type: none"><li>To be prepared by an <b>Energy Advisor</b> in good standing with Natural Resources Canada.</li><li>If complying with the Zero Carbon Step Code EL-3 pathway, provide signed PDF printout of GHG Calculator result using the estimated annual fuel consumption figures from HOT2000 (exclude base loads).</li><li>If heating systems include a combination of electricity and fossil fuel powered equipment, use fuel consumption figures from the model with the heat pump excluded.</li></ul>   |
| <input type="checkbox"/> <b>Architectural Drawings with Construction Assembly Details</b> <ul style="list-style-type: none"><li>To be prepared by an <b>architect</b> or <b>designer</b></li><li>The drawings must include a statement from the architect/designer confirming that the design substantially complies with the requirements of BCBC 9.36</li><li>The construction details must match the assemblies referenced in the BC Energy Compliance Report (Pre-Construction). Coordination between the Architect/Designer and Energy Advisor is required prior to permit application.</li></ul>  |



## PASSIVE HOUSE CHECKLIST

This checklist applies to all new Part 9 Buildings as of November 1, 2023. Links to the report noted below can be found at <https://westvancouver.ca/stepcode>. A BC Energy Compliance Report (As-Built) will be required at Final Inspection.

**Any revisions during construction impacting the energy efficiency will require a new BC Energy Compliance Report and Passive House Planning Package.**

<input type="checkbox"/> BC Step Code Compliance Checklist (Pre-Construction) <ul style="list-style-type: none"><li>To be completed by a <b>Certified Passive House Designer</b> or <b>Certified Passive House Consultant</b></li></ul>
<input type="checkbox"/> Passive House Planning Package (PHPP) <ul style="list-style-type: none"><li>To be prepared by a <b>Certified Passive House Designer</b> or <b>Certified Passive House Consultant</b> using a current version of the PHPP software</li></ul>
<input type="checkbox"/> Passive House Building Certifier Assurance Letter <ul style="list-style-type: none"><li>To be prepared by a <b>Passive House Building Certifier</b>. The letter is to include:<ul style="list-style-type: none"><li>A general description of the project scope and design based on the drawings and PHPP with reference to the date(s) of these items</li><li>Identification of the roles and responsibilities of the Certified Passive House Designer/Consultant with regards to field reviews and airtightness testing</li><li>A statement that the project design and specifications have been reviewed and, in the opinion of the Building Certifier, the project is capable of achieving Passive House certification if built to the design and specifications noted in the Building Certifier's letter</li></ul></li></ul>
<input type="checkbox"/> Architectural Drawings with Construction Assembly Details <ul style="list-style-type: none"><li>To be prepared by an <b>Architect</b> or <b>Designer</b></li><li>The construction details must match the assemblies referenced in the PHPP as well as the BC Step Code Compliance Checklist (Pre-Construction). Coordination between the Architect/Designer and Certified Passive House Designer/Consultant is required prior to permit application.</li><li>The drawings must include a zoning summary with reference to zoning bylaw requirements and proposed figures (refer to s.120.29 High-Performance Buildings)</li></ul>