

Application for Energy Permit

An Energy Permit is required for the installation of a hydronic/radiant heating system.

For more information about development requirements, visit www.portcoquitlam.ca/building.

TO BE COMPLETED BY APPLICANT

I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.

Application Date: _____

Building Site Address: _____

Partial Legal Description: Lot # _____ Plan # _____

Property Owner: _____

Owner Address (incl. postal code): _____

Owner Email: _____ Owner Phone: _____

Contractor Name/Company: _____

Contractor Address (incl. postal code): _____

Contractor Email: _____ Contractor

Phone: _____

Applicant (Primary Contact) Owner (info above) Contractor (info above)

Applicant Name: _____

Applicant Address (incl. postal code) : _____

Applicant Email: _____ Applicant

Phone: _____

HEATING SYSTEM DETAILS

Baseboard Radiant Heat: # _____ of Zones

In Slab Radiant Heat: # _____ of Headers

Total Heating Demand: _____ BTUs

Boiler Model and Rating: _____

Backflow Device(s) # _____

CITY OF PORT COQUITLAM

ENERGY PERMIT CHECKLIST

The following materials are required as part of the Energy Permit Application. All requirements must be submitted in order to process an Energy Permit Application.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form and fees		
Certification of design	TECA stamped drawings for single or two family dwellings		
Schedule B and Form B	Where a professional engineer is required or retained: <ul style="list-style-type: none"> • 3 sets of drawings, • Schedule B - Letter of Assurance from the BC Building Code • Form B for the engineers liability insurance from a professional engineer 		
Drawings	Stamped by a professional engineer (where applicable); drawings include: <ul style="list-style-type: none"> • heat loss calculations • boiler room layout • pipe lengths in all rooms with radiant heat • radiant panel looping arrangements • lengths of baseboard heating units if applicable • type of piping • boiler and radiant system temperatures • heating demands for all systems • boiler model and rating • size and type of mixing valve • thermometer and aqua stat on radiant panel supply 		
Contractor Business License	The contractor must have a current business licence with the City of Port Coquitlam		

APPLICANT ACKNOWLEDGEMENT

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Permit #'s: BP: _____ PF: _____ FP: _____ Fee Paid: _____ Receipt# _____

Cheque
 Cash
 Visa
 MC
 AMX
 Interac
 CSR Initials _____

Note: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)