



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/home-building-property/construction-renovating/building-permits/energy-step-code>. 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"/> Design Verification Report <ul style="list-style-type: none"> The Applicant must complete this form using Compliance Pathway 3 (Step Code) <p>Design Verification Report West Vancouver Example</p>	
<input type="checkbox"/> House Performance Report (Pre-Construction) <ul style="list-style-type: none"> 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) <p>House Performance Report West Vancouver Example</p>	
<p><u>Energuide</u></p> <input type="checkbox"/> HOT2000 Report(s) <ul style="list-style-type: none"> 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, either a Home Owner Information Sheet or a second HOT2000 report will need to be provided. This report file type must be set to - "ERS Reference House" 	<p><u>Passive House</u></p> <input type="checkbox"/> PHPP Report <ul style="list-style-type: none"> Prepared by a Certified Passive House Designer, or Certified Passive House Consultant <input type="checkbox"/> Passive House Certifier Assurance Letter <ul style="list-style-type: none"> Prepared by a third party Passive House Certifier
<input type="checkbox"/> Architectural Drawings with Construction Assembly Details <ul style="list-style-type: none"> 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. 	

PERMITS & INSPECTIONS DEPARTMENT
750 17th Street West Vancouver BC V7V 3T3 westvancouver.ca/permits
t: 604-925-7040 f: 604-925-7234 e: permits@westvancouver.ca

