

Local governments should use this form to notify the Province and Energy Step Code Council when they have started or plan to initiate consultation with stakeholders on the potential application of the BC Energy Step Code in their communities. Please read the [online information about the notification process](#) before completing this form.

To provide industry with sufficient time to adjust to new energy-efficiency requirements, the Province and the Energy Step Code Council recommend the following transition timelines, as noted in the Energy Step Code [provincial policy guide](#) (sections 3.4.1 to 3.4.4):

- a) **Enforcement with no delay:** The transition of energy-efficiency requirements existing prior to December 2017, to an equivalent Step(s) in the BC Energy Step Code, may be enforced with no delay.
- b) **Three-month transition:** The expansion of an existing program(s) that is equivalent to a Step(s) in the BC Energy Step Code (item (a) in this list), to a new location within a community (e.g., a neighbourhood plan) or situation (e.g., rezoning), may be enforced no sooner than three months from the date this form is received by the Building and Safety Standards Branch.
- c) **Six-month transition:** New or expanded requirements for Lower Steps may be enforced no sooner than six months from the date this form is received by the Building and Safety Standards Branch.
- d) **Twelve-month transition:** New or expanded requirements for Higher Steps may be enforced no sooner than 12 months from the date this form is received by the Building and Safety Standards Branch.

The transition timelines start when the notification form has been received by the Building and Safety Standards Branch (the Branch will send an email to confirm receipt of the notification and the transition start date).

The information you provide will be summarized and shared with the Energy Step Code Council, to help support the successful implementation of the BC Energy Step Code. Summarized information from Sections 1, 3, 4 and 5 of the form will also be shared publicly.

**The information submitted here does not commit a local government or Authority  
Having Jurisdiction to any future action regarding the BC Energy Step Code.**

<b>1. Local Government</b>	
<i>Which BC local government or other authority having jurisdiction are you reporting on behalf of?</i>	
Which regional district is your community in?	
<b>2. Contact Information</b>	
<i>Please provide contact information for the person completing this notification.</i>	
First Name	Last Name
Job Title	
Municipality (if different from the local government)	
Telephone	
Email Address	

<b>3. Initial or Revised Notification of Consultation on the BC Energy Step Code</b> Please indicate if this is an initial notification of your consultation on the BC Energy Step Code, or a revised notification based on a change in requirements. If this is a revised notification, note that the transition timelines referred to above restart.		
<input type="checkbox"/> Initial Notification <input type="checkbox"/> Revised Notification		
<b>4. Consultation</b> Please indicate the Step(s) you expect to consult on for each building type and whether you are considering a community-wide or other type of application (e.g., builder incentives, or a neighbourhood requirement).		
Part 9: Houses and Small Buildings	<b>Community-Wide Application</b>	<b>Other Application</b>
	<input type="checkbox"/> Lower Steps (1, 2 or 3)	<input type="checkbox"/> Lower Steps (1, 2 or 3)
		<input type="checkbox"/> Higher Steps (4 or 5)
Part 3: Large and Complex Residential Buildings (Wood Construction)	<b>Community-Wide Application</b>	<b>Other Application</b>
	<input type="checkbox"/> Lower Steps (1, 2 or 3)	<input type="checkbox"/> Lower Steps (1, 2 or 3)
		<input type="checkbox"/> Higher Step (4)
Part 3: Large and Complex Residential Buildings	<b>Community-Wide Application</b>	<b>Other Application</b>
	<input type="checkbox"/> Lower Steps (1 or 2)	<input type="checkbox"/> Lower Steps (1 or 2)
		<input type="checkbox"/> Higher Steps (3 or 4)
Part 3: Large and Complex Office and Mercantile Buildings	<b>Community-Wide Application</b>	<b>Other Application</b>
	<input type="checkbox"/> Lower Steps (1 or 2)	<input type="checkbox"/> Lower Steps (1 or 2)
		<input type="checkbox"/> Higher Step (3)
<b>5. Transitioning, Expanding, or New Requirements</b> Please indicate if you are consulting on new energy-efficiency programs for buildings, or consulting about transitioning an existing program or expanding an existing program to an equivalent Step(s) of the BC Energy Step Code. Check all that apply.		
<input type="checkbox"/> Transitioning an existing energy-efficiency program(s) to an equivalent Step(s) of the BC Energy Step Code <input type="checkbox"/> Expanding an existing energy-efficiency program(s) to an equivalent Step(s) of the BC Energy Step Code <input type="checkbox"/> Introducing a new energy-efficiency program(s) or going to a higher Step		
<b>6. Notification Submission</b> Please ensure only one submission is received from your community.		
<input type="checkbox"/> I have conferred with my colleagues to ensure this will be our only submission at this time.		

Please email this form to the Building and Safety Standards Branch of the Ministry of Municipal Affairs and Housing.

Email address: [building.safety@gov.bc.ca](mailto:building.safety@gov.bc.ca)

Subject line: Notice of Consultation on the BC Energy Step Code

Administrative Intake – Building and Safety Standards Branch Internal Use Only	
Receiver	Date Received
Administrator	Date Completed