



**CITY OF VANCOUVER  
CERTIFICATION OF  
DESIGN AND FIELD REVIEW COMPLIANCE**

Certified Professional Program  
An Alternate Program for the Building Permit Process

To: The Chief Building Official

DATE (YY MM DD)

RE:

Project Address \_\_\_\_\_

Building Permit No. \_\_\_\_\_

This is to advise that I am the Certified Professional authorized by the Owner to provide “code coordination” of the design and “field reviews” required with respect to the above referenced Project. I have obtained letters of Assurance of Professional Design and Commitment for Field Review from others, as required, for the issuance of the Building Permit, such as Assurance of Architectural Design, Structural Design, Mechanical Design, Plumbing and Fire Suppression System Design, Electrical Design, and Geotechnical Design and others as required by the City Building Inspector.

I hereby certify that I have provided the “code coordination” of the design and will provide “code coordination” for the review of all shop drawings through the applicable Registered Professionals and their field reviews, as defined herein, of the following aspects of the Project as shown on the plans and supporting documents prepared by the Registered Professionals, including also compliance with the requirements of Section 2.3 of the Vancouver Building By-law for sufficient information concerning the following areas:

[CROSS OUT AND INITIAL NON-APPLICABLE ITEMS]

**ARCHITECTURAL**

- 1.1 Fire resisting assemblies
- 1.2 Fire separations and their continuity
- 1.3 Closures, including tightness and operation
- 1.4 Egress systems, including "access to exit", within "suites" and "floor areas"
- 1.5 Performance and physical safety features (guardrails, handrails, etc.)
- 1.6 Structural capacity of architectural components, including anchorage and seismic restraint
- 1.7 Sound Control
- 1.8 Landscaping, screening and site grading
- 1.9 Provisions for fire fighting access
- 1.10 Access requirements for persons with disabilities
- 1.11 Elevating devices
- 1.12 Functional testing of architecturally related fire emergency systems and devices
- 1.13 Development Permit and conditions therein
- 1.14 Interior signage, including acceptable materials, dimensions and locations
- 1.15 Review of all applicable shop drawings
- 1.16 Interior and exterior finishes
- 1.17 Dampproofing and/or waterproofing of walls and slabs below grade
- 1.18 Roofing and flashings

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**ARCHITECTURAL...(cont'd)**

- 1.19 Wall cladding systems
- 1.20 Thermal insulation systems, including condensation control and cavity ventilation
- 1.21 Exterior glazing
- 1.22 Integration of building envelope components
- 1.23 Environmental separation requirements (Part 5)

**STRUCTURAL**

- 2.1 Structural capacity of structural components of the building, including anchorage and seismic restraint
- 2.2 Structural aspects of deep foundations
- 2.3 Review of all applicable shop drawings
- 2.4 Structural aspects of unbonded post-tensioned concrete design and construction
- 2.5 Verification of the satisfactory completion of an in-house check of the structural design
- 2.6 Verification of the satisfactory completion of and independent Concept Review, including a general overview of the design calculations

**MECHANICAL**

- 3.1 HVAC systems and devices, including high building requirements where applicable
- 3.2 Fire dampers at required fire separations
- 3.3 Continuity of fire separations at HVAC penetrations
- 3.4 Functional testing of mechanically related fire emergency systems and devices
- 3.5 Maintenance manuals for mechanical systems
- 3.6 Structural capacity of mechanical components, including anchorage and seismic restraint
- 3.7 Review of all applicable shop drawings

**PLUMBING**

- 4.1 Roof drainage systems
- 4.2 Site and foundation drainage systems
- 4.3 Plumbing systems and devices
- 4.4 Continuity of fire separations at plumbing penetrations
- 4.5 Functional testing of plumbing related fire emergency systems and devices
- 4.6 Maintenance manuals for plumbing systems
- 4.7 Structural capacity of plumbing components, including anchorage and seismic restraint
- 4.8 Review of all applicable shop drawings

**FIRE SUPPRESSION SYSTEMS**

- 5.1 Suppression system classification for type of occupancy
- 5.2 Design coverage, including concealed or special areas
- 5.3 Compatibility and location of electrical supervision, ancillary alarm and control devices

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**FIRE SUPPRESSION SYSTEMS...(cont'd)**

- 5.4 Evaluation of the capacity of city water supply versus system demands and domestic demand, including pumping devices where necessary
- 5.5 Qualification of welder, quality of welds and material
- 5.6 Review of all applicable shop drawings
- 5.7 Acceptance testing for "Contractor's Material and Test Certificate" as per NFPA Standards
- 5.8 Maintenance program and manual for suppression systems
- 5.9 Structural capacity of sprinkler components, including anchorage and seismic restraint
- 5.10 For partial systems - confirm sprinklers are installed in all areas where required
- 5.11 Fire Department connections and hydrant locations
- 5.12 Fire hose standpipes
- 5.13 Functional testing of fire suppression system and devices

**ELECTRICAL**

- 6.1 Electrical systems and devices, including high-rise systems where applicable
- 6.2 Continuity of fire separations at electrical penetrations
- 6.3 Functional testing of electrical related fire emergency systems and devices
- 6.4 Electrical systems and devices maintenance manuals
- 6.5 Structural capacity of electrical components, including anchorage and seismic restraint
- 6.6 Clearances from buildings of all electrical utility equipment
- 6.7 Fire protection of wiring for emergency systems
- 6.8 Review of all applicable shop drawings

**GEOTECHNICAL - Temporary**

- 7.1 Excavation
- 7.2 Shoring
- 7.3 Underpinning
- 7.4 Temporary construction dewatering
- 7.5 Protection of city plant, utilities and underground structures on adjoining streets
- 7.6 Notification of affected adjoining property owners

**GEOTECHNICAL - Permanent**

- 8.1 Bearing capacity of the soil
- 8.2 Geotechnical aspects of deep foundations
- 8.3 Compaction of engineered fill
- 8.4 Structural considerations of soil, including slope stability and seismic loading
- 8.5 Backfill
- 8.6 Permanent dewatering
- 8.7 Permanent underpinning
- 8.8 Removal of shoring works from adjoining streets and properties

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As used herein, "code coordination" shall mean the activities necessary to ascertain that the Registered Professionals of record for the various components of the project.

- have reasonably interpreted the applicable code requirements governing the design of such components,
- have incorporated such applicable code requirements in their designs,
- have interfaced the design of such code requirements so that they are compatible with the code requirements of other disciplines,
- have fulfilled the applicable code requirements as outlined in the CP checklist submitted for permit, and
- shall provide "field reviews" of code related aspects.

Further to the above, all Tenant Improvement designs shall be monitored and officially indicated by the Certified Professional on the CP-4 letter to determine substantial compatibility with the original concepts, where application for Building Permits for such improvements is made prior to the date when the final Occupancy Permit is issued for the base building.

As used herein, "field reviews" shall mean such reviews of the work at the project site and at fabrication locations, where applicable, as the Registered Professionals in their professional discretion consider to be necessary in order to ascertain that the work substantially conforms in all material respects to the plans and supporting documents prepared by the Registered Professionals and accepted by the City of Vancouver for the project. This includes keeping a record of all site visits and any corrective action taken as a result thereof.

The undersigned also undertakes to notify the City Building Inspector in writing as soon as practical if his contract for field review is terminated at any time during construction.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Initials Sample

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Print City Postal Code

Telephone (\_\_\_\_\_) \_\_\_\_\_

If the Certified Professional is a member of a firm, complete the following:

I am a member of the firm \_\_\_\_\_

Print Name of Firm

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Print City

\_\_\_\_\_  
Postal Code

and I sign this letter on behalf of myself and the firm.

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DATE (YY MM DD) \_\_\_\_\_

City

(Affix Certified Professional's Stamp Here)

(Affix Certified Professional's Professional Seal Here)

of

**NOTE:** The above letter must be signed by a Certified Professional who is registered as an Architect in good standing in the Architectural Institute of British Columbia or a Professional Engineer in good standing of the Association of Professional Engineers and Geoscientists of British Columbia.

Vancouver