



Downtown Perth Community Improvement Plan Building Code Compliance and Energy Efficiency Retrofit Program Program Guide

The intent of the Downtown Perth Community Improvement Plan (CIP) – Building Code Compliance and Energy Efficiency Retrofit Program is to provide a financial incentive in the form of an interest-free loan to assist property owners to improve the safety and efficiency of existing commercial and mixed-use (commercial/residential) buildings located within the Community Improvement Plan area. The program applies to upgrades for structural, electrical, or other utilities for the purpose of complying with the *Ontario Building Code* or improving the energy efficiency of a building or unit or works done to make buildings accessible under the Accessibility for Ontarians with Disabilities Act (AODA).

Who can apply?

Owners of commercial and/or mixed use properties located within the designated Community Improvement Area may apply.

In the event that the applicant is a multiple property owner project funding will be limited to two (2) projects annually*.

** Should there be unallocated funds after September 30th those individuals who own multiple properties will be considered on a first come, first-served basis until such a time that all funds have been allocated.*

How does the program work?

The program is structured as an interest-free loan program where the Town will provide a loan to the applicant equal to 50% of the average construction cost to a maximum of \$20,000 per unit for works related to *Ontario Building Code* upgrades or for works related to energy efficiency improvements.

What kind of work is eligible for a loan?

Except where rendered ineligible as per the notes below the following works will be supported under this program:

- Building upgrades for works related to the health and safety of the building that requires work to bring the building or unit into compliance with the current *Ontario Building Code*;
- Replacement of existing heating systems with *ENERGY STAR*® systems;
- Replacement of central air-conditioning systems with *ENERGY STAR*® units or systems;
- Replacement of existing hot water systems with recognized energy efficient systems;
- Insulation upgrade to attics, exterior walls, exposed floors, basements and crawl spaces;
- Replacement of doors, windows and skylights with *ENERGY STAR*® models or an approved restoration using heritage material;
- Implementation of a green roof, which will mean a roofing system that is partially (at least 20% of the roof area) or completely covered with vegetation in order to absorb rainwater and to provide insulation;
- Installation of small-scale renewable energy generation systems which are not subject to approval under the *Green Energy Act*, as determined by the Ministry of Energy; and
- Other similar repairs/improvements as may be approved, at the discretion of the Town in consultation with the Implementation Advisory Panel.

What kind of work is ineligible?

- With regard to an application for a loan for energy efficiency improvements, the Applicant will be required to demonstrate that the improvement results in a significant improvement to the energy efficiency of the building or unit. A significant improvement to the energy efficiency of the building or unit is defined by Energy Star ratings as a savings of 20% or more in utility costs or a reduction in drafts from the outside environment.
- Proposed façade improvements to front, rear or side walls must maintain any existing heritage or architecturally significant characteristics by retaining, restoring or matching: glass, wood, stone or brick elements; i.e., materials used shall be consistent in type and form with existing materials, and the use of synthetic components, except where they are already in use will generally not qualify for assistance.

Loans are provided on a one-time basis to each eligible applicant for each approved project.

All alterations/improvements made to buildings shall be pursuant to all applicable permits and constructed in accordance to the *Ontario Building*

Code, Ontario Heritage Act and all applicable zoning requirements and planning approvals.

What conditions must be met to be eligible for a loan?

- Projects must be within the dedicated Downtown Perth Community Improvement Area (see attached map);
- Applications must be submitted on the official application form;
- The property shall be improved in such a manner that the improvement does not compromise the reasons for heritage designations or pre-existing heritage features;
- The applicant will be required to submit three cost estimates from a bona fide contractor for the upgrade or retrofit to be completed;
- The applicant may be required to submit professional architectural/design drawings which shall be in conformity to the issued urban design guidelines, *Ontario Building Code*, heritage design guidelines, and sign by-laws where applicable;
- The applicant may be required to submit other supporting documents as specified;
- Construction must be completed within one (1) calendar year of the date of the approval of the loan. If the work is not completed within one (1) calendar year the loan will be cancelled.

How do I apply for a loan?

- Arrange a pre-application meeting with staff in order to determine program eligibility, proposed scope of work and, project timing etc.;
- If authorized to apply for a loan, complete an application form and ensure that your application includes all of the required documents.

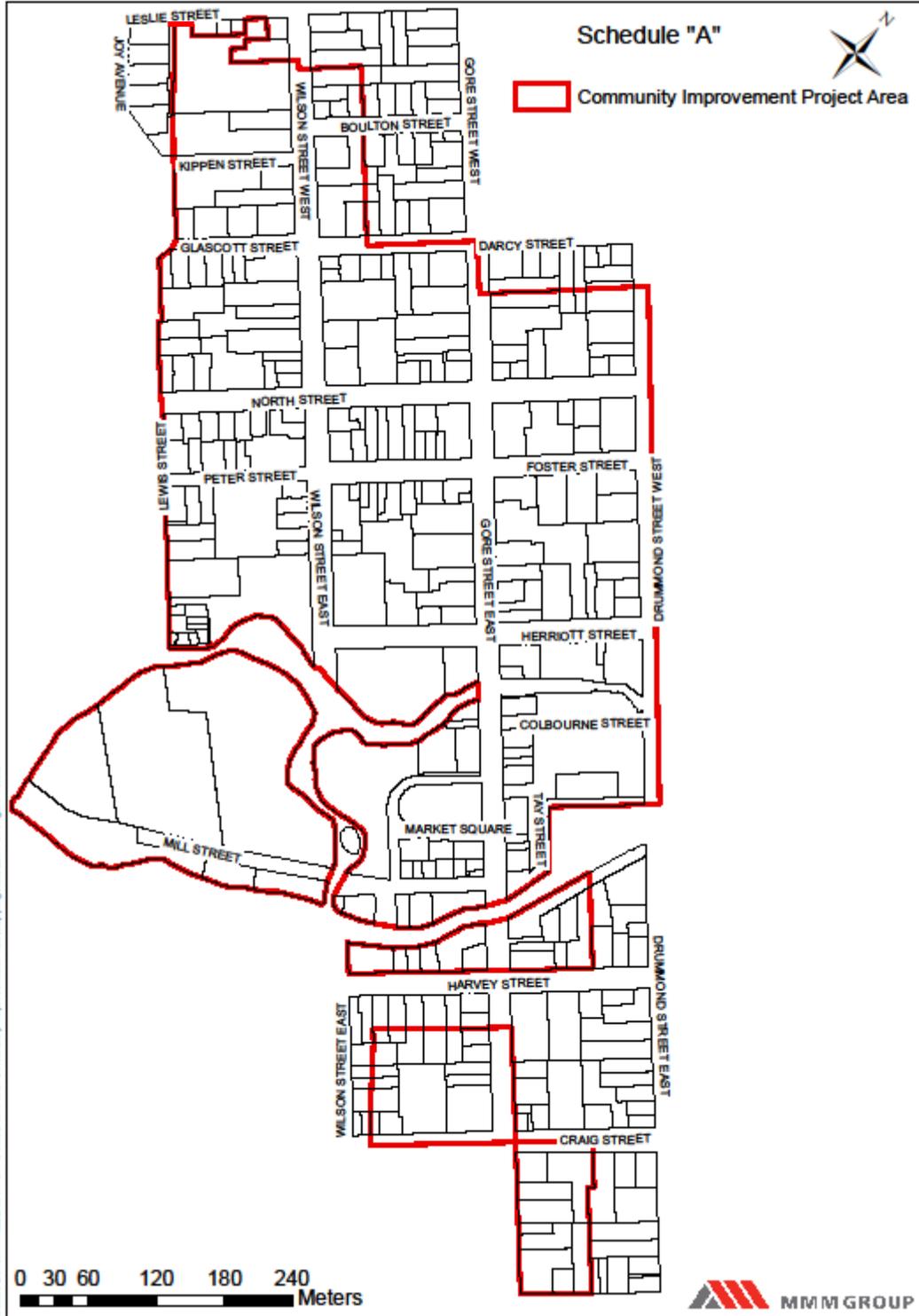
What happens next?

- Applications and supporting documentations are reviewed by staff and the CIP Implementation Advisory Panel;
- Staff or the Panel may request clarification or additional supporting documentation;
- The applicant shall permit the Town to conduct a basic search against the property and owner at the time of application to determine the risk level associated with the loaned money, and to ensure legal ownership and legal description such that the required document(s) can be registered on title if needed;
- Staff will conduct an initial site visit(s) and inspect the property if necessary;
- The CIP Implementation Advisory Panel will review, process, and approve, under delegated authority, all applications for construction cost

- equal to or less than \$20,000 per unit for building code compliance and energy efficiency retrofit upgrades in accordance with the eligibility requirements of the CIP and the terms and conditions of the *Ontario Building Code* compliance and Energy Efficiency Retrofit Program;
- If the application is approved by the Implementation Advisory Panel a Loan Agreement is then executed and a copy of the agreement is returned to the applicant;
 - Construction of the approved works may now commence, subject to the issuance of all applicable permits;
 - Contact the Director of Community Services or the Economic Development Coordinator toward work completion;
 - The timing and conditions of repayment of the loan will be negotiated between the applicant and the Town. In general, repayment will begin upon the completion of the project;
 - Upon completion of works, Town staff will conduct a final site visit and inspection (as necessary) to ensure compliance with the Loan Agreement and any permits pursuant to the *Ontario Heritage Act*;
 - Submit to the Town, copies of paid invoices and “after” pictures of the completed works;
 - Upon review and approval of all the submitted documentation, the Town will release the applicant from the loan agreement.

For further information on this program, please contact:

Economic Development Coordinator – Town of Perth
613-267-3311 ext. 2240
ecdev@perth.ca



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