



## Disclaimer

*This is a reference guide for your convenience while preparing for your project. Please discuss your retrofit plans with Town staff for exact requirements, as the guidelines below are subject to change.*

## Key Steps when Seeking Your Permit(s)

### Before Completing Permit Applications

- Review rebate opportunities: Some funding programs require rebate applications be approved before retrofits begin
- Are you in a Development Permit Area? *If yes*, see “*Get a Development Permit*” below
  - Check the Official Community Plan
- What are the zoning requirements for your property?
- Does the proposed location for your heat pump comply with Sidney’s setback requirements? *If no*, see “*Get a Development Variance Permit*” below
  - A heat pump cannot be closer than 3m to any lot line
  - See the Zoning Bylaw for additional zoning requirements (e.g. setbacks required for your property’s zone)
- Do you live in a strata?
  - If yes, you will need strata approval and submit a Strata Approval Letter with your application(s)

### Apply for a Building Permit

- Are you putting in a ductless heat pump or a ducted heat pump?
  - Ductless: talk to the Building Official
  - Ducted: See below

#### *Building Permit Requirements*

- Completed Building Permit application form
- Proposed system specifications
- TECA Mechanical Ventilation Checklist
- Two hard copies of a site plan
  - + Digital copies of all plans submitted
- Title search
  - Must have been obtained within 14 days before application submitted
- Pay application fee: variable depending on project cost – See Building Bylaw 2016



# Heat Pump Permitting Guide Continued

## Apply for a Development Permit (if needed)

- Check in with Town staff
- Determine if a variance is needed
  - *If yes, see "Apply for a Variance Permit" below*

### *Development Permit Requirements*

- Completed Development Permit application form
- Site plan
  - show setbacks and screening
- Elevation plans
  - show screening
- Title search
  - Must have been obtained within 14 days before application submitted
- Pay application fee: See [Fee Schedule](#) (\$150 as of Aug 2022)

## Apply for a Variance Permit (if needed)

- Check in with Town staff
- If a Development Permit is also needed, then these two applications are submitted together

### *Development Variance Permit Requirements*

- Letter of rationale for variance
- Pay fee for application: See [Fee Schedule](#) (\$250 as of Aug 2022)

\* *Please note: all applications will take time to review, process, and approve* \*

## Zoning Bylaw Excerpt (for reference)

### Section 5.1.12 Heat Pumps

- a. When placed at grade or wall mounted, heat pumps and central air conditioning units shall:
  - i. Only be located in the rear yard or interior side yard
  - ii. Not be closer than 3 meters from any lot line
- b. Heat pumps located on the roof of a building shall
  - i. Be screened from view of adjacent properties and the street by the roof structure or parapet walls

