

Building Address : \_\_\_\_\_

Tenancy Address : \_\_\_\_\_

Building Permit

Application No.: \_\_\_\_\_

**Energy Checklist Process: Applicability**

Some project types do not need to complete the energy checklist process. Projects where the entire scope of work is limited to any of the following, are exempted from the energy checklist and submission process.

**How to apply for an exemption from the energy checklist process**

Print out this exemption form and complete it by indicating the scope of work(s) applicable to your project. Submit the completed form with your building permit application package.

**IMPORTANT:** Applying the Energy Checklist Exemption to an ineligible project will result in the building permit application being rejected on the basis of insufficient energy documentation.

**Exempted Project Types**

- Alarm System Installation/Retrofit
- Electric Vehicle Charging Station Installation/Retrofit
- Elevator Upgrade (including associated lighting systems and motor)
- Heat Pump Installation/Retrofit
- Parkade: Resurfacing/Water Membrane Retrofit
- Photovoltaic Installation/Retrofit
- Reducting (ductwork and diffusers only)
- Repiping (piping only)
- Seismic Upgrade
- Temporary Building (must be officially recognized by City as temporary, less than 1 year occupancy)
- H-Frame Removal Project
- Interior Demolition: Must meet 2 conditions;
  - 1. Resulting space is not occupiable without a future tenant improvement and building permit, and
  - 2. No building energy component system(s) is/are being designed for future occupancy.
- Re & Re: Scope of work involves the removal and replacement of items, specifically appliances, tubs, basins, sinks, and associated fixtures, as well as toilets, and exhaust fans (<1 HP). Projects that include millwork, alterations to interior walls, and the overhauling of kitchens or washrooms is not considered Re & Re work.
- Site/External Alterations: Scope of work is exterior to the building envelope's energy components and independent of the building's operations. Ex: Cladding systems, canopy/awning, site work such as soil remediation, drainage systems, surface parking lot work, kiosk upgrades, patio expansions (without light, power, heat systems etc).
- Tenant Equipment (with the exception of kitchen air system equipment > 5,000 cfm): Scope of work is entirely limited to the installation/alteration/removal of tenant equipment that does not involve the energy components of building operation systems. Ex: Racking systems, commercial or retail equipment (ex: spray booths, computers, phone systems, laundromat equipment, medical equipment).

Any project where the scope of work:

- i) triggers the Part 11 Energy Upgrade mechanism, and/or
- ii) involves **energy components of the building's systems**, such as building envelope insulation, exterior doors or glazing/skylights, motors (>1 HP), burners, coils, heat exchangers, transformers, receptacles, lights, and/or controls for HVAC/Lighting/Service Water Heating systems,

is required to complete the energy checklist and submission process.