

Single Detached Dwelling Permit Application

The purpose of this brochure is to explain to homeowners or their representatives the processes involved in applying for, and obtaining a Building Permit to construct a new or substantially renovate a *Single Detached Dwelling*. This package contains commonly required forms and documents that are required for a building permit application. Please review this package thoroughly, and ensure ALL required forms have been completed fully prior to applying for a building permit. This list is minimum requirements only. Please note that additional documentation may be requested.

[*See below for a summary of the forms & documentation enclosed in this package*](#)

Permit Application Checklist

Please carefully review and complete this checklist to ensure you have all required documentation prior to application submission. Several of the required forms are provided in this package for your convenience.

Permit Application Form

Please fill out completely, and ensure all information is accurate. Contractor, owner, and/or applicant email is required, for both contacting you during plan review and during the inspection process.

Site Service Design Requirements

Please refer to the Checklist and drawing requirements in the attached bulletin. Ensure all required information is provided at time of application. This drawing MUST BE independent from the Site Plan.

Erosion & Sediment Control Submission – (Engineering Dept.)

As per the Erosion & Sediment Control (ESC) Bylaw, applicants must indicate what ESC facilities will be in place during construction. Please contact engineering department for more information, 604-527-4592. ESC submission is required for all new construction.

BC Energy Compliance Report – (Pre-Construction)

Step Code Energy Compliance Report, to be completed by a registered National Resources Canada Energy Advisor. This report will confirm that the proposed building meets the current requirements of the Building and Energy Codes.

Letter of Authorization

A letter of authorization is required to be completed, and signed by **every person(s) on title**, or an authorized signing agent, if the owner is a corporation.

Before You Start

HERITAGE CONSIDERATIONS	
Buildings over 50 years in age are subject to a Heritage review as part of the demolition permit process. However, the City does recommend that owners of these buildings consult the Planning Division prior to the Demolition Permit Application, to inquire what additional options are available to the development of the site, while retaining heritage structures.	
In what year was the building built?	
Does the property have Heritage status? (<i>Registered, Designated, Inventory, Covenant, HRA</i>)	Y / N
Is the property located in a Conservation Area? (<i>Queen's Park</i>)	Y / N
Have you discussed with the Planning Department?	Y / N

LANEWAY AND CARRIAGE HOUSES	
Laneway and carriage houses must meet development permit guidelines, zoning regulations and Building Code regulations. The development permit guidelines provide direction for the form and character (the look) of the building as well as topics such as lighting, landscaping and energy efficiency. The Zoning Bylaw includes regulations for density, height, and parking in districts where laneway and carriage houses are permitted. Both laneway and carriage houses are referred to as "detached accessory dwelling units" in the City's Zoning Bylaw.	
A Development Permit is required prior to applying for a Building Permit.	
If you are considering building a laneway or carriage house:	
<ul style="list-style-type: none">• Contact the Planning Division and confirm that the zoning on your property allows a laneway or carriage house.• Before you move forward with hiring any professionals or making an application, book an appointment for a pre-application meeting with the Planning Division	

In addition to this package there is additional information located on our website

Laneway and Carriage Houses	https://www.newwestcity.ca/planning-building-and-development
Secondary Suites	https://www.newwestcity.ca/housing/laneway-and-carriage-houses
Heritage	https://www.newwestcity.ca/secondary-suites
	https://www.newwestcity.ca/heritage

Prior to Permit Application

The following permits, if required, must be applied for prior to Building Permit application;

- Fill Permit
- Subdivision Permit
- Development Permit (must be issued prior to application for Building Permit)
- Demolition Permit (may be applied for at the same time as Building Permit)
- Tree Permit Application (may be applied for at the same time as Building Permit)
 - Tree permit applications can be made online at <https://app.ontcamino.com/newwestcity/login>
 - Should you have any questions regarding the tree permit application process please contact the Tree Bylaw Division directly at treebylaw@newwestcity.ca or 604-636-4318.

Please complete ALL sections of the Permit Application Checklist and ensure you have all required documents.

Incomplete Applications Will Not Be Accepted.

Project Address:

STEP 1 - Permit Application

The following documentation is required at the time of permit application. Should you have any questions regarding whether a document listed in this checklist is required for your particular project, please contact the Building Division at 604-527-4580.

REQUIRED DOCUMENTATION – INITIAL SUBMISSION						
Method of Payment (application fee must be paid at time of application)	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit			
	Required	Submitted	Not Req'd			
* items required for ALL applications						
Permit Application Form	*					
Letter of Authorization (<i>Signed by every Person on Title</i>)	*					
Title Search (<i>no older than 30 days old – obtain from BCLTSA office</i>)	*					
Photographs of Existing House (<i>Only for renovations affecting the exterior</i>)						
Secondary Suite Design Guidelines						
Are you aware of any easement or right-of-way's which are on Title		<input type="checkbox"/> YES	<input type="checkbox"/> NO			
Topographical Survey (<i>no older than 6 months</i>) (1 copy, full size w/ original seal + 1 copy 11"x17") <ul style="list-style-type: none"> • Same measurement units as Design Drawings • Must be hard copy original sealed or pdf copy digital sealed 						
Posting Plan (<i>Must be registered at BCLTSA</i>) (1 copy 11"x17")						
Site Service Drawing (1 copy 11"x17") [Provide a separate drawing from the Site Plan] <ul style="list-style-type: none"> • Refer to "Site Service Design Requirements" for further information 						
Erosion & Sedimentation Control (ESC) Submission Form						
Design / Architectural Drawings (2 copies, 24"x36" pages + 1 copy 11"x17") <ul style="list-style-type: none"> • See drawing requirements • Same measurement units as Topographical Survey 	*					
BC Energy Code Step Level (proposed)	Step (please circle)	1	2	3	4	5
Heating Type	<input type="checkbox"/> Forced Air <input type="checkbox"/> Hot Water <input type="checkbox"/> In/Under Slab <input type="checkbox"/> Heat Pump					
Heating Fuel	<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Geothermal (P. Eng required) <input type="checkbox"/> Other					
Energy Efficiency of mechanical systems identified on plans?	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Ventilation Rating identified on plans?	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Will the building be sprinklered? (<i>note: sprinklers are required for Duplexes</i>)	<input type="checkbox"/> YES	<input type="checkbox"/> NO				

SURVEY PLAN REQUIREMENTS	
<p>A legal survey is required to establish compliance with zoning, building and environmental requirements as well as to identify charges against property that may impact the permit process.</p> <p>All survey plans:</p> <ul style="list-style-type: none"> • Must be sealed, signed and dated by a BC Land Surveyor (BCLS) • Must use the Geodetic Datum • All Survey units of measurement must be consistent with permit drawings. (Metric with Metric, Imperial with Imperial) • Must include legal description and civic address of the property. • The originating benchmark must be referenced on the topographical survey. 	
<p>POSTING PLAN <i>(must be registered at Land Title Office)</i></p> <p>This plan is required where one or more angle points of the parcel are redefined on the ground by a post or monument, for all demolition permit applications, and for other projects at Building Divisions discretion. Submitted Posting Plans must include the Land Title Office registration number.</p>	
<p>TOPOGRAPHICAL SURVEY PLAN</p> <p>The topographical survey plan shall <u>not be more than 6 months old</u> and shall use the existing original grades. Manipulation of grades by filling or excavating is not acceptable.</p>	
The following information shall be shown and located on the topographical survey plan:	Included
Encroachments (e.g., retaining walls), easements, rights-of-way, watercourses (including top of bank information), ditches, ravines, power poles, anchor lines, fire hydrants, kiosks, lamp poles, bus stop and other similar fixed objects on or adjacent to property or on boulevard or lane.	
Indicate existing grades at the top and bottom of all retaining walls at 3 metre (10'0") intervals.	
Lot dimensions and lot area as determined by field survey, posts or monuments, defining all angle points of subject lot or lots. This information should match that on the posting plan.	
Corner elevations of property. If a retaining wall is located on property corner, please indicate both top and bottom of wall elevations.	
Indicate front yard setback of the two adjacent sites on each side of the proposed building(s) as well as setbacks (based on Zoning & Development Bylaw Requirements)	
Indicate front and rear yard depth at each corner of the house (especially important where site dimensions are irregular)	
Topographical elevations of adjacent properties to 3 meters from adjoining property line.	
Show footprint of all existing structures on property.	
Indicate slab, sill, and roof height, and exterior corner elevations of existing principal structure	
Locate nearest fire hydrant.	
Locate all trees on <i>subject property, adjacent properties and city property</i> . Include tree diameter, dripline and species. Any shared hedges must also be shown on survey.	
Location of manholes including rims & inverts, catch basins, open channels, culverts, upstream and downstream of subject property	
Locations and inverts of existing and proposed sewer connections at property line (to determine sewer depth and MBE) **Site servicing design for storm and sanitary services (plan and profiles) signed and sealed by a Professional Engineer. (Please note that there is 1 ½" of difference with the required backwater valve)**	
Locations and grades of existing and proposed driveway and/or culvert crossings	
Show spot elevations around the perimeter of the site and at a minimum of 3 metre (10'0") onto adjacent property.	
<ul style="list-style-type: none"> • Show spot elevations for significant elevation changes on site (greater than 1' - 0"). • If elevation changes of more than 10' in total length of property, contour lines at 1' intervals to be shown • Set a temporary benchmark on site. • Spot elevations at the building envelope are not required. 	
Show spot elevations along both sides of driveways (proposed or existing) at property lines, curb, ditch or swale and road centerline.	

DESIGN DRAWING REQUIREMENTS

Please note the following:

- Please leave an adequate amount of blank space on your drawings for plan reviewer / inspectors notes.
- Should any revisions to the drawing be necessary, the applicant must submit two (2) full size copies of every page that are affected by the change. Any Professionals who sealed the original drawing must do so for any revised page submitted.
- It is the Permit Holders responsibility to ensure City copies of the plans are up to date.
- Exterior dimensions are to be rounded to the nearest 1/8 inch.
- Single line drawings are acceptable for site plans only.
- Should you be unsure of anything, contact the Building Division for guidance.
- All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the bylaws of the city. The plans are to be **legible** and of **suitable quality** for archival storage.
- **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.**
- Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout the entire application in one standard only.

REQUIRED DRAWINGS (2 copies, 24"x36" pages + 1 copy 11"x17")		Designer Check	Office Check	Not Applicable
1st Page Site Plan Min. Scale: 1:100 or 1/8"=1'-0" Do Not include Site Service information on this drawing (provide separate Site Service drawing)	north arrow (both true north & project north)			
	street name(s) & address shown			
	all dimensions of property & setback shown			
	right-of-way's and easements (shown in dashed)			
	ditch locations and inverts			
	natural & finished geodetic grades (corner of Bldg.)			
	datum determination points shown (4 corners of lot)			
	all floor/eave/ridge geodetic elevation			
	retaining walls – proposed elevation top and bottom			
	location of existing & proposed driveway letdowns			
	finish elev. of sidewalks & driveway (at 5' intervals and at each landing)			
	stairs, decks, light wells, projections			
	driveway & parking location			
	landscape & ground covering (sod, asphalt etc.)			
trees & tree protection barrier & replacement trees				
fences				
landscaping of City boulevards				
BC Energy Step Code	Include summary of design criteria on plans. <i>Note: Step Code documents (energy modelling) must be based on drawings. Construction must follow drawings.</i>			
Zoning Statistics Table	site area, site coverages, building area, floor area of each level, sec. suite area, etc.			

2nd Page 2 Cross-Sections (lengthwise and width- wise) Min. Scale: 1:50 or 1/4"=1'-0"	(2 copies, 24"x36" pages + 1 copy 11"x17")	Designer Check	Office Check	Not Applicable
	one section drawing is to cut through the internal set of stairs			
	geodetic elevations of finished exterior grade			
	floors/eave/ridge geodetic elev.			
	rooms labelled			
	clear height shown for rooms an stairs			
	construction & finish details (ex. Wall and floor types)			
	fire separation walls (for sec. suite or duplex)			
	location of air barrier (bold or coloured line)			
solar hot water ready conduits				

3rd Page Floor Plans Min. Scale: 1:50 or 1/4"=1'-0"	(2 copies, 24"x36" pages + 1 copy 11"x17")	Designer Check	Office Check	Not Applicable
	structural framing indicated			
	foundations indicated			
	Basement / Cellar FSR calculation shown			
	cross-section lines			
	room use and size			
	doors, windows, stairs dimensioned			
	Plumbing fixtures			
	fire separations walls (for sec. suite or duplex)			
solar hot water ready – structural design, conduit location & proposed roof panel location				

4th Page Construction Details Min. Scale: 1:20 or 1/2" = 1'-0"	(2 copies, 24"x36" pages + 1 copy 11"x17")	Designer Check	Office Check	Not Applicable
	floor, ceiling, roof and wall assemblies			
	insulation/ air barrier details			
	thermal insulation calculations (RSI values)			
	fire separations (for sec. suite or duplex)			
window & door specifications				

5th Page Elevations Min. Scale: 1:50 or 1/4"=1'-0"	(2 copies, 24"x36" pages + 1 copy 11"x17")	Designer Check	Office Check	Not Applicable
	natural & finished geodetic grades			
	spatial separation calculation			
	building height calculation shown			
	line of existing grade, shown on each elevation			
	on each elevation show geodetic elevations of floors/eave/ridge			
exterior stairwells (shown in dashed)				

6th Page Plumbing Plans Min. Scale: 1:100 or 1/8" – 1'0"	3 copies required	Designer Check	Office Check	Not Applicable
	floor plans showing location of all plumbing fixtures			
	Isometric drawing			



7 th Page Site Service Drawing (Site Plan)	1 copy 11"x17"	Designer Check	Office Check	Not Applicable
Min. Scale: 1:100 or 1/8"=1'-0"	North arrow (true north & project north)	✓		
Do Not combine with Site Plan	Full lot footprint showing legal dimension on each side	✓		
	Streets (with name) & lanes shown	✓		
	Easements and Statutory Rights-of-Way	✓		
	Location of proposed buildings & buildings to remain on site with setbacks shown	✓		
	Geodetic Datum • Existing & proposed elevations at property corners • Existing & proposes elevations at building corners • Elevation of lowest floor	✓		
	Driveway & Lane Tie-in (existing & proposed) • Offset and width from property line • Parking location on-site	✓		
	Finish elev. of sidewalks & driveway	✓		
	Ditch locations and inverts	✓		
	Retaining walls - top and bottom elev.	✓		
	Location of trees & tree protection barrier	✓		
	Landscape & ground covering (sod, asphalt etc.)	✓		
	Locations and offsets from property lines for all connections, existing and/or proposed, including size and invert, at connection point of all connections intended to be used or installed	✓		
	Proposed storm and sanitary service location and invert at building foundation	✓		
	Other Utilities – proposed offset from property line (<i>Electrical, Natural Gas, Telecommunications, Cable, etc.</i>)	✓		
	Path of utilities through property, from property line to building (From property connection to foundation of building)	✓		
	Rim elevation and invert of sanitary and storm inspection chambers – existing and proposed	✓		
	Rim and invert elevations of any existing manholes within construction area	✓		
	Rim and invert elevations of upstream & downstream sanitary manholes	✓		

After the City receives all above documentation, each Division will conduct their own reviews, after which the applicant will be notified of any outstanding issues. Once the respective Divisions provide approval of their portion of the application, the applicant may proceed to **Step 3**.

****NOTE: THIS IS NOT AN EXHAUSTIVE LISTING OF ALL BYLAW AND BUILDING CODE REQUIREMENTS. ADDITIONAL INFORMATION MAY BE REQUIRED. ****

****INCOMPLETE APPLICATIONS WILL BE TURNED AWAY****

STEP 3 - Follow-Up Submission

The plan review will request the following documentation after the initial application submission, in order to obtain zoning and preliminary code approval prior to printing full size copies of sealed engineer drawings.

REQUIRED DOCUMENTATION – FOLLOW-UP SUBMISSION	Required	Submitted	Not Req'd
BC Housing New Home Registration Form (HPO) <i>(New construction or substantial re-construction, submitting at time of issuance acceptable)</i>			
Slope Stability Analysis & Appendix D (only if lot slope > 5%)			
Site Drainage Plan (only if lot slope > 5%)			
Sealed Structural Drawings – 2 copies originally signed and sealed <i>(Drawings to include current code edition, and soil bearing capacity)</i>			
Schedule B signed & sealed by Registered Professional			
Registered Professional Liability Insurance			
Truss Layout & Typical Truss Detail			
BC Energy Compliance Report – Pre-Construction <i>(New construction only)</i> <i>Note – ALL units must be in metric</i>			
Energy Model, prepared by Energy Advisor <i>(New Construction only)</i>			
EnerGuide Homeowner Information Sheet			

The following documentation may be required when building in the Queensborough neighbourhood (the portion of the City on Lulu Island). Should you need further information, or wish to enquire if a particular document is required for your proposed project, please contact the Building Division.

CONSTRUCTION IN QUEENSBOROUGH	Required	Submitted	Not Req'd
Queensborough Development Permit	<i>To be completed by Building Clerk</i>		
Subsidence Covenant - 3 copies <i>(blank templates can be provided by Building Staff)</i>			
Geotechnical Engineer Report			
Geotech Report Summary (Schedule “A”) – 3 copies			
Schedule B signed & sealed by Registered Professional			
Registered Professional Liability Insurance			
Lot Grading Plan w/ Length and Width Cross-Section of Property			
Contractor Liability Insurance (\$3,000,000 , submitting at time of issuance acceptable)			
Pile Foundation Plan (sealed by Registered Professional)			
Methane Venting Plan (sealed by Registered Professional)			

SUBMITTED LETTERS OF ASSURANCE – (“Schedule B’s”)	
	Enter name of Registered Professional
Structural:	
Architectural:	
Geotechnical:	
Other:	
Other:	

Notes:



Application Form

To help expedite submission of your application, please fill out **ALL** fields related to your project prior to attending the Application Review counter located at the Building Division on the main floor at City Hall.

JOB/PROJECT ADDRESS (Please ensure the correct and complete addressing is provided. Complete this section carefully)

Street: _____ Number: _____
City: _____ Postal Code: _____

The person signing the application form **must** complete this area. It is recommended that the owner of the property applies for and picks up the Building Permit.

Applicant Name: _____
Company Name: _____
Mailing Address: _____
City: _____ **Postal Code:** _____
Email Address: _____
Phone Number: _____
Business License Number: _____

You are the following
(Please check one):

Property Owner
Register Professional
Agent for Owner
Agent for Tenant
Tenant
Design Professional
Contractor

Check applicable boxes (tick all that are applicable)

Construct a new building o Single Family Dwelling o Commercial o Multi Family o Accessory Building <input type="checkbox"/>	Demolish o Single Family Dwelling o Commercial o Multi Family o Heritage Building o Accessory Building <input type="checkbox"/>	Move building from another site <input type="checkbox"/>
Alterations to the Exterior <input type="checkbox"/>	Construct partial – framing, etc <input type="checkbox"/>	Move building on the same site <input type="checkbox"/>
Alterations to the Interior <input type="checkbox"/>	Change of use <input type="checkbox"/>	Install a pool <input type="checkbox"/>
Alterations to legalize a suite <input type="checkbox"/>	Add to an existing building <input type="checkbox"/>	Upgrade seismic <input type="checkbox"/>
Alter Heritage Building <input type="checkbox"/>	Add to a building and alter the existing portion <input type="checkbox"/>	Upgrade sprinkler <input type="checkbox"/>
Building Envelope Repair <input type="checkbox"/>	Prefabricated structure placed on site <input type="checkbox"/>	Fire Damage Repair <input type="checkbox"/>



Project Description: _____

What is the construction value of the work proposed? (Include cost of plans, material and labour and provide separate values for each detached building)

\$ _____

Will any of the following be altered/repaired/installed?

Plumbing Sprinkler Outside Services Hydronic Heating

Please be aware that a [separate application](#) for the above permits will need to be applied for by the contractor.

Electrical Gas

Please contact [Technical Safety BC](#) for permit applications

COMPLETE THE FOLLOWING FOR **ALL** APPLICATIONS

Property Owner Name 1: _____

Property Owner Name 2: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ Cell: _____

Email Address: _____

Is the owner aware of this application? Yes No

Contractor/Builder's Name: _____

Business Name: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ Cell: _____

Email Address: _____



Registered Professional / Designer Name: _____

Address: _____

City: _____ **Postal Code:** _____

Phone Number: _____ **Cell:** _____

Email Address: _____

Authorized Agent: _____

Address: _____

City: _____ **Postal Code:** _____

Phone Number: _____ **Cell:** _____

Email Address: _____

Job/Inspections Contact: _____

Address: _____

City: _____ **Postal Code:** _____

Phone Number: _____ **Cell:** _____

Email Address: _____

As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or work, which complies with all relevant by-laws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of New Westminster, it's officials, employees and agents all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or fact sheet or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.

I understand that the Building Bylaw makes it incumbent upon the Owner to call for inspections of the work at certain stages in the work. The failure of the owner to call for such inspections is an offence under the Bylaw. The Building Official shall not be responsible for any inspection not called for or damages, direct or indirect rising from such failure.

The person signing this application form, if not the owner, acknowledges that the undersigned is an agent for the owner and that they are authorized to bind the owner who is deemed to know of and understand the contents of this form.

Signature of Applicant: _____

(By Signing, I am acknowledging the above waiver)

Print Name: _____ **Date:** _____



In Accordance with the Erosion and Sediment Control Bylaw, No. 7754, 2016

This form is a submission requirement for a Building Permit Application for single detached/duplex residential development. Failure to submit a completed form will result in the Building Permit Application being rejected.

Owner/Agent

Name: _____

Phone: _____ Email: _____

Lot Size (approximate square footage):

Expected start date: _____ Expected finish date: _____

Significant Ground Disturbance expected: Yes No

The following ESC Facilities must be implemented for all Single Detached and Duplex Developments, but it is the Owner's/ Developer's responsibility to include any additional ESC Facilities as necessary to ensure compliance with the City's ESC Bylaw.

Check the boxes related to ESC Facilities that apply to your project:

- Gutters and downspouts
- Access/egress controls (eg. gravel access pad)
- Perimeter sediment control measures (eg. silt fence, ditch protection)
- Temporary drainage swale and pump
- Storm inlet protection (eg. catch basin, silt traps/socks, "dandy bags")
- Paved surfaces sweeping/maintenance

Other _____

I (Developer/Owner) _____ hereby declare that the information included in this form is correct and true. At a minimum, I commit to install and maintain the ESC Facilities as identified in the above checklist. I have read and understand the provisions of the Bylaw, and I will abide by all applicable provisions of said Bylaw.

Dated: _____

Signature of Developer/Owner or Duly Authorized Agent: _____

CONTACT ENGINEERING DEPARTMENT FOR MORE INFORMATION – 604-527-4592

ESC facilities or best management practices typically used on single family residential lot construction sites

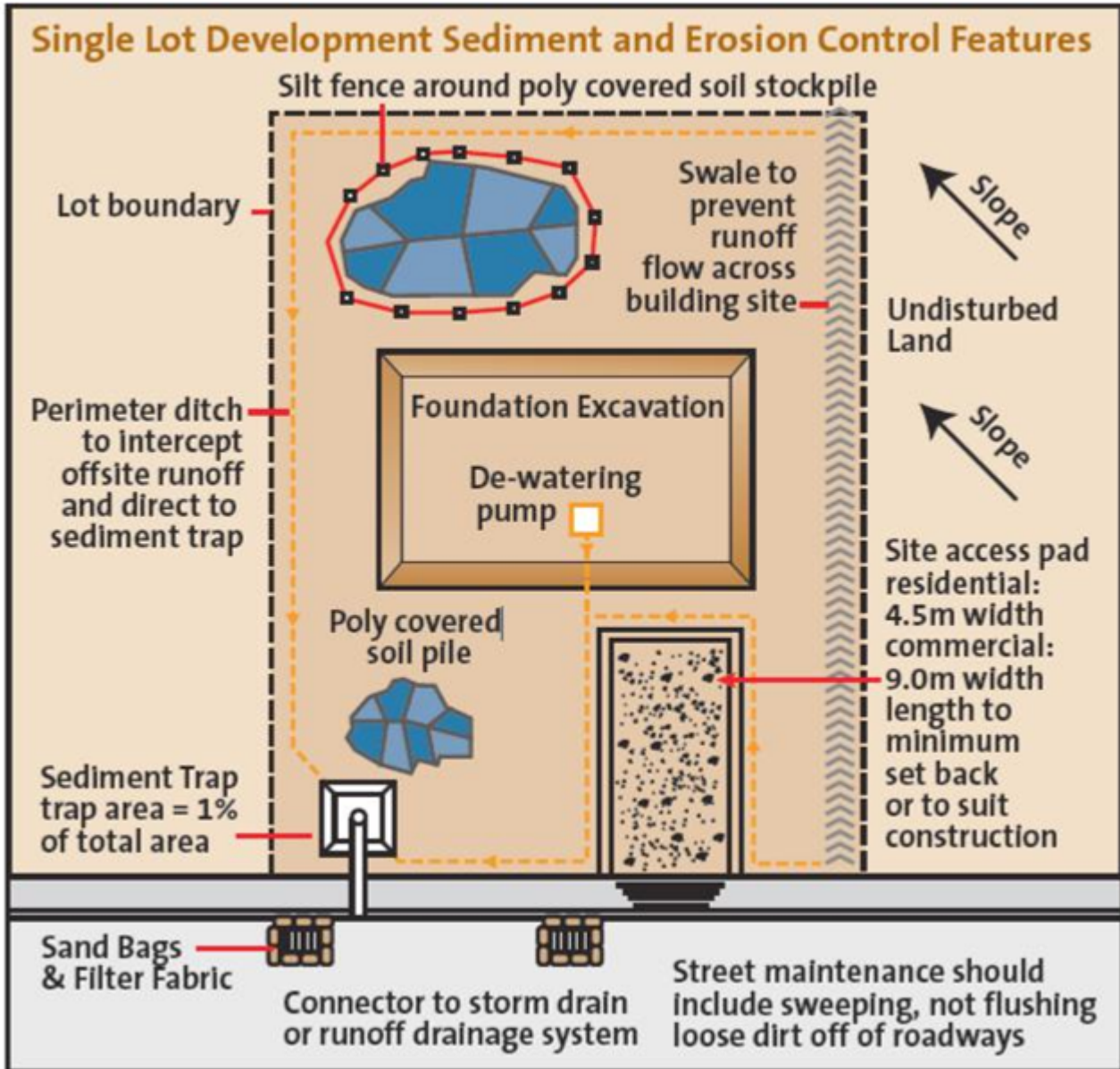


Diagram courtesy of the City of Coquitlam

BC ENERGY COMPLIANCE REPORT - PERFORMANCE

PATHS FOR PART 9 BUILDINGS

For Buildings Complying with Subsection 9.36.5. or 9.36.6. of the 2018 BC Building Code (see BCBC Article 2.2.8.3. of Division C)

A: PROJECT INFORMATION

Building Permit #: _____ **Building Type:** _____
Builder: _____
Project Address: _____ **Number of Dwelling Units:** _____
Municipality / District: NEW WESTMINSTER **Climate Zone:** 4
Postal Code: _____ **Floor Area of Conditioned Space (m²):** _____
PID or Legal Description: _____

BC Building Code Performance Compliance Path (select one):

9.36.5. → Complete Sections A, B, C, & E
 9.36.6. → Complete Sections A, B, D, & E

Software Name: _____ **Version:** _____ **Climatic Data (Location):** Vancouver

2. BUILDING CHARACTERISTICS SUMMARY (see BCBC Clause 2.2.8.3.(2)(b) of Division C)

		DETAILS (ASSEMBLY / SYSTEM TYPE / FUEL TYPE / ETC.)	EFFECTIVE RSI-VALUE / EFFICIENCY
1.	EXTERIOR WALLS FLOOR HEADERS	ROOF / CEILINGS	
	FOUNDATION WALLS, HEADERS, & SLABS	Slab Is: Below OR Above Frost Line AND Heated OR Unheated	
	FLOORS OVER UNHEATED SPACES	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	FENESTRATION & DOORS	FDWR: _____ %	
	AIR BARRIER SYSTEM & LOCATION		
	SPACE CONDITIONING (HEATING & COOLING)		
	SERVICE WATER HEATING		
	VENTILATION		
	OTHER ENERGY IMPACTING FEATURES		
	Based on information provided by the builder and drawings prepared by _____, dated _____.		

C: 9.36.5. ENERGY PERFORMANCE COMPLIANCE (see BCBC Clause 2.2.8.3.(2)(c) of Division C)

Complete this section only if using the Energy Performance Compliance Path in Subsection 9.36.5.

PROPOSED HOUSE RATED ENERGY CONSUMPTION (GJ/YEAR)	
HVAC	
Hot Water Heating	
SUM	

REFERENCE HOUSE RATED ENERGY TARGET (GJ/YEAR)	
HVAC	
Hot Water Heating	
SUM	

The airtightness value used in the energy model calculations for the Proposed House is:

4.5 ACH @ 50Pa 3.5 ACH @ 50Pa OR Tested At _____ ACH @ 50Pa

The above calculation was performed in compliance with Subsection 9.36.5. of Division B: Yes No

D: 9.36.6. ENERGY STEP CODE COMPLIANCE (see BCBC Sentence 2.2.8.3(3) of Division C)

Complete this section only if using the Energy Step Code Compliance Path in Subsection 9.36.6.

Proposed House Rated Energy Consumption (GJ/year): _____ Reference House Rated Energy Target (GJ/year): _____

METRIC	UNITS	REQUIRED	PROPOSED
Step Code Level	Step 1, 2, 3, 4, or 5		
Mechanical Energy Use Intensity (MEUI)	kWh/(m ² ·year)	(max)	
ERS Rating % Lower Than EnerGuide Reference House, <i>where applicable</i>	%	(min)	
Thermal Energy Demand Intensity (TEDI)	kWh/(m ² ·year)	(max)	
Airtightness in Air Changes per Hour at 50 Pa differential	ACH @ 50 Pa	(max)	
Step Code Design Requirements Met: <input type="checkbox"/> Yes <input type="checkbox"/> No			

The above calculation was performed in compliance with (see BCBC Clause 2.2.8.3.(2)(e) of Division C)

Select One:

- Subsection 9.36.5.,
- The Passive House Planning Package (PHPP), version 9 or newer, and the energy model was prepared by a Certified Passive House Designer or Certified Passive House Consultant,
- The EnerGuide Rating System (ERS), version 15 or newer, or
- The applicable requirements of NECB Part 8 and the City of Vancouver Energy Modelling Guidelines.

E: COMPLETED BY

Full Name (Print): _____
 Company Name: _____
 Phone: _____
 Address: _____
 Email: _____
 Date (dd/mm/yyyy): _____

If applicable, enter ERS information:
 Advisor ID Number: _____
 Service Organization: _____
 EnerGuide P #: _____

SUPPLEMENTARY INFORMATION

Supplementary information is not required for Code Compliance but may be requested by the local municipality/district.

Where applicable, all metrics within Section F are calculated with baseloads included. If required, complete the applicable sections below.

F: OTHER ENERGY MODELLING METRICS

#	METRIC	UNITS	REFERENCE HOUSE	PROPOSED HOUSE
1	Airtightness NLA@10Pa	cm ² /m ²		
2	Rated Greenhouse Gas Emissions	kg/year		
3	Rated Greenhouse Gas Intensity	kg/m ² /year		
4	Rated Energy Use Intensity	GJ/m ² /year		
5	Peak Thermal Load (PTL)	W/m ²		
6	% of the Building's Conditioned Space Served by Space-Cooling Equipment	%		
7	% Lower Than Reference House With Baseloads Included	%		

#	ENERGY SOURCE	REFERENCE HOUSE ENERGY CONSUMPTION (GJ/YEAR)	PROPOSED HOUSE ENERGY CONSUMPTION (GJ/YEAR)
**	Electricity		
	Natural Gas		
	Propane		
	District Energy		
	On-Site		
	Renewables		
	Other:		

TOTAL

G: OPTIONAL CERTIFICATIONS

PENDING:

- | | |
|--|---|
| <input type="checkbox"/> BUILTGREEN®, Level: _____ | <input type="checkbox"/> ENERGY STAR® for New Homes |
| <input type="checkbox"/> Certified Passive House | <input type="checkbox"/> LEED® for Homes |
| <input type="checkbox"/> CHBA Net Zero House | <input type="checkbox"/> R2000 |
| | <input type="checkbox"/> Other: _____ |



Letter of Authorization

Property Address(es): _____

Legal Description: _____

I/we are the **owner(s)**, identified on a current Land Title Certificate, of the above referenced property and hereby authorize:

Authorization Provided To Agent(s):

Name: _____
Please print

Address: _____

Tel No.1: _____ Tel No.2: _____ E-mail: _____

Please check where applicable. To represent myself/us in an application for:

- Official Community Plan Amendment;
- Rezoning;
- Heritage Revitalization Agreement / Heritage Alteration Permit;
- Development Permit / Special Development Permit;
- Temporary Use Permit;
- Development Variance Permit;
- Board of Variance;
- Tree Permit;
- Subdivision;
- Fill Permit;
- Demolition Permit;
- Building Permit;
- Subtrade Permit;
- Building Permit Plans (Archive Copies);
- Address Change Request;
- All Choices

ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):

- If more than three (3) owners, please submit a separate letter.
- If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.

print signature

date

print signature

date

print signature

date

- Is the subject property or properties designated under the Strata Property Act? If yes, then a resolution and/or minutes must be provided acknowledging receipt of the proposed application.

Date: _____

Signature of Agent(s): _____

Consent of Strata

Consent of a Strata Corporation is required for work that will involve or affect Common Property and Limited Common Property. In accordance with the *Strata Property Act*:

“Common Property” means

- (a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and
- (b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located
 - (i) within a floor, wall or ceiling that forms a boundary
 - (A) between a strata lot and another strata lot,
 - (B) between a strata lot and the common property, or
 - (C) between a strata lot or common property and another parcel of land, or
 - (ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

“Limited Common Property” means common property designated for the exclusive use of the owners of one or more strata lots.

I am a member of the Strata Council for the Strata Corporation of the above-noted property and hereby confirm on behalf of the Strata Council that the Strata Corporation consents to:

- Release of archived copies of building plans related to the Property
- Work that will alter Limited Common Property adjacent to Unit Number _____
- Work in Unit Number _____ that will affect Common Property, Limited Common Property or both owned by the Strata Corporation

The work permitted is as follows (provide description of building, plumbing, electrical work):

Strata Council Member

Name: _____ Address: _____
Tel: _____ Cellular: _____
Fax: _____ Email: _____
Date: _____ Signature: _____