



**STEP CODE / PASSIVE HOUSE CHECKLIST**

This checklist is required with all New SFD permit applications as of July 1, 2018. Links to the reports noted below can be found at <https://westvancouver.ca/stepcode>. A House Performance Report (As-Built) will be required at Final Inspection. Any revisions during construction effecting the energy efficiency will require a new Pre-Construction House Performance Report and Energy Model.

<input type="checkbox"/> <b>Design Verification Report</b> <ul style="list-style-type: none"> <li>The Applicant must complete this form using Compliance Pathway 3 (Step Code)</li> </ul> <p style="text-align: center;"><a href="#">Design Verification Report</a>      <a href="#">West Vancouver Example</a></p>	
<input type="checkbox"/> <b>House Performance Report (Pre-Construction)</b> <ul style="list-style-type: none"> <li>The Energy Advisor or Passive House Designer/ Consultant must complete this form and Include their ID Number/ Service Organization in the Design Confirmation Section (if applicable)</li> </ul> <p style="text-align: center;"><a href="#">House Performance Report</a>      <a href="#">West Vancouver Example</a></p>	
<p><u><b>Energuide</b></u></p> <input type="checkbox"/> <b>HOT2000 Report(s)</b> <ul style="list-style-type: none"> <li>Report(s) to be prepared by an Energy Advisor in good standing with Natural Resources Canada</li> <li>Report file type must be set to - "House with standard operating conditions"</li> <li>If complying with the Step Code via the % lower than reference house option, a second HOT2000 report will need to be provided. This report file type must be set to - "ERS Reference House"</li> </ul> <p style="text-align: center;"><a href="#">HOT2000 Report Examples</a></p>	<p><u><b>Passive House</b></u></p> <input type="checkbox"/> <b>PHPP Report</b> <ul style="list-style-type: none"> <li>Prepared by a Certified Passive House Designer, or Certified Passive House Consultant</li> </ul> <input type="checkbox"/> <b>Passive House Certifier Assurance Letter</b> <ul style="list-style-type: none"> <li>Prepared by a third party Passive House Certifier</li> </ul>
<input type="checkbox"/> <b>Architectural Drawings with Construction Assembly Details</b> <ul style="list-style-type: none"> <li>Construction details must match the assemblies referenced in the HOT2000/ PHPP report as well as the House Performance Report. Coordination between the designer and energy advisor/ PH designer is required prior to permit application.</li> </ul>	