



**CITY OF COURTENAY**  
 Building Division  
 830 Cliffe Avenue  
 Courtenay, BC V9N 2J7  
 Tel: 250-703-4862 Email:  
[building@courtenay.ca](mailto:building@courtenay.ca)

# City of Courtenay Energy Step Code Bulletin

## GENERAL INFORMATION

This bulletin is intended to provide Certified Energy Advisors, Designers, Registered Professionals, Contractors, Developers and Property Owners the information necessary to successfully submit a building permit application for a building required to comply with the BC Energy Step Code in the City of Courtenay.

**THE FOLLOWING DOCUMENTS ARE REQUIRED AS PART OF ALL NEW BUILDING PERMITS THAT REQUIRE STEP CODE COMPLIANCE (EFFECTIVE APRIL 6TH, 2020)**

### PART 9 BUILDINGS

<b>Application</b>	<ul style="list-style-type: none"> <li>• Pre-construction BC Energy Compliance Report prepared by an Energy Advisor</li> <li>• Energy Modeling Report as described in 9.36.6.4 of the BC Building Code (BCBC)</li> <li>• Building permit drawings that are consistent with the submitted energy modelling and compliance report</li> <li>• Submitted drawings shall include:             <ul style="list-style-type: none"> <li>○ Energy statements on the drawings indicating that the project complies with the Energy Step Code, is based on Climate Zone 5 calculations (3,100 heating degree days), the specific Step pursued and the required Step Code target metrics (TEDI, TEUI/MEUI, Air-tightness)</li> <li>○ Information as specified in Division C, 2.2.8.2 of the BCBC</li> <li>○ The main cross section drawing shall show a continuous identifiable line indicating the air barrier location or method used, including all materials incorporated as part of the buildings air barrier system</li> </ul> </li> </ul>
<b>Mid-Construction</b>	<ul style="list-style-type: none"> <li>• At the approximate mid-stage of construction, prior to the interior cover of the wall assembly, the building shall be tested for air-tightness and the owner shall provide the City with a Mid-Construction BC Energy Compliance Report prepared by an Energy Advisor</li> </ul>
<b>Pre-Occupancy</b>	<ul style="list-style-type: none"> <li>• Prior to requesting occupancy, the owner shall provide the City with an As-Built BC Energy Compliance Report prepared by an Energy Advisor</li> </ul>

### PART 3 BUILDINGS

<b>Application</b>	<ul style="list-style-type: none"> <li>• Modeling report and confirmation of design compliance with the Energy Step Code applicable step, signed and sealed by a registered professional</li> <li>• Letters of Assurance from all applicable registered professionals in addition to design drawings with the information as specified in Division C, 2.2.9.2 of the BCBC</li> </ul>
<b>Pre-Occupancy, the owner shall provide:</b>	<ul style="list-style-type: none"> <li>• Confirmation, including testing results, of As-Built BC Energy Compliance Report, signed and sealed by a registered professional</li> <li>• Letters of Assurance from all applicable registered professionals</li> </ul>

**NOTE:** The Registered Professionals of Record for architectural, mechanical, plumbing and electrical disciplines each have specific responsibilities to energy efficiency requirements under the Energy Step Code. The City will not accept Letters of Assurance in the form of Schedule B if the Energy Step Code reference has been crossed out.

Should you have any questions or comments regarding these requirements, please contact the City of Courtenay Building Division at 250-703-4862 or [building@courtenay.ca](mailto:building@courtenay.ca).