

## Optional Preliminary Meeting(s)

- CP to determine if consultation is required with the City in order to discuss interpretation, code, equivalency and/or process issues.
  - CP to contact our PCB Building Assistant at 604-873-7406 to set up the preliminary meeting(s). PCB Engineer will be assigned prior to the meeting. PCB Engineer should be present at the meeting.
- Note:** CP may request a preliminary meeting prior to or after opening an application file with Addressing. PF may be present at the meeting. Interpretations may also be obtained at the following url: [http://app.vancouver.ca/CipForm\\_Net/Default.aspx](http://app.vancouver.ca/CipForm_Net/Default.aspx)

## Addressing

CP starts the application process by taking 1 set of Architectural drawings (preferred size 11"x17") to Addressing in the EC. Drawings to indicate proposed address, # of suites and suite numbers. Addressing will assign a BU/DB number along with the appropriate address and open an application file for City staff data entry and the CP's reference.

## Drawing Distribution and Clearances

CP has the following options for drawing distribution and clearances:

- CP elects to distribute drawings and documentation to the applicable review groups and obtains clearances. (in part or for all required clearances)
- CP elects to have PCB Engineer distribute drawings and documentation to the applicable review groups.
- CP may contact PF to assist with departmental clearances.

**Note:** CP is responsible for obtaining all clearances. PCB Engineer will inform CP as to status of clearances.

- PCB Engineer will provide both review and clearance for Building and Fire.

## Code Compliance and Application Meeting

- Contact PCB Engineer directly if assigned during preliminary meeting. CP to contact PCB clerk at 604-873-7406 to schedule the meeting and assign a PCB Engineer if applicable.
- CP application must include the drawings and documentation as per the CP application submission list for either the full or optional staged construction process.
- PCB Engineer will review code compliance drawings and documentation with the CP for application acceptance. If acceptable, PCB Engineer will process the fees, distribute drawings if applicable (CP and PCB Engineer will jointly identify the required department and activity review groups and clearances and determine drawing distribution where and if applicable), make application data entries and further liaise with the CP for permit issuance. CP and PCB Engineer will determine and agree upon number of stages if applicable. PCB Engineer will list outstanding issues.
- If the application is found to be unacceptable (irresolvable code and documentation deficiencies in consultation with the PCB Manager) then the CP will be required to resubmit. Should the resubmission be unsuccessful, then the application will be converted to a NCP.

## Follow Up

- PCB Engineer will document the Code Compliance meeting and provide the CP and DOMINO with a list of all outstanding items to be addressed prior to permit issuance.
- CP to address all outstanding items identified by the PCB Engineer and submit solutions to the PCB Engineer for review.
- CP works with PCB Engineer to verify all required clearances for the full or staged permit.

## Acronyms:

CP - Certified Professional  
 NCP - Non Certified Professional  
 PCB - Processing Centre - Building Branch  
 PF - Project Facilitator  
 DOMINO - Electronic Document File  
 BU/DB - Prefix for Building and for Development and Building Applications and Permit Numbers  
 EC - Enquiry Centre

## Permit and First Staged Authorization Issuance

Once required outstanding issues and clearances for the full or staged application are in place, the PCB Engineer will finalize the application and endeavour to process within 6 working days of the last clearance and release the staged authorization or issue permit for full construction.

## Subsequent Staged Authorization Process

- CP to submit all required documentation in accordance with Schedules
- CP to advise PCB Engineer when the subsequent stage is required on site.
- PCB Engineer to determine all outstanding items required for the particular permit stage
- CP to address all outstanding items identified by the PCB Engineer and submit solutions to the PCB Engineer for review.
- CP to work with PCB Engineer to verify all clearances.

## Subsequent Staged Authorization Issuance

Once all required outstanding issues and clearances for the staged authorization are in place, then the PCB Engineer will finalize and endeavour to release the staged authorization within 6 working days of the last clearance.