One Stop Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

Additions

Application Checklist & Submission Package

This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

Updated 12-30-2020

Building & Development Permit Application

Checklist required for a complete application for:

➢ Additions (Residential)

(includes attached garages, porches, covered decks, carports, breezeways)

HERITAGE: If building is in a "Heritage Conservation Area" please contact the Heritage Officer for requirements, analysis and approval prior to applying for a building permit. All aspects of exterior work / alteration to the building require Heritage approval.

FLOOD RISK AREA: If the building is located within the Flood Risk Area, any alteration to the footprint of the building may require analysis and purchase of compensatory storage. Please contact us for Flood Risk Area Development approval prior to applying for a building permit.

Applicant must submit all that are applicable:

- ☐ Completed **Application Form** signed
- ☐ **Permit Fee** and **Refundable Deposit**
- ☐ **Floor Plans**
- ☐ **Foundation Plan**
- ☐ **Cross Section**
- ☐ **Elevations** (all 4 sides) noting building height
- ☐ **Site Plan** showing
  - o size of lot
  - o dimensions from each property line to building(s)
  - o driveway access / width
  - o parking (if applicable)
  - o landscaping (if applicable)
- ☐ **Storm Water / Rough Grading Plan** (1 unit, 2 unit or semi-detached residential building) if there is an approved Grading Plan previously approved for the subdivision / lot

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PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

- ☐ **Storm Water Drainage Sketch** (1 unit, 2 units or semi-detached residential building) on site plan show storm water arrows indicating the direction of drainage / slope of lot (must include any ditches and swales).
- ☐ **Storm Drainage Submission** (3 or more dwelling units, townhouses, commercial, industrial, institutional)
  Or
  Professional Engineer stamped certification letter where practical
- ☐ **Energy Efficiency Information**
  - **Energy Code Compliance** form must be completed.
  - Additional energy efficiency information (our Prescriptive Energy Efficiency Design Detail form filled in or info may be on drawings)
- ☐ **Window** information
- ☐ **Door** information
- ☐ **Ventilation** information / **Mechanical** information (if applicable)
- ☐ **Truss Layouts** (for roof and floor)
- ☐ If adding a 4th dwelling unit, Barrier Free Regulations apply / please contact the One Stop Development Shop for any questions
- ☐ **Other information** may also be required to complete the application. It is therefore strongly recommended that the applicant consult with City staff prior to submission.
- ☐ You may be subject to **Fire Marshall / Saint John Fire Prevention** approval – please contact them directly for inquiries at (506)658-2962 or fireprevention@saintjohn.ca

Additional Permits which may be required:

- ☐ **Water and Sewer Permit** (any alteration / connection to city water and/or sewer services)
- ☐ **Excavation Permit** (any alteration within the street right of way)
  - cutting the curb to create, relocate or widen driveway
  - create / install culvert
  - any water and sewer connection into the city water / sewer main

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PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

onestop@saintjohn.ca Phone: 658-4455 Fax: 632-6199

General Application Form

GROWTH & COMMUNITY SERVICES
CITY OF SAINT JOHN

LOCATION	CIVIC ADDRESS :		PID # :	
STAFF USE	HERITAGE AREA: Y / N	INTENSIFICATION AREA: Y / N	FLOOD RISK AREA: Y / N	APPROVED GRADING PLAN: Y / N
	APPLICATION #:		DATE RECEIVED:	
			RECEIVED BY:	

APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE
	MAILING ADDRESS		POSTAL CODE
	CONTRACTOR	EMAIL	PHONE
	MAILING ADDRESS		POSTAL CODE
	OWNER	EMAIL	PHONE
	MAILING ADDRESS		POSTAL CODE

PRESENT USE: PROPOSED USE:

CHECK ALL THAT APPLY

BUILDING		PLANNING	INFRASTRUCTURE	HERITAGE
☐ INTERIOR RENOVATION	☐ NEW CONSTRUCTION	☐ VARIANCE	☐ STREET EXCAVATION	☐ HERITAGE DEVELOPMENT
☐ EXTERIOR RENOVATION	☐ ACCESSORY BLDG	☐ PLANNING LETTER	☐ DRIVEWAY CULVERT	☐ HERITAGE SIGN
☐ ADDITION	☐ POOL	☐ PAC APPLICATION	☐ DRAINAGE	☐ HERITAGE INFILL
☐ DECK	☐ DEMOLITION	☐ COUNCIL APP	☐ WATER & SEWERAGE	☐ HERITAGE DEMO
☐ CHANGE OF USE	☐ SIGN	☐ SUBDIVISION	☐ OTHER	☐ OTHER
☐ MINIMUM STANDARDS	☐ OTHER	☐ OTHER		

REQUIRED: BUILDING SPRINKLERED: Y / N FIRE ALARM: Y / N

DESCRIPTION OF WORK

PROJECT ESTIMATE (IF APPLICABLE)

☐ I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

General Collection Statement

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building
15 Market Square Saint
John, NB E2L 1E8
commonclerk@saintjohn.ca
(506) 658-2862

The City of Saint John

I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

Applicant Name

Applicant Signature

Date

Schedule F: Tiers

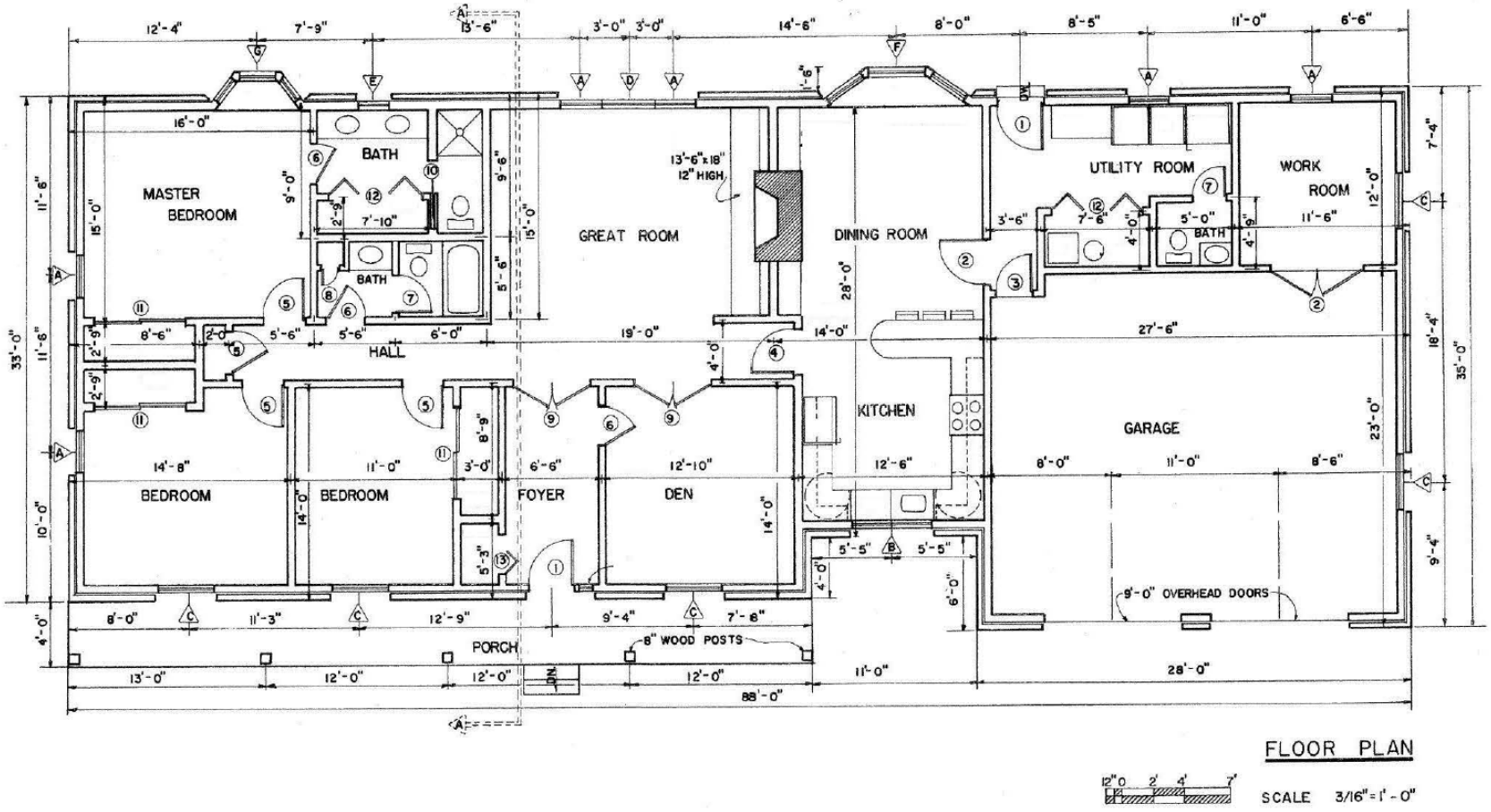
For the purposes of this schedule MICI means:
Multi-unit dwellings of 3 units and above;
Industrial buildings or structures;
Commercial buildings or structures;
Institutional buildings or structures;
And any other building or structure that is not a Minor and Medium Residential.

TIER 1
Minor and Medium Residential Window andDoor
Minor and Medium Residential Deck
Minor and Medium Residential Siding
Minor and Medium Residential - Interior Renovations Value less than $20,000
Minor and Medium Residential - Exterior Renovations Value less than $20,000
Minor and Medium Residential - Accessory Building and Garage
All Demolitions
Electrical

TIER 2
Minor and Medium Residential – New
Minor and Medium Residential - New dwelling unit or secondary suite
Minor and Medium Residential - Addition
Minor and Medium Residential- Interior Renovations Value $20,000 and greater
Minor and Medium Residential - Exterior Renovations Value $20,000 and greater
MICI - Interior Renovations Value less than $25,000
MICI - Exterior Renovations Value less than $25,000
MICI - Change of Occupancy, no renovations
Mobile Home
Tents

TIER 3
MICI - New
MICI - Addition
MICI - New dwelling unit
MICI - Interior Renovations Value $25,000 and greater
MICI - Exterior Renovations Value $25,000 and greater

FLOOR PLANS EXAMPLE



One Stop Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

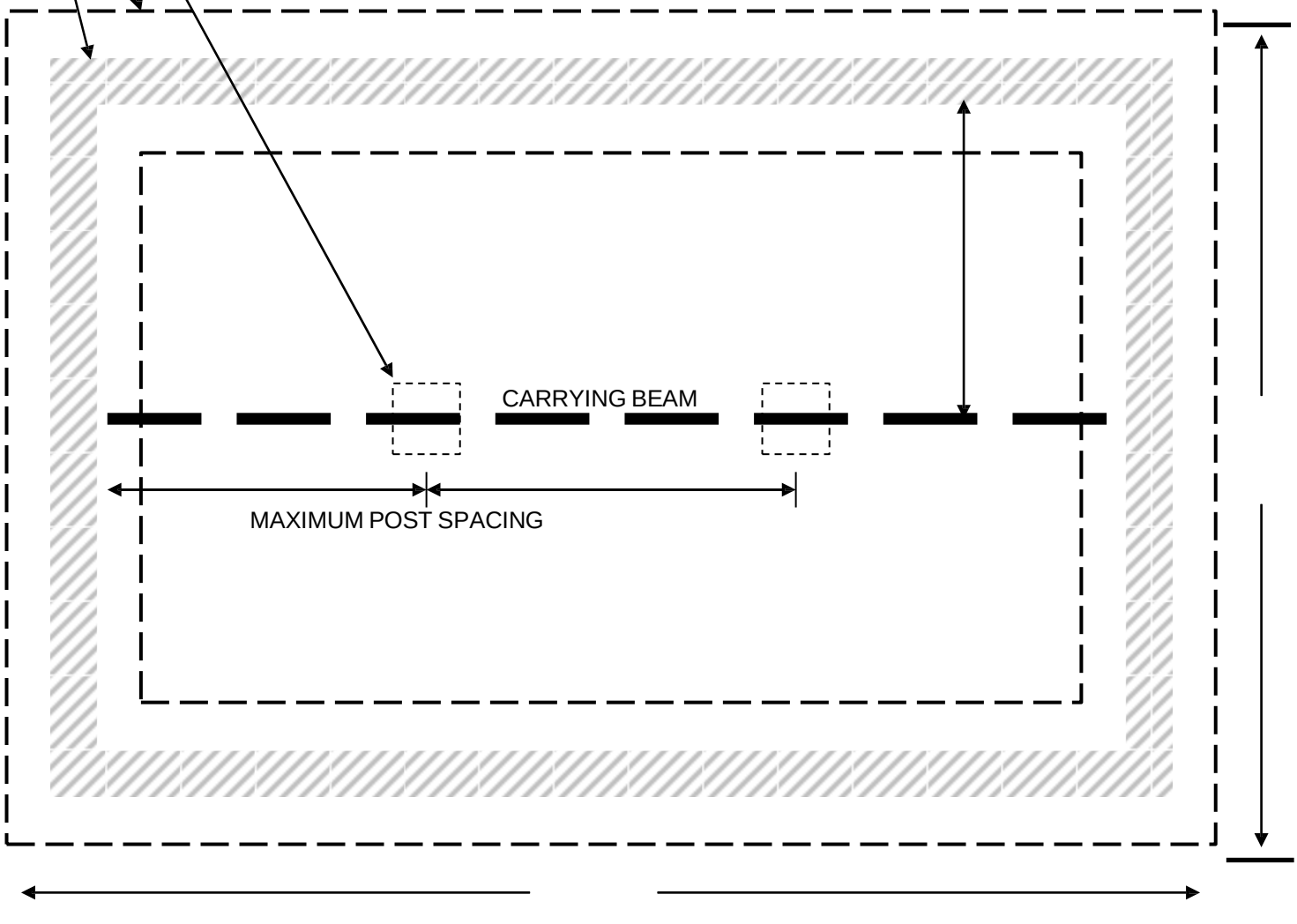
FOUNDATION - TYPICAL
(Part 9 National Building Code – Residential)

NUMBER OF FLOORS SUPPORTED	
CARRYING BEAM SIZE	
FLOOR JOIST SIZE	
FLOOR JOIST SPACING	
FLOOR JOIST SPAN	See diagram
MAXIMUM POST SPACING	See diagram

WALL THICKNESS _____

FOOTING WIDTH _____

COLUMN FOOTING SIZE _____

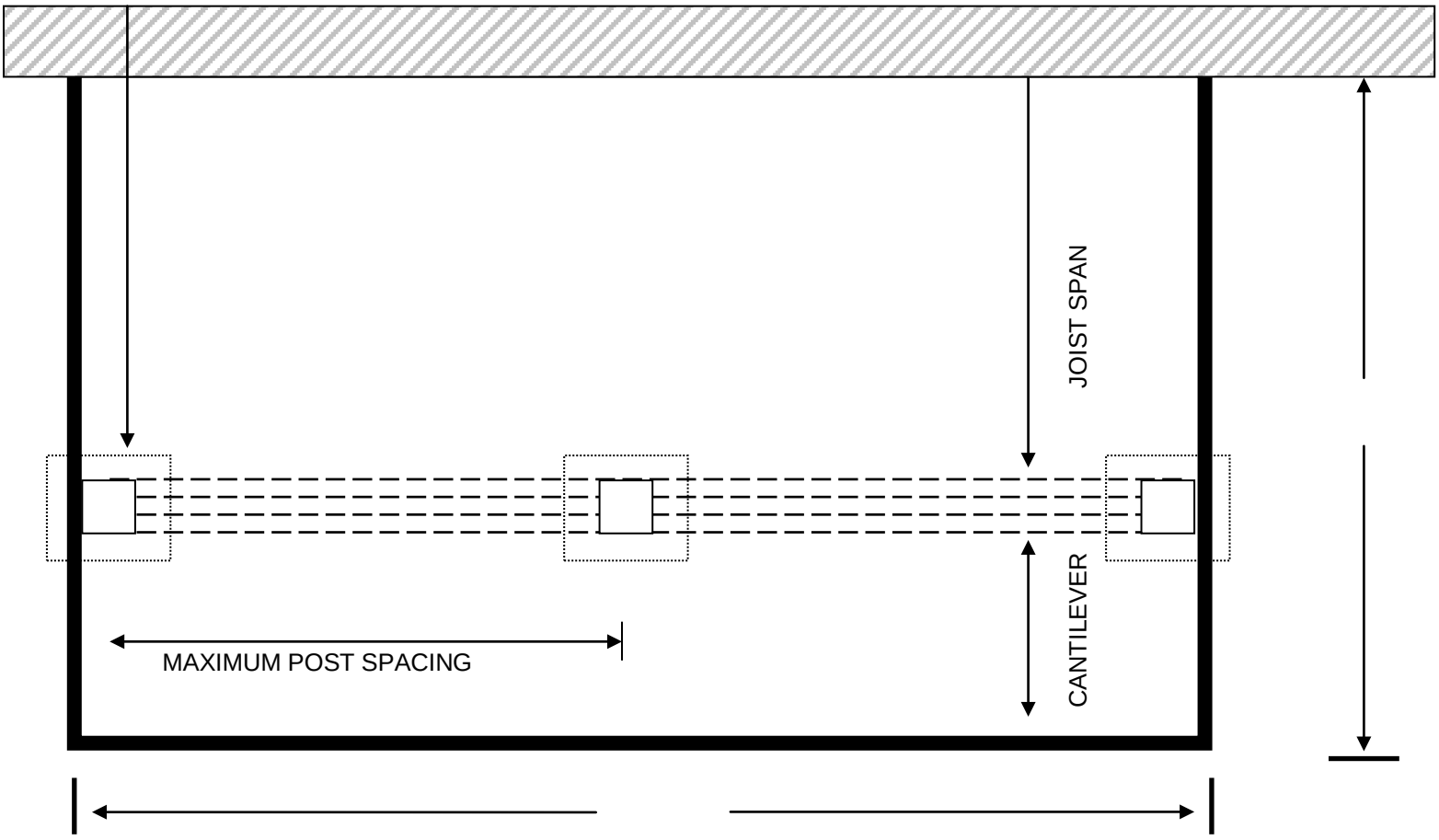


One Stop Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

FOUNDATION - POST & BEAM
(Part 9 National Building Code – Residential)

NUMBER OF FLOORS SUPPORTED	
CARRYING BEAM SIZE	3 @ 2 x
FLOOR JOIST SIZE	
FLOOR JOIST SPACING	
FLOOR JOIST SPAN	See diagram
MAXIMUM POST SPACING	See diagram
CANTILEVER	See diagram

COLUMN FOOTING SIZE _____



One Stop Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

TYPICAL WALL SECTION (EXTERIOR) - SINGLE STOREY (RESIDENTIAL)

Roof Construction

FINISH: Shingles____ Metal____ Other:_____

SHEATHING: OSB____ Plywood____ Boards:____

Thickness:_____

TRUSSES: Yes____ No____ (If no enter rafter info)

RAFTERS: Size_____ Spacing_____

INSULATION: Type:_____ R Value_____

VAPOUR BARRIER:6mm Poly_____ Other:_____

CEILING FINISH: Gyproc____ Other:_____

Type:_____ Thickness_____

Wall Construction

EXTERIOR CLADDING:

Vinyl____ Metal_____ Clapboard____ Other:_____

HOUSE WRAP:

Tyvek____ Typar____ Tarpaper____ Other:_____

EXTRUDED POLYSTYRENE____

EXPANDED POLYSTYRENE____ (If Applicable)

SHEATHING: OSB____ Plywood____ Boards____

Thickness:_____

WALL STUD: Size_____ Spacing_____

INSULATION: Type_____ R-Value_____

VAPOUR BARRIER: 6mm Poly____ Other:_____

INTERIOR FINISH: Gyproc____ Other:_____

Type_____ Thickness_____

FOUNDATION

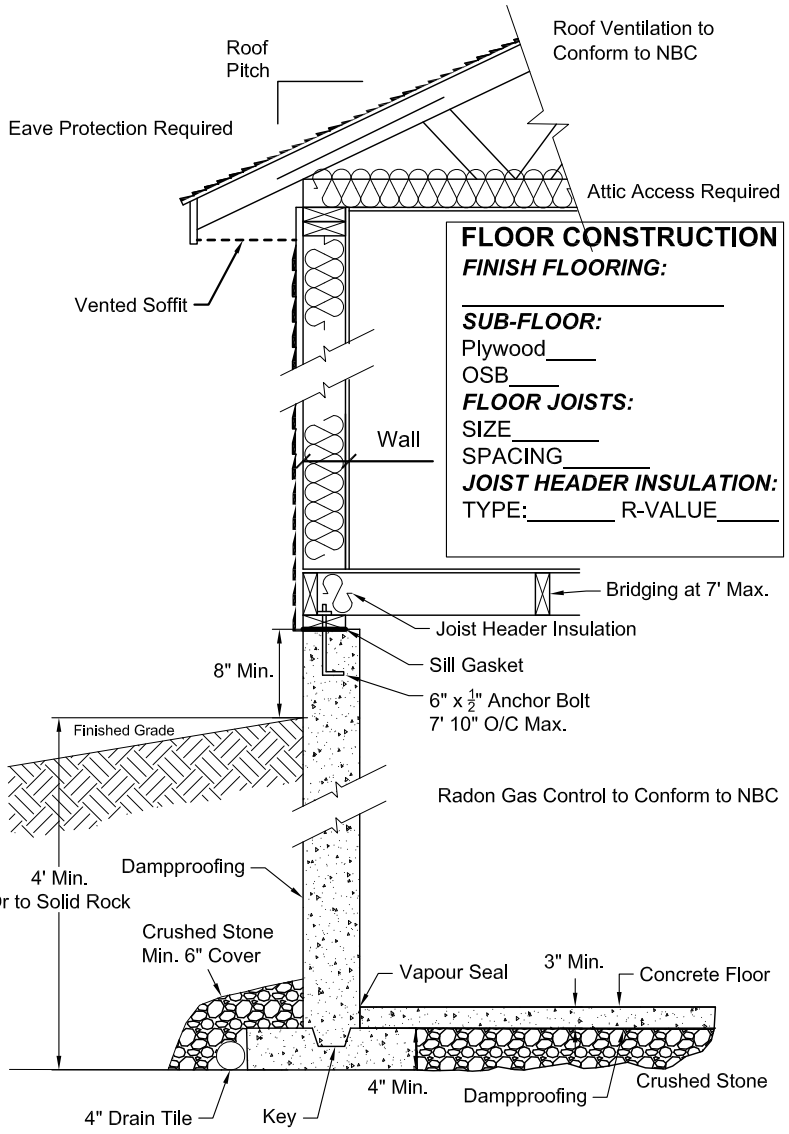
FOUNDATION WALL THICKNESS:_____

FOOTING WIDTH:_____

BELOW GRADE WALL ASSEMBLY: _____

_____

BELOW SLAB INSULATION:_____



Drawings are not to scale

Growth and Community Development Services
(506) 658-2911 www.saintjohn.ca
onestop@saintjohn.ca

One Stop Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

TYPICAL WALL SECTION (EXTERIOR) - TWO STOREY (RESIDENTIAL)

Roof Construction

FINISH: Shingles____ Metal____ Other:_____

SHEATHING: OSB____ Plywood____ Boards:____

Thickness:_____

TRUSSES: Yes____ No____ (If no enter rafter info)

RAFTERS: Size_____ Spacing_____

INSULATION: Type:_____ R Value_____

VAPOUR BARRIER:6mm Poly_____ Other:_____

CEILING FINISH: Gyproc____ Other:_____

Type:_____ Thickness_____

Wall Construction

EXTERIOR CLADDING:

Vinyl____ Metal_____ Clapboard____ Other:_____

HOUSE WRAP:

Tyvek____ Typar____ Tarpaper____ Other:_____

EXTRUDED POLYSTYRENE____

EXPANDED POLYSTYRENE____ (If Applicable)

SHEATHING: OSB____ Plywood____ Boards____

Thickness:_____

WALL STUD: Size_____ Spacing_____

INSULATION: Type_____ R-Value_____

VAPOUR BARRIER: 6mm Poly____ Other:_____

INTERIOR FINISH: Gyproc____ Other:_____

Type_____ Thickness_____

FOUNDATION

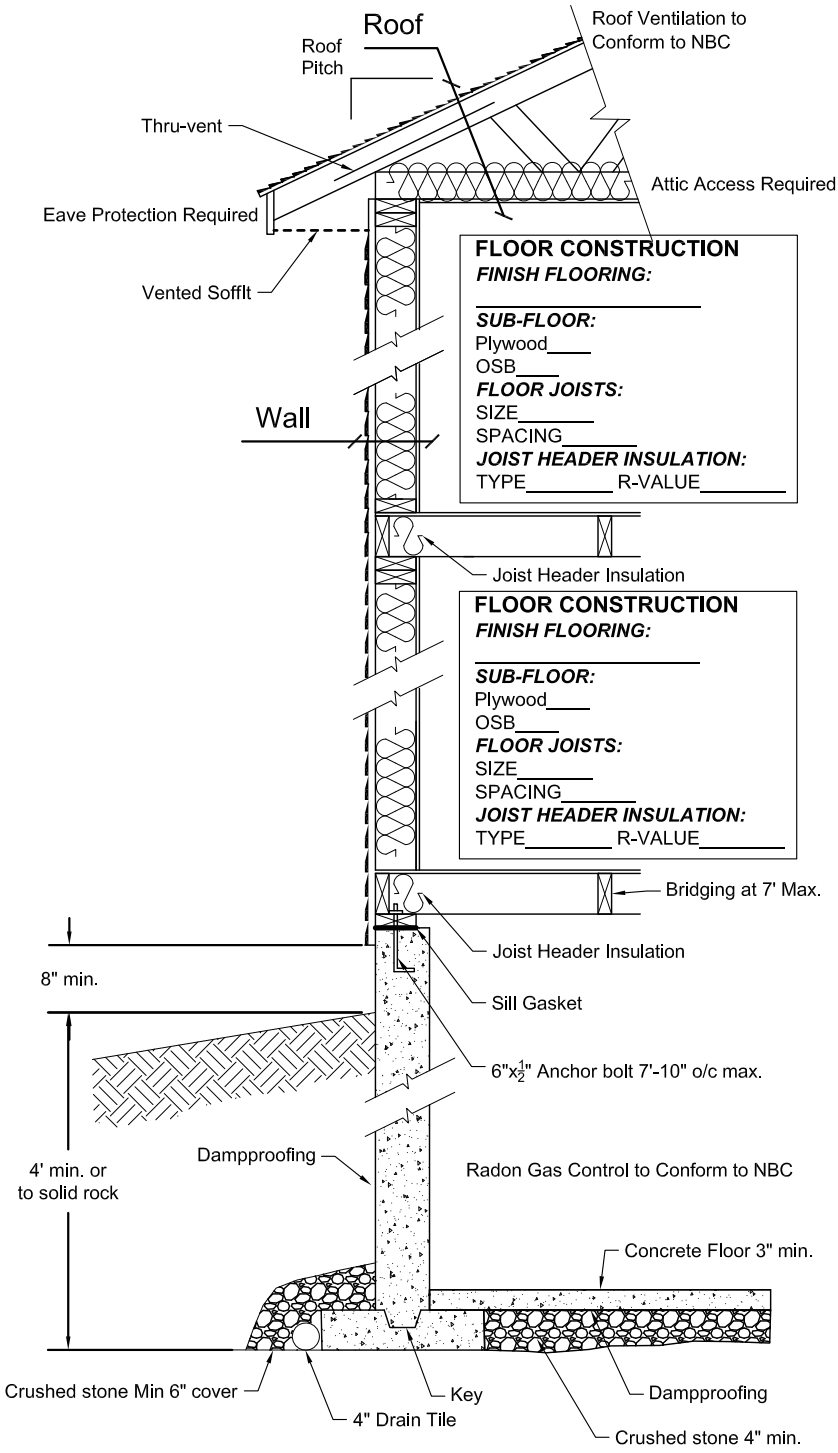
FOUNDATION WALL THICKNESS:_____

FOOTING WIDTH:_____

BELOW GRADE WALL ASSEMBLY: _____

_____

BELOW SLAB INSULATION:_____



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PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

TYPICAL WALL SECTION (POST & BEAM) - SINGLE STOREY (RESIDENTIAL)

Roof Construction

FINISH: Shingles____ Metal____ Other:_____

SHEATHING: OSB____ Plywood____ Boards:____

Thickness:_____

TRUSSES: Yes____ No____ (If no enter rafter info)

RAFTERS: Size_____ Spacing_____

INSULATION: Type:_____ R Value_____

VAPOUR BARRIER:6mm Poly_____ Other:_____

CEILING FINISH: Gyproc____ Other:_____

Type:_____ Thickness_____

Wall Construction

EXTERIOR CLADDING:

Vinyl____ Metal_____ Clapboard____ Other:_____

HOUSE WRAP:

Tyvek____ Typar____ Tarpaper____ Other:_____

EXTRUDED POLYSTYRENE____

EXPANDED POLYSTYRENE____ (If Applicable)

SHEATHING: OSB____ Plywood____ Boards____

Thickness:_____

WALL STUD: Size_____ Spacing_____

INSULATION: Type_____ R-Value_____

VAPOUR BARRIER: 6mm Poly____ Other:_____

INTERIOR FINISH: Gyproc____ Other:_____

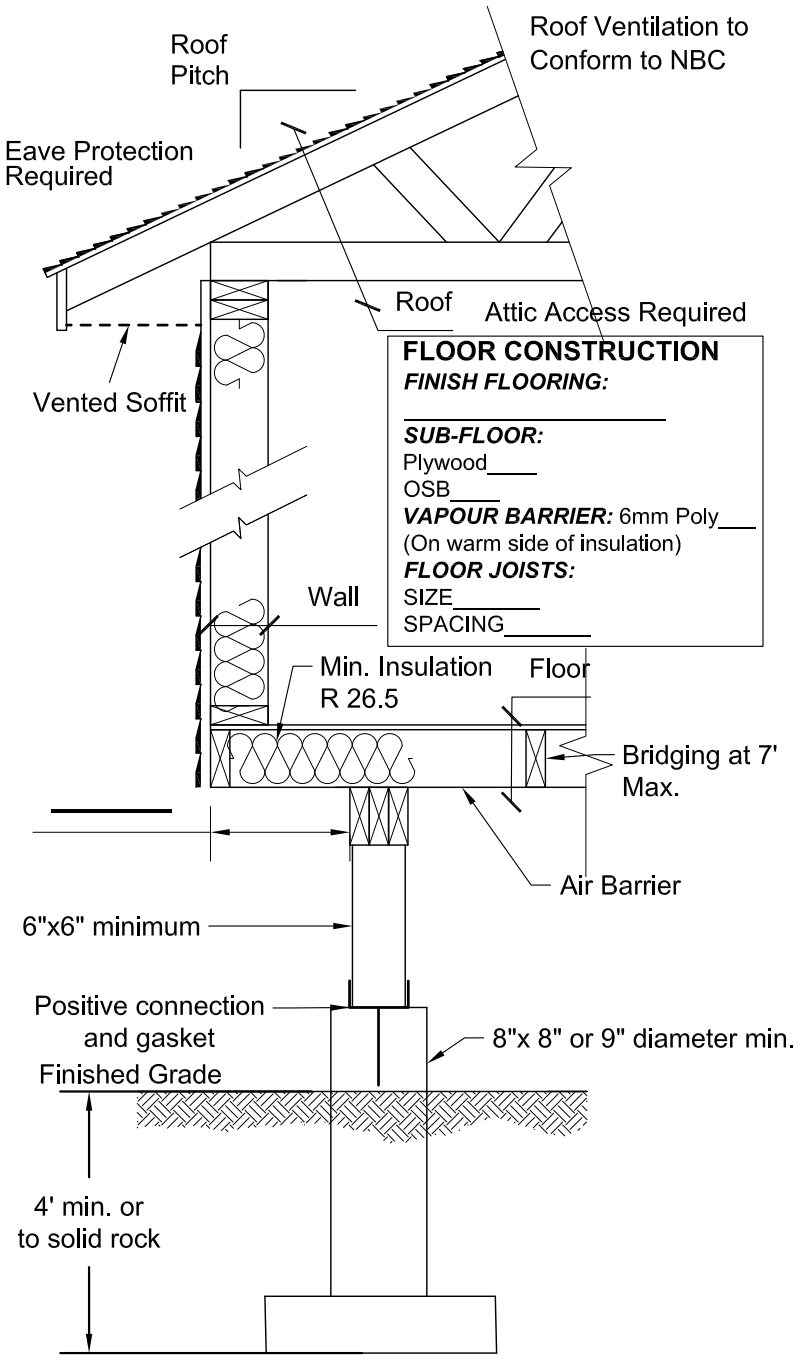
Type_____ Thickness_____

FOUNDATION

BEAM 3 @ 2" X _____

POST SIZE (6" x 6" min.):_____

FOOTING WIDTH:_____



Drawings are not to scale

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PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

ELEVATIONS EXAMPLE

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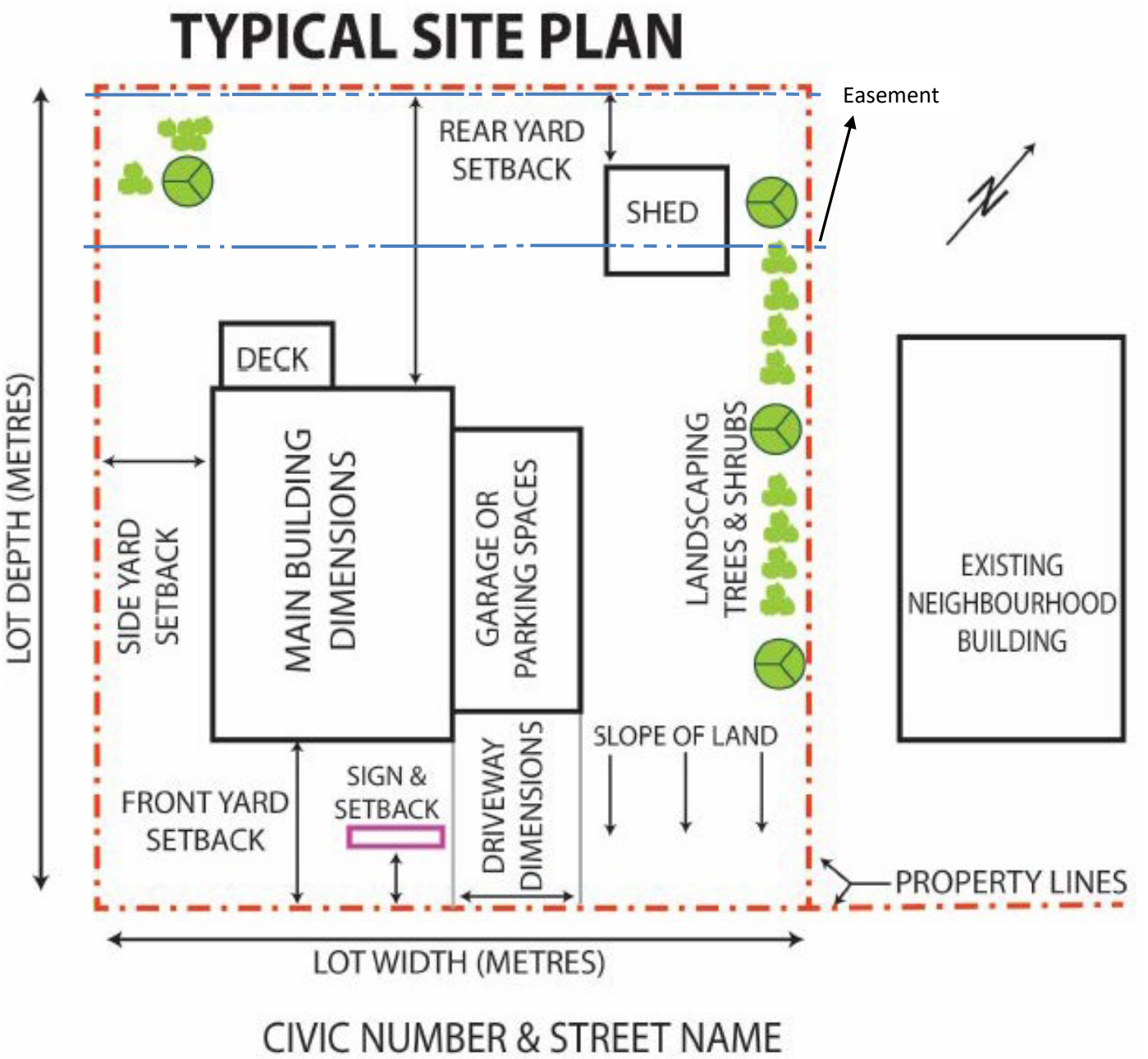
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

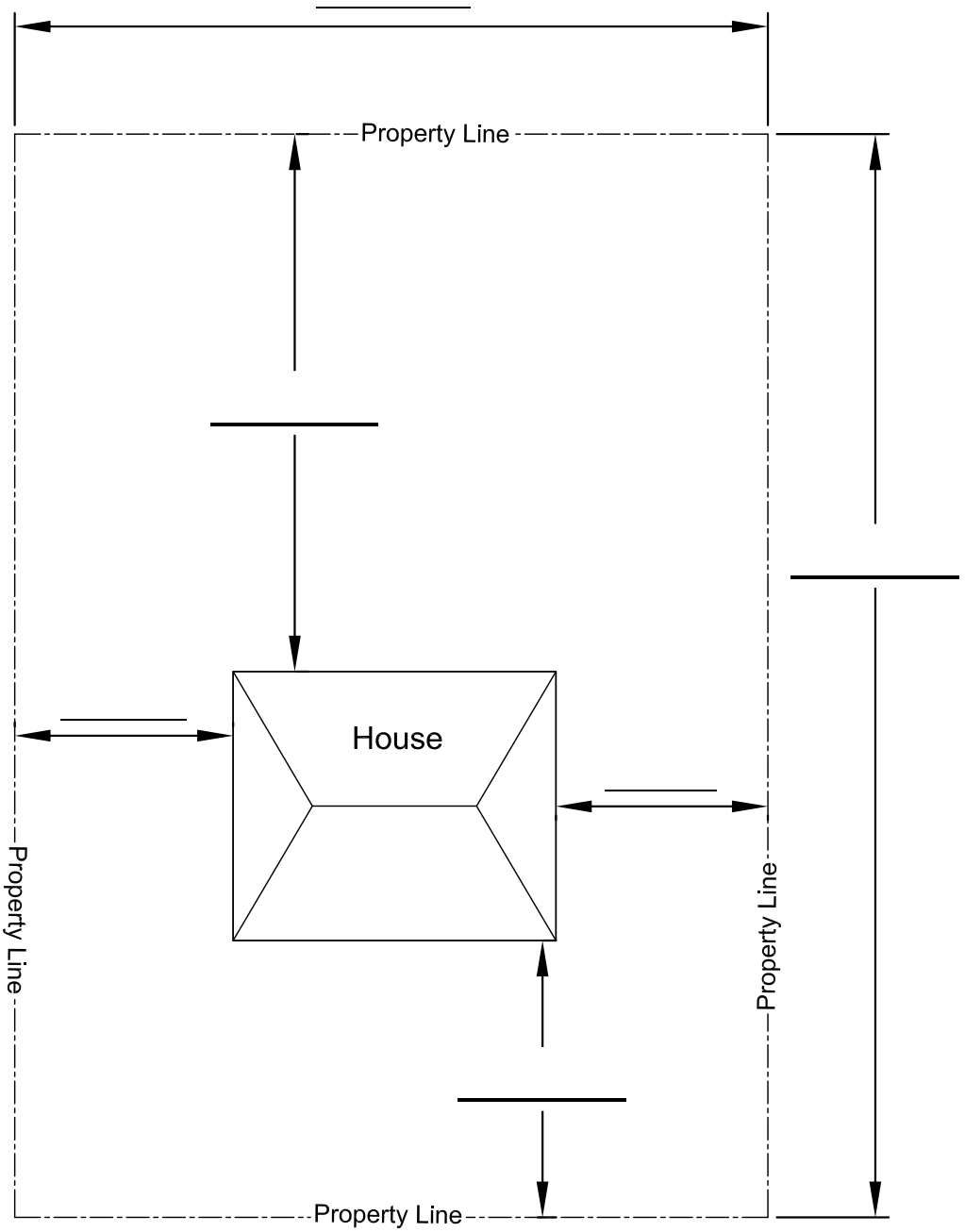
TYPICAL SITE PLAN EXAMPLE



One Stop Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

TYPICAL SITE PLAN

(ADD ACCESSORY BUILDING(S) and/or DECK(S) AS NEEDED)



Street Name : _____ ***Drawings are not to scale***

(If the lot is a corner lot then indicate the intersecting street)

Number of Units : _____

SAMPLE

LOT DRAINAGE SKETCH

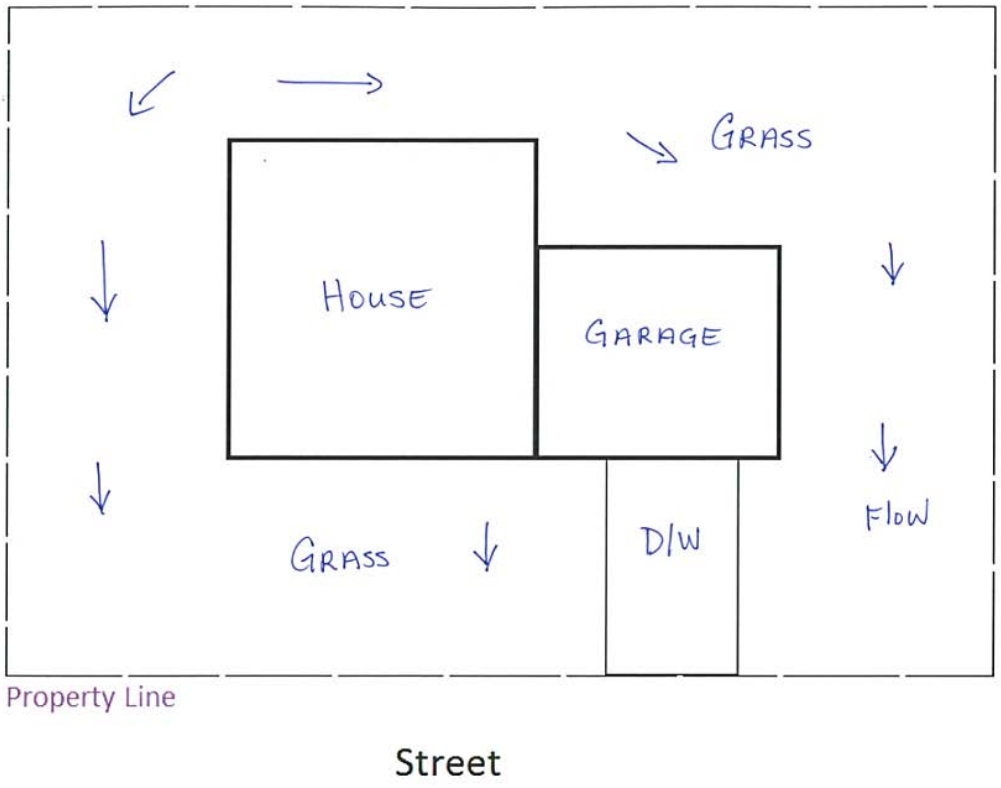
Sketch must include direction of Stormwater flow and location and grade of Surface Drainage Features. (*Building By-law; Section 9(4)*)

APPLICANT/OWNER: _____

PID #: _____

ADDRESS: _____

_____



LOT DRAINAGE SKETCH

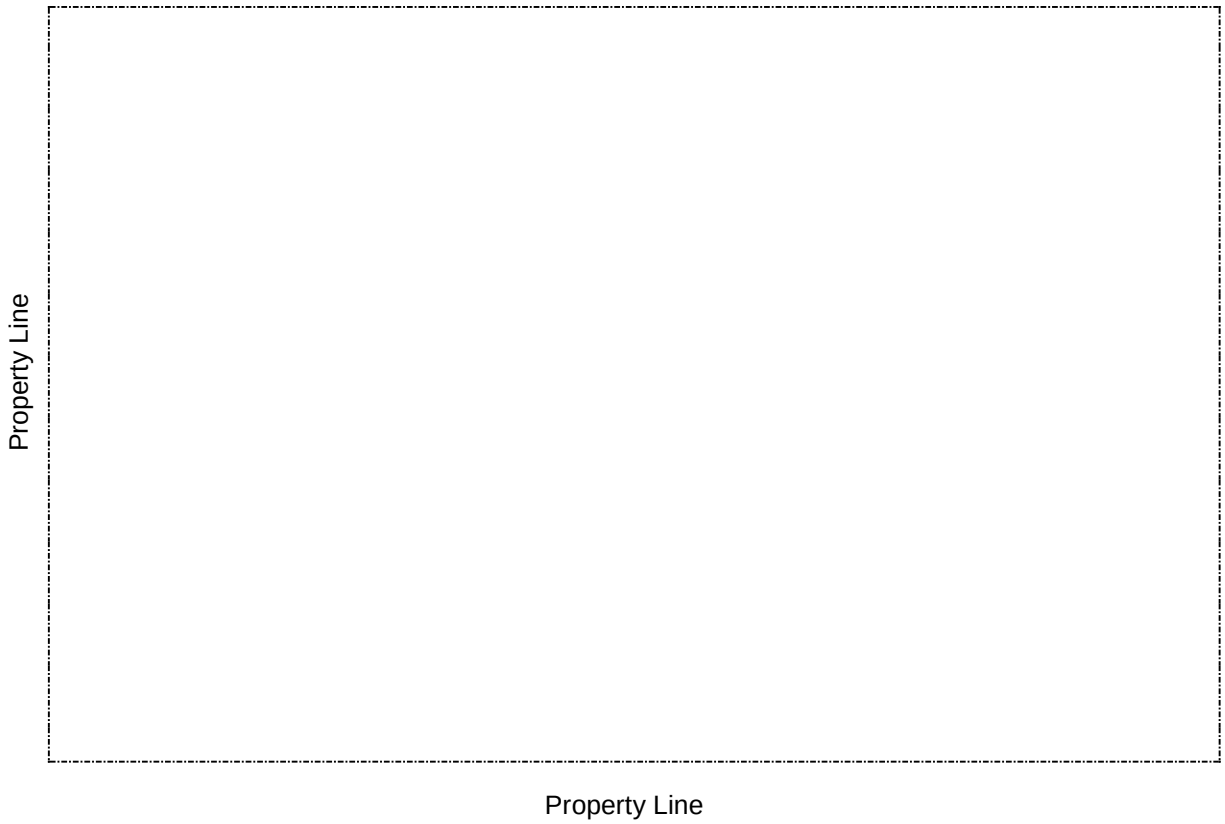
Sketch must include direction of Stormwater flow and location and grade of Surface Drainage Features. *(Building By-law; Section 9(4))*

APPLICANT/OWNER: _____

PID #: _____

ADDRESS: _____

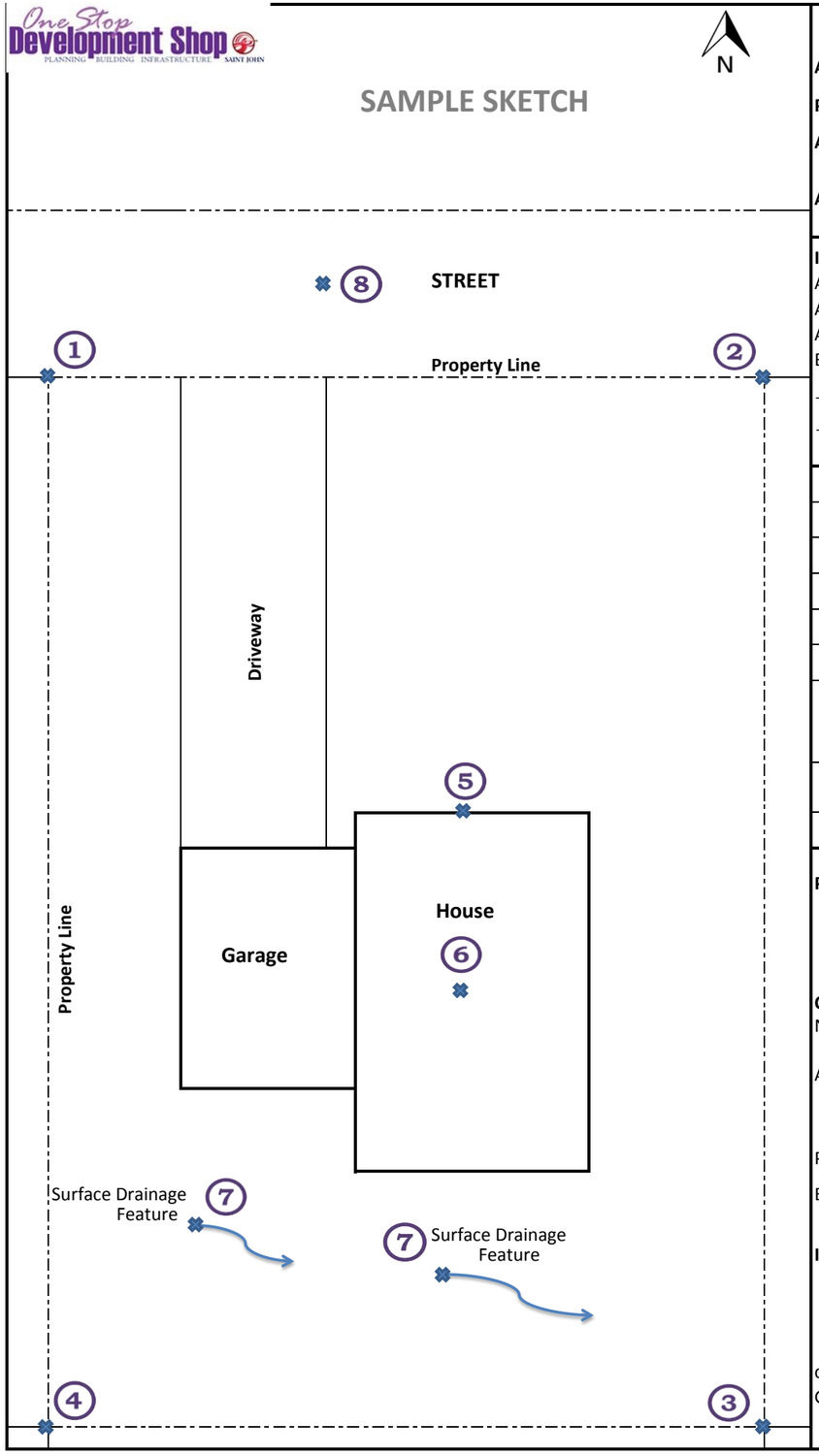
_____



One Stop Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

RESIDENTIAL ROUGH GRADING PLAN

SAMPLE SKETCH



APPLICANT/OWNER: _____

PID #: _____

ADDRESS: _____

APPROVED SUBDIVISION/LOT GRADING PLAN: _____

INFORMATION REQUIRED: All elevations to be geodetic; All elevations to be in metres; All elevations to be to three decimal places. Benchmark and Reference Location: _____ _____		**Approved Grading Plan Elevation (metres)**	**Building Permit Application Proposed Elevation (metres)**	**Occupancy Permit Approval As-Built Elevation (metres)**	**Difference (Proposed vs As-Built) (+/- 100mm)**
1	Elevation at the corner of the Lot				
2	Elevation at the corner of the Lot				
3	Elevation at the corner of the Lot				
4	Elevation at the corner of the Lot				
5	Top of foundation wall elevation				
6	Basement floor elevation				
7	Location and grade of all Surface Drainage Features (swales, depressions in finished grades, etc.)				
7	Location and grade of all Surface Drainage Features				
8	Elevation at centreline of Street				

PROFESSIONAL ENGINEER OR LAND SURVEYOR CERTIFICATION:

Company Information:

Name: _____

Address: _____

_____

Phone: _____

E-mail: _____

In accordance with the Saint John Building By-law,

I, _____
print name

confirm the rough grading of the Lot is in general conformance with the Approved Grading Plan and within the accepted tolerance.

Professional Seal

RESIDENTIAL ROUGH GRADING PLAN

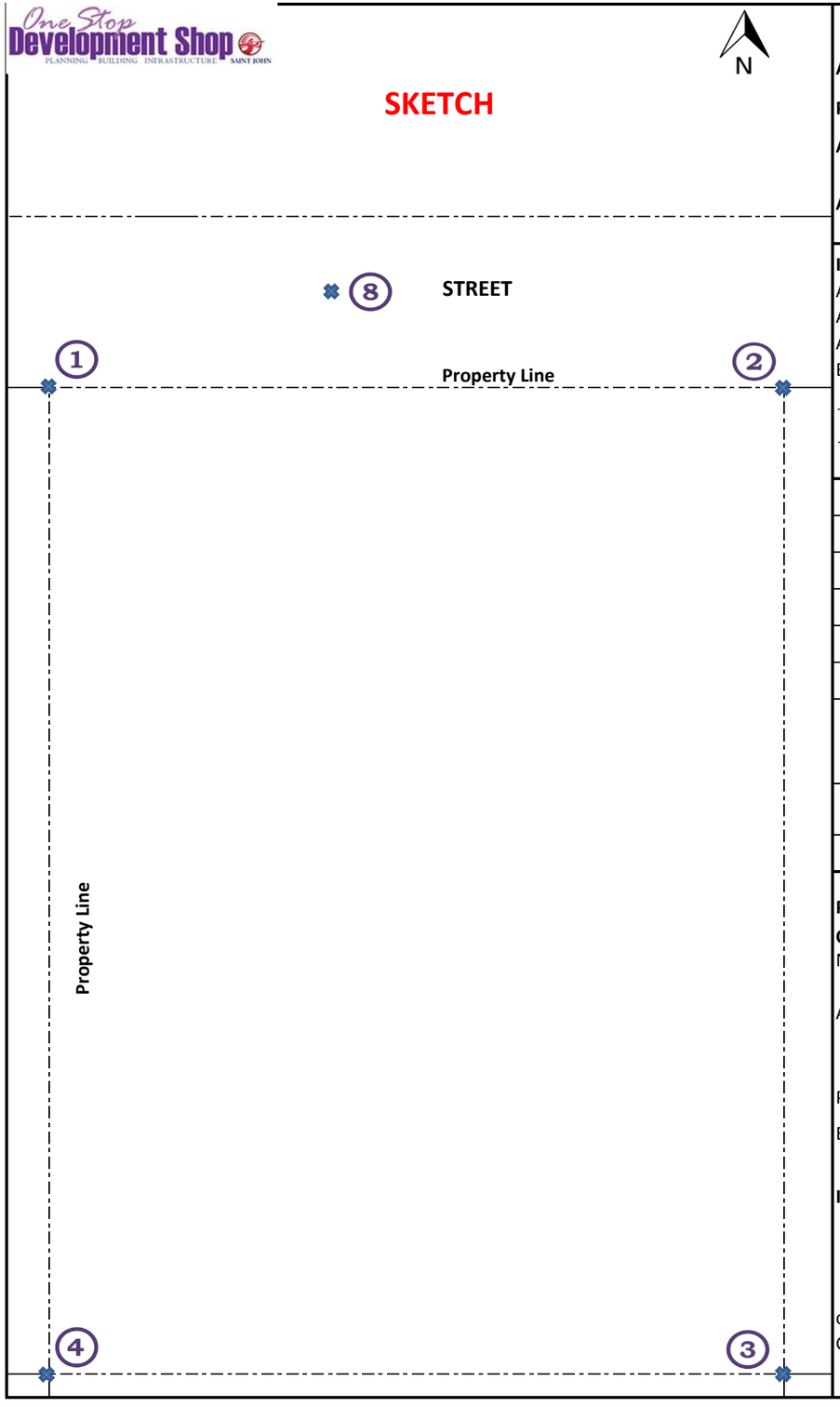
APPLICANT/OWNER: _____

PID #: _____

ADDRESS: _____

APPROVED SUBDIVISION/LOT GRADING PLAN: _____

SKETCH



INFORMATION REQUIRED: All elevations to be geodetic; All elevations to be in metres; All elevations to be to three decimal places. Benchmark and Reference Location: _____ _____		**Approved Grading Plan Elevation (metres)**	**Building Permit Application Proposed Elevation (metres)**	**Occupancy Permit Approval As-Built Elevation (metres)**	**Difference (Proposed vs As-Built) (+/- 100mm)**
1	Elevation at the corner of the Lot				
2	Elevation at the corner of the Lot				
3	Elevation at the corner of the Lot				
4	Elevation at the corner of the Lot				
5	Top of foundation wall elevation				
6	Basement floor elevation				
7	Location and grade of all Surface Drainage Features (swales, depressions in finished grades, etc.)				
7	Location and grade of all Surface Drainage Features				
8	Elevation at centreline of Street				

PROFESSIONAL ENGINEER OR LAND SURVEYOR CERTIFICATION:

Company Information:

Name: _____

Address: _____

_____

Phone: _____

E-mail: _____

In accordance with the Saint John Building By-law,

I, _____
print name

confirm the rough grading of the Lot is in general conformance with the Approved Grading Plan and within the accepted tolerance.

Professional Seal

Energy Code Compliance
Summary – 9.36 Prescriptive

PROJECT INFORMATION

PID	PERMIT NUMBER
CIVIC ADDRESS	
LOT	SUBDIVISION

INSTRUCTIONS

Complete the table below based on your building plans and equipment specification.

- RSI values for ceilings, walls, and floors are typically located on your building plans.
- Window, door, and skylight U values and ER values are located on the supplier quote sheet.
- HRV and heating/cooling equipment efficiency are typically located on the contractor's equipment specifications.

Points are generated for specific systems based on their performance. See the explanatory material section of this form for more explanation.

PRESCRIPTIVE PATH

	Proposed RSI	Minimum RSI Zone 6	Minimum RSI Zone 7A		
Ceiling Below Attic		8.67	10.43		
Ceiling Without Attic		4.67	5.02		
Above Grade Walls Section 1.1		2.97	3.08		Points
Below Grade Walls Section 1.2		2.98	3.46		Points
Slab Above Frost Line		1.96	1.96		
Heated Slab		2.32	2.84		
Exposed Floors		4.67	5.02		

Windows and Doors Section 1.3		1.6U or 25ER		Points
Skylights		2.75U		

HRV Section 1.4	Make:		Model:		
	Efficiency at 0°C		60% Min.		Points
	Efficiency at -25°C		55% Min.		
Heating and Cooling	Make:		Model:		
	Efficiency:				
	☐ Oil	☐ Gas	☐ Pellet	☐ Electric	
	☐ Furnace	☐ Boiler	☐ Air Source Heat Pump		
	☐ Ground Source Heat Pump		☐ Electric Baseboard		
Water Heater Section 1.5	Make:		Model:		
	Efficiency:		☐ NB Power Rental		Points
	☐ Conserver		☐ Condensing		
	☐ Instantaneous		☐ Solar		
	☐ Indirect Fired		☐ Desuperheater		
Building Volume Section 1.6					Points
Air Tightness Section 1.7					Points
			Total		10 Minimum

Explanatory Material for Prescriptive Path

This section provides details on how points can be achieved in the prescriptive path. Please note that improved building components must have a minimum of 10 points in total. These 10 points can be from a single area or can be a total from 2 or more areas. Before proceeding further, it is important to know what climactic zone your property is in. New Brunswick consists of both Zone 6 and 7A with the Southern portion of the province located in Zone 6 and the Northern portion of the province located in Zone 7A. Contact your local building department if you need clarification on what climate zone your project site falls in.

1.1 Above Grade Walls

The RSI values for above grade walls is the effective value of the insulation of the wall. This includes the impact of thermal bridging of repetitive framing members and contributions of other non-insulation products. This information is likely located on your plans. Common assemblies have been pre-calculated for convenience and is attached at the end of this document.

Effective RSI Value	Zone 6	Zone 7A
3.08	1.6	2.1
3.69	6.2	6.7
3.85	6.9	7.4
3.96	7.7	8.2
4.29	9.2	9.7
4.40	9.9	10.3
4.57	10.6	11.1
4.73	11.1	11.5
4.84	11.6	12.1
5.01	12.2	12.7
5.45	13.6	14.0

1.2 Below Grade Walls

The RSI values for below grade walls is the effective value of the insulation of the wall. This includes the impact of thermal bridging of repetitive framing members (if any) and contributions of other non-insulation products. This information is likely located on your plans.

Effective RSI Value	Zone 6	Zone 7A
3.09	0.2	0.2
3.46	0.8	0.6
3.90	1.4	1.1

1.3 Windows and Doors

Windows and doors are eligible for points based on the following table. In the event that you have units that perform at different levels, the worst performing unit will dictate the points achieved. NOTE: specifications from the supplier are required to verify the energy efficiency.

Maximum USI Value		Minimum Energy Rating (ER)	Zone 6	Zone 7A
1.44		29	1.6	1.8
1.22	OR	34	4.6	5.5
1.05		40	8.8	8.9
0.94		42	10.5	10.7
0.82		44	12.4	12.6

1.4 HRVs

Points may be awarded for higher performing heat recover ventilators in accordance with the following table.

HRV Sensible Recovery Efficiency	Zone 6	Zone 7A
60%	3.6	3.7
70%	4.2	4.2
80%	4.8	4.8
85%	5.1	5.0

1.5 Water Heaters

Points for water heaters are available for high performing oil, gas, and heat pump water heaters as follows:

Type of Equipment	Efficiency	Zone 6	Zone 7A
Oil or Gas Tankless	EF ≥ 0.95 or UEF ≥ 0.92	4.9	3.1
Oil or Gas Storage	EF ≥ 0.80 or UEF ≥ 0.83	4.9	3.1
Heat Pump Water Heater	EF ≥ 2.35	3.8	3.0

1.6 Building Volume

Building volume is a measure of the conditioned space of the building. Areas that are not normally conditioned, like an attached garage, are not included in the calculation. Smaller buildings and units are also awarded points simply due to their smaller size. Multiple dwelling unit buildings with no suite exceeding 230 m^2 are awarded 10 points. Building volume is calculated based on all heated/cooled space in the building, regardless of if it is "finished" or not, and measured to the interior surface of exterior walls, ceilings, and floors. Single dwelling unit buildings are awarded points based on the following table:

Building Volume m^3	All Zones
≤ 390 (1721 ft^2 for 8' ceiling)	1
≤ 380 (1677 ft^2 for 8' ceiling)	2
≤ 370 (1633 ft^2 for 8' ceiling)	3
≤ 360 (1589 ft^2 for 8' ceiling)	4
≤ 350 (1545 ft^2 for 8' ceiling)	5
≤ 340 (1501 ft^2 for 8' ceiling)	6
≤ 330 (1457 ft^2 for 8' ceiling)	7
≤ 320 (1412 ft^2 for 8' ceiling)	8
≤ 310 (1368 ft^2 for 8' ceiling)	9
≤ 300 (1324 ft^2 for 8' ceiling)	10

1.7 Air Tightness

Note of Caution: air tightness can only be tested and confirmed at the end of the project, after the installation of almost all the items listed above. It is extremely risky to rely on achieving points in this category since missing the air tightness target would mean you need to add points another way. Adding points at this stage of the project in other categories likely involves substantial costs. For this reason, it should only be used by experienced builders who regularly have their projects air tested.

To achieve points in this category, a blower door test must be completed by a qualified technician at the end of construction and points are awarded based on the air tightness level achieved.

Guarded ACH	Zone 6	Zone 7A
2.0	3.5	4.6
1.5	7.0	9.3
1.0	10.5	13.9
0.6	13.4	17.8

INSTRUCTIONS

Complete the following chart with the construction details for the project.

Table 1 - Identify each different building envelope construction and indicate the matching assembly number from those available (see Energy Efficiency Assemblies Guide for details)
http://www.saintjohn.ca/site/media/SaintJohn/Assemblies%20Information%20Binder.pdf.

If you will be providing your own assembly, a blank template is available for you to complete. A cross section of the assembly must be provided.

Table 2 - Identify the windows and doors in the construction, along with the model and either the ER value, the U value or the Energy Star Zone letter. **(Leave all labels on the windows for final pre-occupancy inspection.)**

Table 3 – Identify the mechanical equipment of the building including the equipment's associated efficiency information. A form for ventilation must also be submitted (see page 3).

Table 4 - Only needs to be completed if trade-offs are being used.

PROPERTY ADDRESS:

1.	**Type of Assembly**	**Assembly number**	**RSI or R Value**	**For office use**
	Ceilings			
Building Envelope	Ceilings (below attic)			
	Ceiling (cathedral and flat roof – if applicable)			
	Ceilings tray			
	Exterior Walls & location			
	Walls			
	Walls			
	Walls			
	Walls			
	Shared Garage Wall (if applicable)			
	Joist Headers			
	Floor Joist Cavity			
	Basement Walls			
	Basement wall			
	Basement wall			
	Floors			
	Slab			

	In floor heating	Y/N		
2.	**Model**	**Rating** (ER, U or Energy Star)	**Model**	**Rating** (ER, U or Energy Star)
Windows, Doors and Skylights	**Windows**			
	Doors			
	Skylights			

3. MECHANICAL SYSTEMS

Ventilation System			
Manufacturer		Model	
Ventilation Rate		**See attached ventilation form to complete (next page)**	
OFFICE USE	Efficiency At 0°C	At -25°C	
Heating & Cooling Systems			
Main System		Manufacturer	
Fuel Type		Model	
Heat Pump	AHRI #		
OFFICE USE	Efficiency		
Secondary System		Manufacturer	
Fuel Type		Model	
OFFICE USE	Efficiency		
Other Systems		Manufacturer	
Fuel Type		Model	
OFFICE USE	Efficiency		
Hot Water System			
Type		Manufacturer	
Fuel Type		Model	
OFFICE USE	Efficiency		

Mechanical Ventilation Record – **Residential** (based on HRAI form)

Installer Information			
Company			
Address			
Telephone		Cell	
Contact name			
HRAI # (if applicable)			

Design method for Ventilation NBC 2010 (9.32) ☐ CSA F326 ☐

Ventilation Capacity Rate

Room Type	**Quantity**	**@**	**Ventilation Capacity**
Unfinished Basement		L/s	L/s
Master Bedroom		L/s	L/s
Bedrooms		L/s	L/s
Kitchen		L/s	L/s
Living Room		L/s	L/s
Dining Room		L/s	L/s
Bathroom		L/s	L/s
Other Habitable Rooms		L/s	L/s
		L/s	L/s
Total Ventilation Capacity			L/s

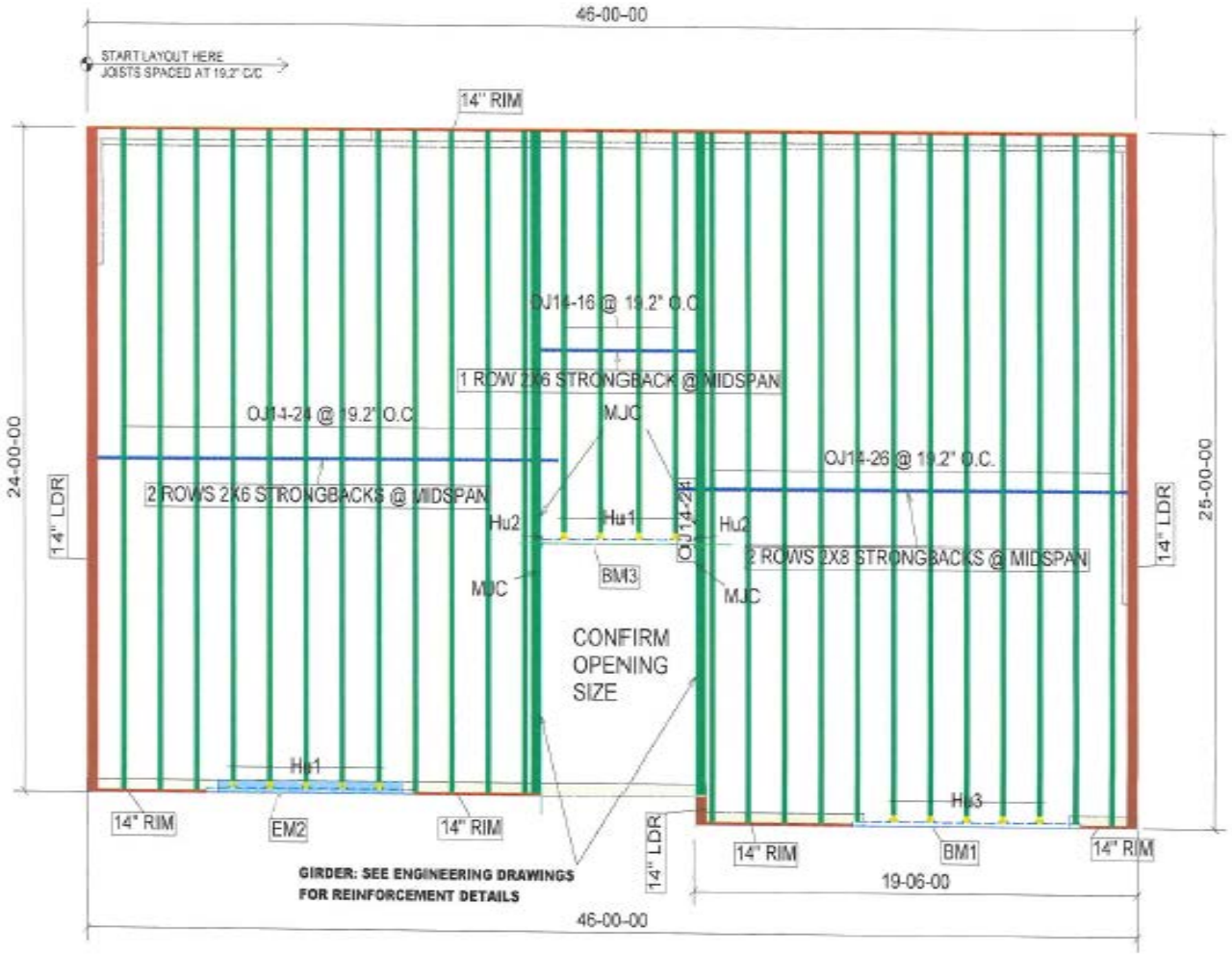
Ventilation System

Manufacturer		Model	
Design Air Flow			

Additional Exhaust
Bathroom Fan (quantity x air change rate L/s) =
Kitchen Range Hood (quantity x air change rate L/s) =
Other

4.	**TRADE-OFFS**
	Only complete this form if you are using trade-offs. If you require additional room to complete the form, please attach to the application.
	1. ABOVE GRADE EXTERIOR WALLS AND CEILINGS
Above Grade Exterior walls & Ceilings	Detail the trade offs
	2. WINDOWS
	Trade-offs for windows must be in the same orientation and have same window surface areas. Doors cannot be traded. Only fill out the detail for the elevation you are trading.
Windows	
	3. BUILDINGS WITH LOW CEILINGS (9.36.2.11.4)

FLOOR TRUSS LAYOUT EXAMPLE



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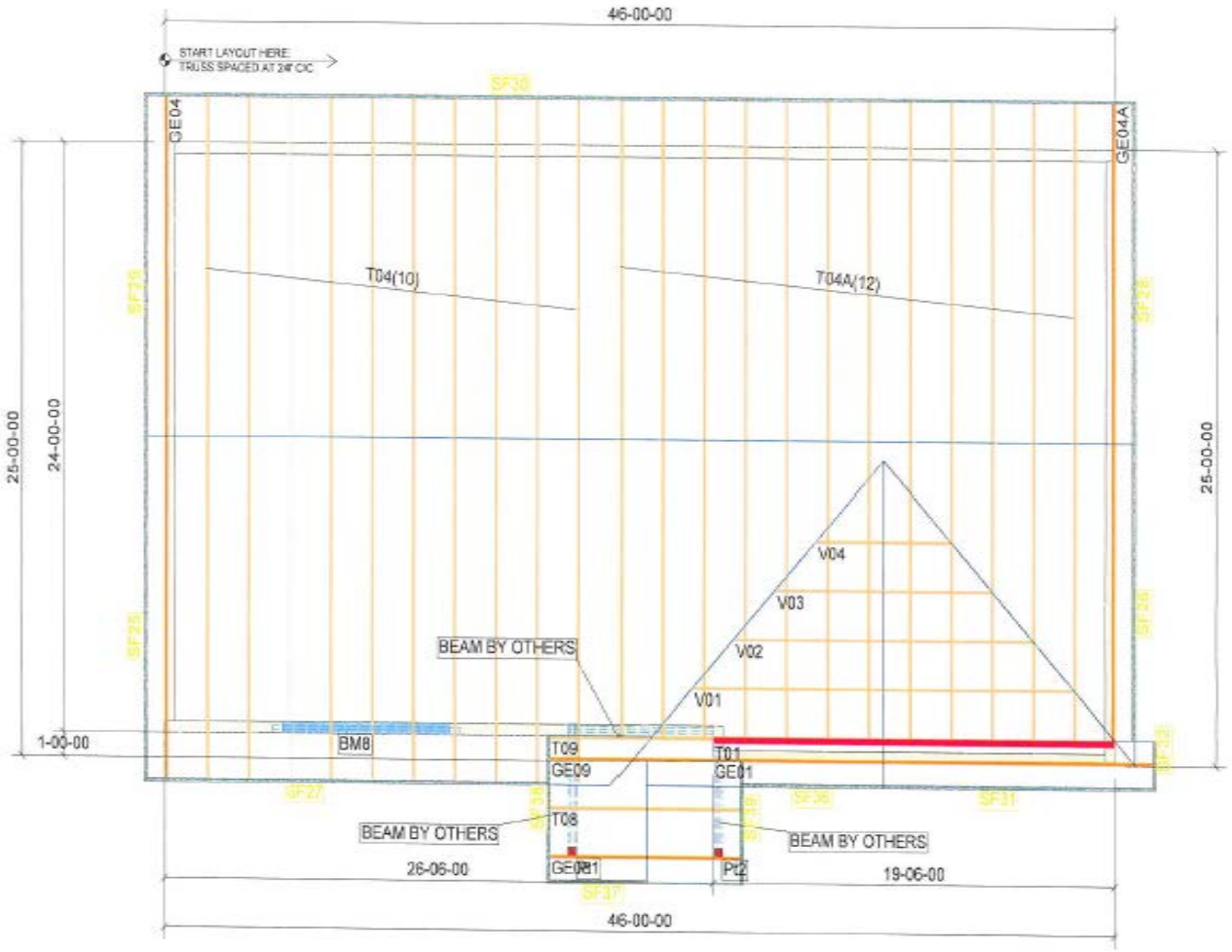
ROOF TRUSS LAYOUT EXAMPLE



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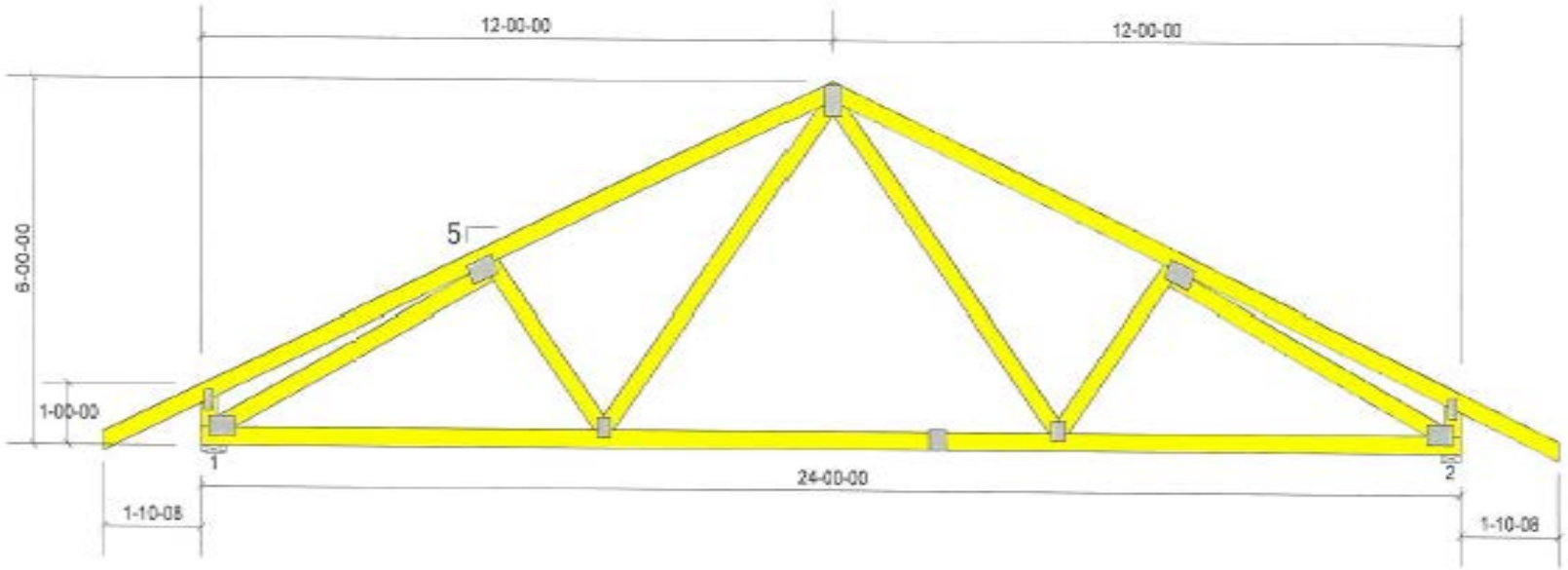
ROOF TRUSS DRAWING EXAMPLE



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