

## 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](http://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"> <li>3 sets of drawings,</li> <li>Schedule B - Letter of Assurance from the <a href="#">BC Building Code</a></li> <li><a href="#">Form B</a> for the engineers liability insurance from a professional engineer</li> </ul>		
Drawings	Stamped by a professional engineer (where applicable); drawings include: <ul style="list-style-type: none"> <li>heat loss calculations</li> <li>boiler room layout</li> <li>pipe lengths in all rooms with radiant heat</li> <li>radiant panel looping arrangements</li> <li>lengths of baseboard heating units if applicable</li> <li>type of piping</li> <li>boiler and radiant system temperatures</li> <li>heating demands for all systems</li> <li>boiler model and rating</li> <li>size and type of mixing valve</li> <li>thermometer and aqua stat on radiant panel supply</li> </ul>		
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.)*