

## Compliance tools

**Checklists for Part 9 and Part 3 buildings:** The BC Energy and Zero Carbon Step Code Design Checklists provide a standardized report template for buildings complying with the BC Building Code.

**Part 9 Compliance Checklists** <https://energystepcode.ca/compliance-tools-part9/>

### What they're for and how to use them

The BC Energy and Zero Carbon Step Code Design Checklists (the Checklists) provide a standardized report template for Part 9 buildings complying with Subsection 9.36.5., 9.36.6. or Section 9.37 of the BC Building Code.

This form can demonstrate Part 9 residential Energy and Zero Carbon Step Code compliance to an Authority Having Jurisdiction because it provides the information required by [Article 2.2.8.2. \(PDF\)](#) of the BC Building Code.

## Available versions of the reports

### Building permit date: May 1, 2023 to present

This new version of the checklist incorporates changes including the Zero Carbon Step Code, revisions to the BC Energy Step Code, and improved look and functionality.

- [Download the instruction manual for Energy Advisors \(BCBC 2018 Rev. 5\) \(PDF\)](#)
- [Download the checklist \(BCBC 2018 Rev. 5\) \(XLSM\) \(updated Feb. 2024\)](#)
- [Read the changelog \(PDF\)](#) for a record of the changes made to the checklist:
  - Aligned with BCBC 2018 Rev. 5 (effective May 1, 2023) including minimum Step 3 energy performance and Zero Carbon Step Code requirements
  - New features and clarifications added (June 2023)

## Part 3 Compliance Tools & Checklist

<https://energystepcode.ca/compliance-tools-part3/>

### Energy and Zero Carbon Design Checklists

#### Learn about the report:

The Part 3 Energy and Zero Carbon Design Checklists (the Checklists) are a voluntary Excel-based checklist for energy modellers and design professionals to be submitted to local authorities to verify compliance with the BC Energy and Zero Carbon Step Codes.

The tool gives industry and local authorities a consistent way to gather and review modelled performance characteristics of Part 3 Energy and Zero Carbon Step Code buildings at both the pre-construction and as-built stages in a similar way to the [Part 9 Compliance Reports](#), but tailored to the performance characteristics of larger buildings.

### Application

The Checklists are for buildings containing major occupancies complying with Subsection 10.2.3. of the BC Building Code. They are intended to capture the requirements of Articles 2.2.2.1. and 2.2.9.2. of Division C of the BC Building Code, as well as local government bylaw requirements for energy use and emissions reductions in buildings. Portions of the building that are subject to Subsection 10.2.2.1.(1)(a) or (b) of Division B of the BC Building Code should also be included in the report.

The form should not be used for projects complying entirely under Subsection 10.2.2.1.(1)(a) or (b) of Division B of the BC Building Code.

### When and how to use the report

Not all sections apply to all buildings, so read the instructions carefully.

To demonstrate compliance with the BC Energy Step Code, information must be submitted at

- The Building Permit stage, showing the 'As Designed' results
- The Occupancy Permit stage, showing the 'As Built' results

Authorities Having Jurisdiction (AHJs) may request the report at other development review stages. Using the same report for different stages makes it easier for all parties.

This report may be used for any of the development review stages of complex buildings:

- Pre-Application or Application
- Rezoning Application
- Development Permit
- Building Permit
- Occupancy Permit

### 2018 BC Building Code Rev. 5, effective May 1, 2023

- [Download the new Part 3 Design Checklist \(Excel\)](#) (updated August 2023)
- [Read the user tip sheet for the 2023 final version of this report \(PDF\)](#)
- [Read the changelog \(PDF\)](#) for a record of all updates to the design report.
- [Technical Bulletin No. B23-03 Zero Carbon Step Code](#) clarifies the new requirements of Section 10.3. of Division B