



STEP CODE CHECKLIST

This checklist applies to all new Part 9 Buildings as of July 1, 2018. 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 (Pre-Construction) and Energy Model(s).**

☐ Design Verification Report

- To be completed by the **Applicant** using Compliance Pathway 3 (Step Code)

[Design Verification Report](#)

☐ BC Energy Compliance Report (Pre-Construction)

- To be completed by an **Energy Advisor** in good standing with Natural Resources Canada

[Energy Compliance Report](#)

[West Vancouver Example](#)

☐ HOT2000 Report(s)

- To be prepared by an **Energy Advisor** in good standing with Natural Resources Canada
- Report file type must be set to - "House with standard operating conditions"
- If complying to the Step Code via the % lower than reference house option, a Home Owner Information Sheet and second HOT2000 report will need to be provided. This report file type must be set to - "ERS Reference House"
- If complying with the Low Carbon Energy System pathway, heating and domestic hot water systems modeled with a combination of electricity and fossil fuel powered equipment must model the most GHG-intensive equipment as the primary system.

☐ Architectural Drawings with Construction Assembly Details

- To be prepared by an **architect or designer**
- The drawings must include a statement from the architect/designer confirming that the design substantially complies with the requirements of BCBC 9.36
- 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.



PASSIVE HOUSE CHECKLIST

This checklist applies to all new Part 9 Buildings as of July 1, 2018. 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 (Pre-Construction) and Passive House Planning Package.**

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| <input type="checkbox"/> BC Energy Compliance Report (Pre-Construction) <ul style="list-style-type: none">To be completed by a Certified Passive House Designer or Certified Passive House Consultant
House Performance Report West Vancouver Example |
| <input type="checkbox"/> Passive House Planning Package (PHPP) <ul style="list-style-type: none">To be prepared by a Certified Passive House Designer or Certified Passive House Consultant using a current version of the PHPP software |
| <input type="checkbox"/> Passive House Building Certifier Assurance Letter <ul style="list-style-type: none">To be prepared by a Passive House Building Certifier. The letter is to include:<ul style="list-style-type: none">A general description of the project scope and design based on the drawings and PHPP with reference to the date(s) of these itemsIdentification of the roles and responsibilities of the Certified Passive House Designer/Consultant with regards to field reviews and airtightness testingA 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 |
| <input type="checkbox"/> Architectural Drawings with Construction Assembly Details <ul style="list-style-type: none">To be prepared by an architect or designerThe construction details must match the assemblies referenced in the PHPP as well as the House Performance Report (Pre-Construction). Coordination between the architect/designer and Certified Passive House Designer/Consultant is required prior to permit application.The drawings must include a zoning summary with reference to zoning bylaw requirements and proposed figures (refer to s.120.29 High-Performance Buildings) |