

Bulletin: Energy Step Code Requirements

Part 3 Buildings



Bulletin # 21-03
Created: June 1, 2021

This bulletin is for informational purposes only. Please be sure to consult the relevant City of Kelowna bylaw.

If any contradiction between this guide and the relevant Municipal Bylaws and/or applicable codes is found, such bylaw and/or codes shall be the legal authority.

Purpose

To inform staff, building contractors and the public of the City of Kelowna's Energy Step Code ("Step Code") requirements for Part 3 buildings beginning June 1, 2021.

Background

Step Code is a performance-based approach to support a market transformation to net-zero energy ready buildings by 2032 in BC. Each step to net-zero energy ready buildings is set out through a series of increasingly stringent requirements for envelope efficiency, equipment efficiency, and airtightness compared to the base BC Building Code (BCBC) (four steps for Part 3 residential buildings; three steps for Part 3 commercial buildings).

Step Code requires a building's energy performance to be proven through whole building energy modelling and on-site airtightness testing. Modelling and testing validates how the design and constructed building meet performance targets associated with each "step."

Additional information is provided on the Provincial Step Code website: energystepcode.ca.

Current Requirements in Kelowna

Starting January 1, 2022, Part 3 Building Permit applications with the following major occupancy types must show Step Code compliance:

Building Type	Building permit application filed on or after Jan. 1/22
Group C – single-detached residential occupancy	Step 4
Group C – multi-unit residential occupancy of combustible (e.g., wood-frame) construction, including hotels and motels	Step 3
Group C – multi-unit residential occupancy of non-combustible (e.g., concrete) construction	Step 2
Group D – Business and personal service occupancy	
Group E – mercantile occupancy	

NOTE: Development Permit applications submitted prior to June 1, 2021 may apply for a Building Permit to construct in compliance with the energy efficiency requirements applicable prior to the adoption of Step Code for the duration of the time that their Development Permit is valid, but before the Province making Step Code requirements mandatory (expected late-2022).

Further details on Step Code in Kelowna can be found at kelowna.ca/energystepcode.

Building & Permitting
1435 Water Street
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Rezoning and Development Applications

Understanding that most of the development applications received in the latter half of 2021 will not apply for a building permit or begin construction until 2022 or later, **rezoning and development applications received after June 1, 2021 (with relevant major occupancy types) will need to demonstrate compliance with Step Code requirements that will be in place starting January 1, 2022** (i.e., the requirements on page 1 of this bulletin). Therefore, applicants are expected to conduct energy modelling and provide a statement to the City that their proposed design is able to meet the requirements of Step Code that will be in place at the time of their Building Permit application. This statement must be **submitted as part of the Project Rationale** prior to City Staff's and/or Council's consideration of a rezoning or development permit application.

Building and Occupancy Permit Applications

The following tables provide a summary of the requirements for Step Code compliance in Kelowna.

GENERAL REQUIREMENTS

<input type="checkbox"/>	All Energy Step Code reports along with any supporting documents specified in this bulletin must be emailed to the City (energystepcode@kelowna.ca) as a ZIP file with the site address and report title in the email subject (e.g., "#### Bernard Avenue – As-Designed").
<input type="checkbox"/>	Energy Modelers must use the most recent Part 3 Energy Design Report found at: https://energystepcode.ca/compliance-tools-part3/ .

SUBMISSION REQUIREMENTS - AT TIME OF BUILDING PERMIT APPLICATION

<input type="checkbox"/>	Drawing(s) including a statement on the first page indicating the Step pursued. Drawings submitted must show all energy efficiency upgrades.
<input type="checkbox"/>	Letters of Assurance confirming that the project design substantially complies with the City's Step Code requirements. The Registered Professionals of Record (RPRs) for the architectural, mechanical, plumbing, and electrical disciplines each have specific responsibilities to energy efficiency requirements under Step Code. The City will not accept Letters of Assurances (Schedule B of the BCBC) if the Step Code section has been crossed out.
<input type="checkbox"/>	Part 3 Energy Design Report (showing 'As-Designed'):
<input type="checkbox"/>	<ul style="list-style-type: none"> Completed by a Registered Professional who is either a Qualified Modeler (QM) or overseeing a QM in the role of Energy Modelling Supervisor (EMS), as per the Joint Professional Practice Guidelines for Whole Building Energy Modelling Services.
<input type="checkbox"/>	<ul style="list-style-type: none"> The Registered Professional must include their Registration/License number after their name in Section G – Contact Information of Individual Who Completed Form.
<input type="checkbox"/>	<ul style="list-style-type: none"> All applicable Sections must be completed.

SUBMISSION REQUIREMENTS - PRIOR TO ISSUANCE OF OCCUPANCY PERMIT

<input type="checkbox"/>	Letters of Assurance confirming that the as-built project substantially complies with the City's Step Code requirements. The Registered Professionals of Record (RPRs) for the architectural, mechanical, plumbing, and electrical disciplines each have specific responsibilities to energy efficiency requirements under the Step Code. The City will not accept Letters of Assurances (Schedule B of the BCBC) if the Step Code section has been crossed out.
<input type="checkbox"/>	Part 3 Energy Design Report (showing 'As-Built'):
<input type="checkbox"/>	<ul style="list-style-type: none"> Completed by a Registered Professional who is either a Qualified Modeler (QM) or overseeing a QM in the role of Energy Modelling Supervisor (EMS), as per the Joint Professional Practice Guidelines for Whole Building Energy Modelling Services.
<input type="checkbox"/>	<ul style="list-style-type: none"> The Registered Professional must include their Registration/License number after their name in Section G – Contact Information of Individual Who Completed Form.
<input type="checkbox"/>	<ul style="list-style-type: none"> All applicable Sections must be completed.
<input type="checkbox"/>	Create an Energy Star Portfolio Manager profile of the building(s) . Share the property profile with the City of Kelowna as a "Read Only" permission level.