

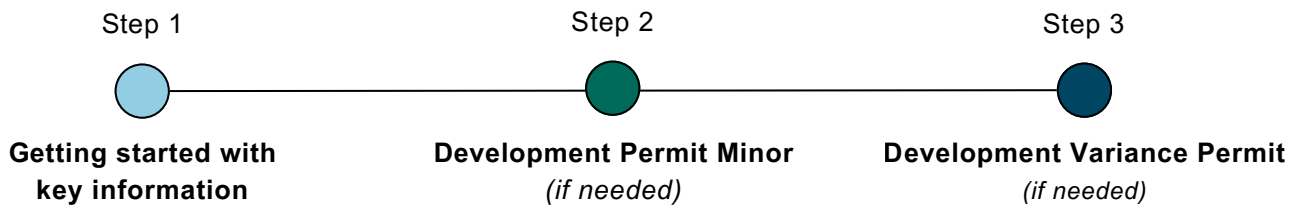


# HEAT PUMP PERMITTING GUIDE

## Disclaimer

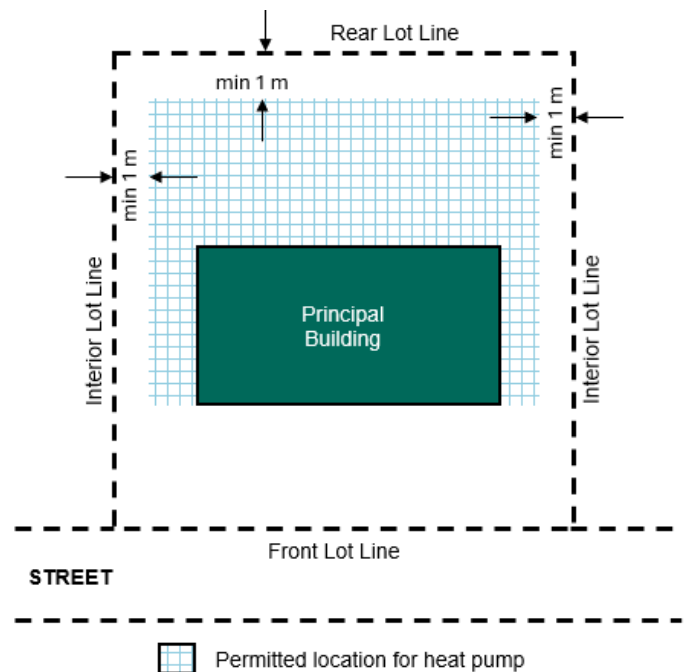
*This is a reference guide for your convenience while preparing for your project. Please discuss your retrofit plans with the Development Services Department for exact requirements, as the information below is subject to change.*

## KEY STEPS WHEN SEEKING YOUR PERMIT(S)



### Step 1: Getting started with key information

- ☐ **Review Rebate Opportunities**  
Some funding programs require rebate applications to be approved before retrofits begin
- ☐ **Determine if you are in a Development Permit Area**  
Check the [Official Community Plan Map](#) that indicates the Development Permit Areas  
If yes, you'll need a Development Permit Minor (follow Step 2)
- ☐ **Determine if the proposed location for heat pump complies with Sidney's zoning requirements (see diagram here and zoning bylaw excerpt on page 2)**  
(should not be located in front yard or exterior yard or be closer than 1 meter from any lot line, and must be screened similar to the example in the image)  
If no, consider a different location or apply for a Development Variance Permit (follow Step 3)
- ☐ **Determine if the model of the heat pump complies with Noise Bylaw No. 1689**  
Maximum noise levels: 55 dBA from 7:00 am to 10:00 pm daily; and 45 dBA from 10:00 pm to 7:00 am daily
- ☐ **Do you live in a Strata?**  
If yes, you'll need a strata approval and submit a Strata Approval Letter with your application(s)



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## Step 2: Applying for a Development Permit Minor (if needed)

### DEVELOPMENT PERMIT MINOR REQUIREMENTS

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Completed Development Permit Minor Application <u>form</u></b>                               | <input type="checkbox"/> <b>Title Search</b><br>Must have been obtained within 14 days before the application is submitted |
| <input type="checkbox"/> <b>Site Plans</b><br>Showing location of the heat pump, required setbacks and screening details | <input type="checkbox"/> <b>Application Fee</b><br>See Fee Schedule (\$150)  |
| <input type="checkbox"/> <b>Elevation Plans</b><br>Showing screening details including materials and colour              | <input type="checkbox"/> <b>Strata Approval Letter (if applicable)</b>   |

## Step 3: Applying for a Development Variance Permit (if needed)

### DEVELOPMENT VARIANCE PERMIT REQUIREMENTS

- ☐ **Completed Development Variance Permit Application form**
- ☐ **Site Plan**  
Showing location of the heat pump, required setbacks, screening details and variance being requested
- ☐ **Title Search**  
Must have been obtained within 14 days before the application is submitted
- ☐ **Elevation Plans**  
Showing screening details including materials and colour
- ☐ **Letter of rationale**  
Letter addressed to Mayor & Council explaining rationale for variance
- ☐ **Application Fee**  
See Fee Schedule (\$250)
- ☐ **Strata Approval Letter (if applicable)**

#### IMPORTANT NOTE

If Development Permit Minor and Development Variance Permit are both needed, then the two applications can be submitted together. **Check in with the Development Services Department** before applying.

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

### ZONING BYLAW EXCERPT (for reference)

#### Section 5.1.12 Heat Pumps

a. When placed at grade or when wall- or balcony- mounted, heat pumps and central air conditioning units shall:

- i. Not be located in a front yard or exterior side yard; and,
- ii. Not be closer than **1 metre** from any lot line

b. Heat pumps must be screened as per Section 6.2.h:

*Where required to be screened, mechanical equipment, including heat pumps, shall be screened with a year-round opaque visual barrier.*

(Pages 55 and 75 of Zoning Bylaw No. 2275).

#### Contact Development Services Department

##### By Email:

[developmentservices@sidney.ca](mailto:developmentservices@sidney.ca)

By Phone: 250-656-1725

In Person: 2440 Sidney Ave,  
Sidney BC V8L 1Y7

(Monday to Friday 8:30 am –  
4:00 pm excluding statutory  
holidays)