



Process for Building Connection

RIVER DISTRICT ENERGY

Table 1

Building Development Phase	Developer's Responsibility	Purpose / RDE's Responsibility	Timing
1.1) Preliminary Design / Planning	Submission to service@rdenergy.ca : <ul style="list-style-type: none"> <input type="checkbox"/> Site plan and preliminary architectural plans showing location of proposed RDE equipment 	General review of preliminary building program as well as proposed location and size of DEU equipment space Deliverables: <ul style="list-style-type: none"> <input type="checkbox"/> Advice on building-specific design considerations 	<u>Allow 2 weeks</u> for review
1.2) Development Permit (DP)	Submission of: <ul style="list-style-type: none"> <input type="checkbox"/> DP application submission drawings <input type="checkbox"/> "Prior-to" issued drawings 	General review – formal confirmation of final DEU location and size Deliverables: <ul style="list-style-type: none"> <input type="checkbox"/> RDE Letter confirming size and location of DEU space (City requires as a condition of DP issuance) 	<u>Allow 2 weeks</u> for each review
1.3) Working Drawings / Building Permit (BP)	Submission of: <ul style="list-style-type: none"> <input type="checkbox"/> 50% A, M, E drawings <input type="checkbox"/> Mechanical specifications: Attachment A 	Technical review – Final coordination Deliverables: <ul style="list-style-type: none"> <input type="checkbox"/> Peer review memo, stating comments and conditions of building design and details 	<u>Allow 3 weeks</u> for each iteration of review (# of iterations dependent on response sufficiency)
1.4) BP (leading up to)	<ul style="list-style-type: none"> <input type="checkbox"/> New Service Application (NSA – Form 1) 	<ul style="list-style-type: none"> <input type="checkbox"/> RDE Letter confirming BP drawings meet RDE requirements (City requires as a condition of BP issuance) 	<u>Allow 2 weeks</u> to process BP Letter (technical review process must complete prior to requesting BP letter)
1.5) Construction	Submission of: <ul style="list-style-type: none"> <input type="checkbox"/> Commissioning (approx.) date <input type="checkbox"/> Equipment Change Request: Attachment B (if applicable) <input type="checkbox"/> Energization Request: Attachment C 	Deliverables: <ul style="list-style-type: none"> <input type="checkbox"/> Confirmation of approx. commissioning date <input type="checkbox"/> Approval of equipment changes (if applicable) <input type="checkbox"/> Confirmation of Energization date 	Submit approx. commissioning date at least <u>9 months in advance</u> Submit Energization Request at <u>least 3 weeks</u> before desired energization date Allow 3 weeks for equipment changes reviews
1.6) Occupancy (leading up to)	Submission of: <ul style="list-style-type: none"> <input type="checkbox"/> Draft SRW plans for DEU equipment access <input type="checkbox"/> Latest set of Arch & Mech drawings <input checked="" type="checkbox"/> Professional Attestation Form Attachment D <input type="checkbox"/> Transfer Service Form (TSA – Form 2) 	Deliverables: <ul style="list-style-type: none"> <input type="checkbox"/> RDE Letter confirming SRW registered and building built and as per RDE requirements (City requires as a condition of OP issuance) 	<u>Allow 3 weeks</u> for each iteration of review (# of iterations dependent on response sufficiency)

□ **Attachment A**

Building Side System Design Summary: Submit this form as soon as 50% Arch, Mech and Elec drawings are available.

Basic Building Information		
Customer Building Name:		
Address:		
Heated Building Area [in sq. metres]:	Residential: Commercial: Amenities: Parkade:	
Number of suites	Residential: Commercial:	
Building Side Mechanical Statistics	Space Heating	Domestic Hot Water
Design Supply Temperature (°C)		
Design Return Temperature (°C)		
Design Pressure		
Peak Thermal Demand (kW)	Residential:	Residential:
	Commercial:	Commercial:
	Other:	Other:

Thermal Energy Expected (kWh/m ²)	Residential:	Residential:
	Commercial:	Commercial:
	Other:	Other:

Attachment B

Equipment Change Review: Submit this form if relevant equipment approved in the Peer Review process is changing. RDE reserves its right to reject changes that might materially affect the district energy system's performance.

This form should be submitted for proposed changes to **any** of the following. Check the relevant items to be considered for changes:

- Overall System Configuration (Mechanical Schematic) including changes in control strategy, pumping, and piping.
- Building domestic hot water or space heating Pumps
- Terminal Units (Fan-coils, heat pumps, AHUs, etc. identify changes in unit type, or design temperatures or pressures)
- DHW Storage Tanks (addition or deletion, modification of connections, change in size)
- Other: _____ - This includes any other changes from the information reviewed and accepted in the peer review.

Description of change:

Attach to this form the following:

1. Revised system schematics
2. Equipment specification/selection

□ Attachment C

Energization Request: Submit this Checklist to request energization.

Energization Checklist	PM Initial	Comments
Supply of one dedicated 15 amp 120V, 60 Hz, single-phase electrical service from local panel (c/w lockable breaker switch) inside the ETS room has been provided.		
All building side pipework, valves, strainers, hangers, supports and pumps are correctly installed and complete.		
Pressure tests have been carried out and results recorded.		
Cleaning and flushing completed and letters of completion shared with RDE. (Attach to energization request)		
Space heating and domestic hot water systems are signed off for start-up by Engineer. (Attach sign off to energization request)		
Space heating and domestic hot water systems are full of water and ready for start-up.		
Pumps are ready for operation.		
Terminal heating units are ready to accept heat.		

Request to Energize **the week of*** _____ (dd-mm-yyyy).

Per Project Manager or Authorized signatory:

_____ (Signature)

_____ (Name, Title)

_____ (Date)

***Note:** Submit this form at least 3 weeks prior to desired energization date.

□ Attachment D

Professional Assurance Letter: Submit this document prior to Occupancy Letter Request

Compatibility Checklist	Eng. Initial	Comments
Heating system is fully hydronic.		
Heating loads are 100% served by hydronic system.		
Is there any gas-fired or electric heat generation equipment installed within building.		
Does the thermal energy provided by this equipment represent less than 1% of the building total thermal energy.		
Types of heating terminal units align with those reviewed in the peer review or have been submitted and approved via an equipment change review.		Describe types of terminal units:
Space provided for Energy Transfer Station is as per the peer review.		Outline location and sq. meters:
Heating system is compatible with district energy supply/return temperatures (Max 70°C supply and max 50°C return).		
Heating system is designed to minimize return temperatures.		
DHW configuration aligns with the peer review or an approved equipment change request.		DHW configured as: _____ Choose from instantaneous, semi-instantaneous, or charging.
Heating system is designed for fully variable flow with 2-way control.		
Heating system is designed with outdoor air temperature reset strategy that is approved by RDE. Describe reset curve temperatures under comments.		

Certification:

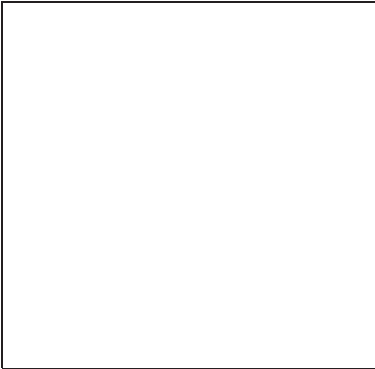
I certify that I am a registered professional as defined in the BC Building Code.

Registered Professional of Record's Name (Print)

Address

Phone No.

Date



Professional's Seal,
Signature & Date

DE Utility review by: _____

Date: _____



E-mail application to: service@rdenergy.ca

or mail to:
Suite 910, 1055 Dunsmuir St
Vancouver, BC
V7X 1L3

River District Energy - New Service Application (NSA)

Development Information

Applicant Legal Name (Company name)

Contact name

Contact e-mail address

Contact phone number

Estimated construction completion date (mm-yyyy)

Service Address

Building Use type (check both if applicable)

- Residential
 Commercial

Billing information

Billing Address (if different from Service address)

Attention to (if different than Contact name)

Email address

Phone number

Invoice distribution

- E-mail
 Mail

Attachment:

- Copy of City Issued Development Permit

I have read the attached Tariff as approved by the BC Utilities Commission and understand and agree to the terms contained in it.

Applicant Authorized Signatory

Print name and Title

Application Date (mm-dd-yyyy)



E-mail this form to: service@rdenergy.ca

or mail to:
Suite 910, 1055 Dunsmuir St
Vancouver, BC
V7X 1L3

River District Energy - Transfer Service Application (TSA)

Service address

Transfer applicant name (Strata legal name)

Applicant mailing address

Contact name

Contact e-mail address

Contact phone number

Billing information

Billing Address (if different from applicant mailing address)

Attention to (if different than Contact name)

Email address

Phone number

Invoice distribution

E-mail

Mail

Transfer effective date (dd-mm-yyyy)*

* Where effective dates are other than the first of the month, initial invoice may be prorated per day

I have read the attached Tariff as approved by the BC Utilities Commission and understand and agree to the terms contained in it.

Applicant Authorized Signatory

Print name and Title

Application Date (mm-dd-yyyy)