



Planning & Building Safety Department  
638 – Princess Ave. Brandon, MB. R7A 0P3  
T: 204.729.2110 F: 204.728.2406  
[www.brandon.ca](http://www.brandon.ca)

March. 2, 2015

To whom it may concern:

As of March 9, 2015 our office will only be accepting the new Ventilation Form (See attached). The new Ventilation form is to be submitted as a part of the building permit documentation. All portions to be filled out by the Applicant or Contractor, including the section for Ventilation Performance. The information required for the Ventilation Performance on each specific HRV can be found at <http://www.hvi.org/proddirectory/CPD%20Files/Sec3.pdf>.

In addition to the ventilation form, when the heating system being installed is identified as either Hydronic or Geothermal systems a signed letter of certification shall be submitted at the end of the project prior to Final Occupancy. By the installing contractor. (This is identified on the new ventilation form) Please see our Departments Standard Operating Procedures located at <http://www.brandon.ca/>

For any questions or further clarification, please refer to the attached documentation or contact our office between the hours of 8:30am-5pm Monday through Friday at 204.729.2122.

Regards,

A handwritten signature in black ink, appearing to read "Josh Cory".

**Josh Cory**  
*Plumbing/Building Inspector*  
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