

## Building for Change

### Procedure Guidelines

#### Step 1

##### Registration

Register your house with the EnerGuide for New Houses Program. To do this you must fill out the home enrolment application which can be found on the internet at [www.nshba.ns.ca](http://www.nshba.ns.ca), or can be picked up at the NSHBA office. All information must be completed on the form in order to begin the process. **Failure to provide all details will result in longer turnaround times.**

**The EnerGuide for New Houses enrolment fee is \$250.00 + HST. Full payment must accompany the home enrolment application before the design evaluation begins. Please make cheque payable to the Nova Scotia Home Builders' Association. Visa and Mastercard accepted.**

When the application and plans are being dropped off at the NSHBA office, we recommend you sign a rebate form to be eligible for possible rebates and incentives after the file is complete.

#### Step 2

##### Set-up

Once the enrolment and payment have been received, a file will be set up and forwarded to one of the energy advisors. They will perform a design evaluation using the information and house plans you provide.

#### Step 3

##### Evaluation

You will be contacted for pick up or sent the design evaluation summary via fax or email. This sheet will show the options you could choose to obtain an EnerGuide rating of 80 and 83 for your home and estimates of your energy consumption.

#### Step 4

##### Decision

You need to decide on which option or combination of options you will use in constructing your new house. Think about this decision carefully and consider time the potential benefits of constructing a more energy efficient house. Once this decision is made construction can begin.

#### Step 5

##### Testing

Once your home is nearing completion, call to set up your air-tightness test and final inspection. Phone one to two weeks in advance to allow for scheduling. You will need to set the appointment for the week you are planning to move in, or shortly thereafter. Everything must be completed and ready for occupancy. Also, the heating system and heat recovery ventilator must be installed.

**Please ask your heating installer to clearly mark your heating system with the model number and rated output as this information is required for the final inspection.**

#### Step 6

##### Post-Inspection

After the final inspection and air-tightness test, your energy advisor will perform the final computer simulation of your house. This will determine the final EnerGuide for New Houses rating your house will receive. A report will be generated along with your EnerGuide for New Houses label, which will be mailed to your address. Please allow three to four weeks for processing.

#### Step 7

##### Final Stage

When you receive your package in the mail, place your EnerGuide for New Houses label on your electrical panel. Enjoy your new energy efficient house and the better environment you helped create.