



**Application Requirements for  
Exemption from the Energy Step Code  
for Part 9 Townhouses and Apartments**

**No.: BUILDING-41  
Date: 2019-09-18**

**Purpose:**

To inform owners, applicants, designers and builders of building permit application requirements for exemption from the Energy Step Code, as allowed in the following:

Bulletin Building-39: *Building to the Energy Step Code:  
Part 9 Townhouses and Apartments*

**Background:**

On July 16, 2018, Richmond City Council adopted Bylaw 9769 that requires new buildings to be designed and constructed to the energy efficiency targets set in the BC Energy Step Code.

In September 2018, exemptions from the Step Code requirements were allowed for building permit applications submitted by December 31, 2019, if:

- A development permit has been issued prior to September 1, 2018; or
- A development permit application has been submitted to the City prior to July 16, 2018.

**Building Permit Application Requirements:**

In order to receive exemptions from the Energy Step Code, as outlined in Bulletin Building-39 referenced above, a complete building permit application package must be received by December 31, 2019. In order for the application to be deemed complete, it must contain all information necessary for verifying compliance with Part 10 of the BC Building Code. Such information includes, but may not be limited to, architectural drawings showing the envelope details and schedule of mechanical systems.

**City Contact:**

Should you have any questions or comments concerning this bulletin, please contact the City of Richmond's Building Approvals Department via the main City phone line 604-276-4000.