

Building Certification Process

The Development will be assessed against the criteria set out on <http://www.passiv.de>, the PHPP manual, the [PHI Building Certification Guide](#), and in the *Certification Requirements* subfolder of the *PH Certification Submission Folder Structure* (the “Folder Structure”), described below. Note that the certification criteria on www.passiv.de take precedence over all other documents.

1. Design Stage Review

A Design Stage Review (the “DSR”) of the Development will be undertaken to identify any issues that put the Development at risk of failing certification. The Client may choose when the DSR is undertaken. However, it is recommended that this take place before the detailed specifications (windows, insulation levels, HVAC systems, etc.) are fixed. This allows necessary modifications to be adopted at minimal costs.

Good to Know

For large projects, it is highly beneficial to break the DSR up into multiple stages to ensure the project is on track as it progresses through design, rather than later in the process when making changes is costly and can disrupt timelines. This helps reduce project costs as well as the time required by us to complete each review.

We highly recommend a three stage DSR:

- a. Stage 1 at 50% Schematic Development completion**
- b. Stage 2 between 75% and 95% Design Development completion**
- c. Stage 3 between 50% and 95% Construction Drawing completion**

Upon receipt of the required documentation, the Consultant will undertake an initial review. Feedback will be provided where information is missing or incomplete. The Client has the opportunity to submit this information. Once this is received, the full DSR stage will be undertaken.

If the project successfully meets all the PH design requirements after the Construction Drawing DSR, a Design Stage Assurance letter will be issued (if requested).

If the Development does not meet all of the requirements, a short report highlighting the issues will be issued. Once the issues are addressed, the project team has the opportunity to resubmit the project for further review.

2. Post Construction Assessment

The Post Construction Assessment (the “PCA”) will review the outstanding items (e.g. blower door test, ventilation commissioning etc).

If the entire Development successfully meets all the certification requirements, the Consultant will submit the Development certification documentation to the Passive House Institute. The Passive House Institute will undertake a review of the documentation and, if satisfied, issue a Passive House certificate ID. The Consultant will then issue the Passive House certificate(s), complete with

certificate ID(s), and the certification booklet to you. This certificate confirms that the Development has achieved the Passive House standard. The Development will also be entered into its international database of certified projects.

If the entire Development does not successfully meet all the certification requirements, a short report will be issued highlighting the shortcomings. An opportunity to resubmit the Development documentation, with the shortcomings fully addressed, is possible.

3. Receivables

All documentation must be submitted in the file folder structure *PH Certification Submission Folder Structure*, according to the instructions in *Submission Instructions and Record – 6.0.xls*. A shared Dropbox folder will be created with the file folder structure for this purpose. The folder will also contain:

- a) The file *Submission Instructions and Record – 6.0.xls*
- b) Files describing the certification requirements
- c) Example documents demonstrating the level of detail required for drawings, reports etc and how measurements should be taken and recorded
- d) Templates for recording measurements and product information, declaration letters

Please read through these documents carefully to ensure you understand the requirements. Failure to do so may delay the assessment, increase the fee, or put certification at risk.

Please note the following points:

- only information that is submitted can be assessed. The accuracy and completeness of the information provided is the sole responsibility of the Client.
- The Consultant reserves the right to request further information to demonstrate compliance as and when required. Where the amount of information required is significant, a resubmission may be required, which may incur an additional fee.
- certification can be rescinded at any time should evidence become available that demonstrates that the information that has been provided is inaccurate.
- The Client must provide the Consultant with 3 weeks advance notice of when the DSR submission package will be submitted for review. Each week of delay may delay completion of the DSR by a week.
- The Client should allow a minimum of 1 month in the project schedule for the DSR to be completed. However, from experience, this process can take up to 3-4 months, depending on the issues that arise.

4. WORK PLAN

The following table outlines the distribution of work and responsibilities for the project

Task	PeelPHC Work and Responsibilities	Other Parties Involved
Kick off workshop	Attend the kick off workshop and conduct a high-level review of project design and preliminary PHPP	Design team including architect, mechanical engineer, building

		envelope specialist, Passive House consultant and client
Ongoing consultation with the design team	Provide advice to the design team through design and construction when requested by the project Passive House Consultant.	Design team including architect, mechanical engineer, building envelope specialist, Passive House consultant and client
DSR submission package	Review DSR submission package and provide feedback to Passive House Consultant	Passive House Consultant
Design stage assurance letter	Produce Design Stage Assurance Letter for Building Permit Submission indicating whether or not the design appears to meet the Passive House standard.	Passive House Consultant
Passive house verification plan	Review Passive House Verification Plan requested by City of Vancouver and completed by Passive House Consultant for Building Permit Submission. Produce approval letter for Passive House Verification Plan.	Passive House Consultant
Final certification package	Provide letter confirming final PHPP and documentation received and target date for certification. Review final certification package and provide feedback	Passive House Consultant
Passivhaus Institute certificate	Provide Passivhaus Institute Certificate upon completion of project	Passivhaus Institute