

MEMORANDUM

November 2, 2015

TO: Certified Professionals Practicing in the City of Vancouver

FROM: Pat Ryan, Chief Building Official

SUBJECT: Updates

There are a number of updates for CPs to be aware of. Please make note of the following:

1. CP Program: Practice and Procedure Manual
<http://vancouver.ca/files/cov/cp-practice-and-procedure-manual.pdf>

The CP Manual has been updated to clarify that all CP projects require the involvement of a CRP and Registered Professionals of Record. This is a result of numerous discussions with the CP Advisory Committee and the CP community, and is intended to limit the CP's liability on all projects to the scope defined in Schedule CP-1.

Other editorial changes from the January 1, 2015 edition of the Manual include:

- The addition of the Tenant Improvement Development Review Checklist and the 2014 VBBL Plans Examination Checklist to the attachments
- Minor wording changes to match the BC-wide version of the CP Practice and Procedure Manual
- Addition of NFPA 96 to the list of applicable design standards

2. A reminder that the 2014 Vancouver Building By-law Plans Examination Checklist is available at <http://vancouver.ca/files/cov/CP-vbbl-short-checklist.pdf>. Supplementary pages for documenting more complex occupant load, washroom facility, and spatial separation calculations are also available on the CP website at <http://vancouver.ca/home-property-development/certified-professional-program.aspx>.
3. Bulletin 2015-005-BU regarding floor and suite numbering for buildings has been updated to reflect recent events and discussions. Refer to <http://former.vancouver.ca/commsvcs/LICANDINSP/bulletins/2015/2015-005.pdf>.

4. Building permits are only allowed to be staged if they are part of the CP Program, which is a significant benefit of the program. As indicated in the CP Manual, the drawing and document submission for each stage must be able to stand alone as a complete package. This means that drawings should not be resubmitted for subsequent stages. Duplicated drawings cause confusion on site and ambiguity about what has been issued for building permit. It is understood, however, that designs evolve as projects progress, so clarity about how to document this is required.

If permit drawings include information applicable to multiple stages (e.g. structural column schedules including both above- and below-grade levels submitted for both Foundation to Grade and Full Construction stages), the drawings must be clearly annotated at both stages to indicate the information applicable to the scope of each stage.

If changes are made to previously-issued drawings at a subsequent stage, then the drawings must be submitted for a revision to the earlier stage or, for minor design development changes, the changes must be clouded on the resubmitted drawings and the Staged Construction Authorization Form must clearly indicate that the scope of work for the later stage includes minor revisions to the particular resubmitted drawings. BRB staff and the CP will together determine what constitutes minor revisions and what must be documented as a formal revision to the permit.

5. Consistent with Division C, Article 1.6.2.8. of the VBBL, permit applications are expected to progress once initiated and will lapse after six months if there is no appreciable activity toward issuance on the applicant's part. The Chief Building Official will not renew or extend permit applications over a new By-Law cycle; accordingly, owners and applicants will begin receiving notification that stale permit applications will be voided, particularly those made prior to December 31, 2014.
6. CPs are reminded that the Schedule CP-1 obliges them to monitor and report on significant events and changes in the project and to submit a monthly summary progress report to the Chief Building Official (via the District Building Inspector) during construction of the project.