

# City of Vancouver's (Sept 2025) Energy Requirements for Alterations Projects

## **STEP 1: IMPORTANT - Is your project exempt from the energy checklist process?**

Check to see if your project can be exempted from the energy checklist process. Review the Energy Checklist Exemption form included at the end of this document.

## **STEP 2: Choose the appropriate energy checklist for your project.**

- i) From the Alterations Projects section below, determine which Checklist applies to your project.
- ii) Download and open the appropriate energy Checklist using excel software. All files and links are compatible with Mac systems using "Excel for Macs". If you are using a Mac and are having trouble, check your settings.

## **Alterations Projects**

### **Part 11 TI (Alterations to non-residential spaces that have been previously occupied)**

For alterations within a non-residential suite, and previously occupied: Alterations within a space previously occupied are considered alterations to existing buildings and therefore classified Part 11 TIs. The scope of work for a Part 11 TI must comply with the "Alterations" portion within each relevant section of the ASHRAE 90.1-2019 energy standard. A Part 11 TI must complete and submit the following checklist and all associated energy documents at building permit application:

- [Download the Energy Checklist for 90.1-2019 for Alterations to Existing Buildings](#)  (610 KB)

### **First TI (For non-residential spaces that have never been occupied – treated as new construction, not alteration)**

For alterations within a non-residential suite, and never previously occupied: Alterations within a space not previously occupied are considered an extension of the original new construction and are to be treated like new construction. The scope of work must comply with the relevant sections within ASHRAE 90.1-2019 energy standard. First TI projects must complete and submit the following checklist at building permit application:

- [Download the Energy Checklist for 90.1-2019 for First TIs](#)  (630 KB)

## **STEP 3: Complete the energy checklist for your project.**

- i) Review the training videos provided below showing how to use excel and access the samples tabs and supporting documents.

## **Training Videos - January 2016**

Starting in January 2016, the City of Vancouver has provided training videos for applicants needing to complete the energy checklists for permit applications. Although the training videos use previous versions of forms, the training is applicable to all versions. The training videos are accessible via the following link:

- [Access the energy checklist Training Videos](#)

#### **STEP 4: Access and complete any applicable supporting documents for your project.**

- i) Review the training videos provided below showing how to use excel and access the samples tabs and supporting documents.

#### **ASHRAE Compliance Documentation (PDF and Excel)**

The following link takes you to the City of Vancouver energy webpage where you will be able to download all the relevant ASHRAE compliance documents listed within either Checklist. There is also an information sheet for each section as well as samples. Note that **Lighting** has the option of forms in either pdf or excel format. Follow the samples and tutorial videos. Remember to include existing hard wired lighting in your calculations. Lighting controls are a mandatory requirement.

- [Webpage for ASHRAE 90.1-2019 Compliance Documentation and Information Sheets](#)

#### **STEP 5: Permit Application and Energy Documentation Submission Process**

- i) Submit your completed energy documents per the instructions within the "Info, Intro and Instructions" tab of the Checklist.
- ii) Effective January 11, 2016, a set of completed energy documents is required at the building permit application stage. A completed energy package must include the following documents in hard copy format for permit application then, in digital format (excel, pdf) when dealing with the plan reviewer, and must reflect the project's scope of work;
  - i. The appropriate energy checklist (one of either First TI or Part 11 TI)
  - ii. The appropriate ASHRAE forms (Building Envelope, HVAC, SWH, and/or Lighting)
  - iii. If Lighting is part of the scope of work, include a reflected ceiling plan of the lighting layout.
- iii) When saving your documents in digital format for final submission, make sure you include the project address and permit number in the file's names, ex: "123 552W 10<sup>th</sup> - BP-2025-xxxxx - Checklist" and/or "123 552W 10<sup>th</sup> - BP-2025-xxxxx - Light"
- iv) Your entire set of documentation will be reviewed, and if accepted, a building permit will be issued. Documents requiring revisions are typically accepted by the reviewer directly via email however two sets of the finalized lighting layout drawings must be submitted in hard copy format.

#### **STEP 6 (CONTRACTORS): Access the ASHRAE 90.1-2019 Standard for purchase**

#### **ASHRAE 90.1-2019 Standard (and User's Manual) – effective September 15, 2025**

Energy requirements for non-commercial buildings and non-residential buildings (10.2.1.2. buildings) provided by Vancouver's Building Bylaw which references the ASHRAE 90.1-2019 standard.

For building industry individuals/firms requiring this referenced standard, the following link can be used to access the ASHRAE web page where the Standard and associated User's Manual may be purchased.

- [Access the ASHRAE Store to purchase 90.1-2019 Standard and User's Manual](#)