

NEWSLETTER

August 15, 2016

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 practicing in Vancouver to be aware of as we get into the third quarter of 2016. Please make note of the following.

1. **CP SEMINAR - OCTOBER 31, 2016 8:00 AM - 12:30 PM**

VANCOUVER CITY HALL

MAIN FLOOR - TOWN HALL MEETING ROOM 110

Please hold the date for this valuable information seminar jointly hosted by AIBC, APEGBC and the City of Vancouver.

Topics:

- POSSE - the new permitting software for CoV
- Introduction to Outrider - for online application submissions (demo and help sessions)
- Addressing - issues and clearances
- Departmental clearances - updates and reminders
- CP Tenant Improvement projects - processing parameters
- Alternative Solutions - process review and updates
- General Questions & Answers

Registration will be coordinated through AIBC and will open on October 1, 2016. Watch for an upcoming email announcement.

2. **BY-LAW REVISIONS**

Building By-law Revisions

The June 28, 2016 report to Council included general housekeeping amendments to the VBBL. For the benefit of CPs, the housekeeping changes are included in the attached document. As noted in the report to Council, these are intended to be enacted in August. Legal text will be forthcoming to amend the Building By-law. Amendments will generally incorporate revisions 7 & 8 to the 2012 BC Building Code with Unique to Vancouver requirements, and the noted housekeeping changes.

Bulletins

Below are recent new and updated bulletins issued by the City. Of note, the implementation of Bulletin 2016-003-BU has been delayed pending further revisions to identify appropriate exemptions for lightweight installations that do not create a risk to the fire and life safety of the building. SEE THE ATTACHED FILE and list of new bulletins below.

New Bulletins

2016-006-BU/EL/EV	Electric Vehicle Charging for Buildings – Load Management	July 6, 2016
2016-005-BU	Geotechnical and Shoring Design – 1-2 Family Homes	July 6, 2016 Revised
2016-004-BU	Risk of Encountering Artesian Conditions While Drilling or Constructing Below Ground	March 30, 2016
2016-003-BU	Post-Installed Concrete Anchors (VBBL Article 4.1.8.18.)	March 2, 2016 rev. June 1, 2016
2016-002-BU	Balcony and Patio Doors in House and Dwelling Units	July 7, 2016

Updated Bulletins

2000-013-BU/EL	Locks on Egress and Exit Doors (with emphasis on electromechanical and electromagnetic hardware)	July 6, 2016 Revised
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3. **NEWSLETTERS ARE NOW ON THE WEBSITE**

All CP newsletters are now being posted to the CP website for reference. Please remember to check the link for updated forms as well. Visit <http://vancouver.ca/home-property-development/certified-professional-program.aspx>

4. **NEW CP PERMIT APPLICATION FORM ATTACHED AND ON WEBSITE**

The [CP building permit application form](#) has now been modified so that the CP is the POSSE designate and has online access to the permit status. (click hyperlink to download latest form). Please note that when an “Authorized Agent” signs the Indemnity Statement on behalf of the registered owner(s), the CP must also submit a letter of authorization from the owner that appoints that person as their signing agent.

5. **OCCUPANCY PERMITS**

CPs are reminded to review the process and timing for occupancy permits outlined in the [CP Manual](#) - see Section 8.0 and Attachments 9 through 12. Please note in particular the requirements for partial occupancy permits.

6. **PERMIT REFUNDS**

Per the CP Manual (see item 9.2), no refunds will be paid on permits for the alteration of existing buildings, including change of major occupancy, due to the extensive file research staff need to perform. This does not apply to “first TIs” in new building shell spaces and in existing buildings that have been fully upgraded.

7. WORK WITHOUT PERMIT

Applications involving Enforcement Orders and Work Without Permit actions against a property will not be accepted through the CP process stream.

8. ADJACENT NEIGHBOUR NOTIFICATION

Remember that owners must have permission from their neighbours before encroaching on their properties either above or below ground. Permit applications that involve encroachment on private property by soil anchors, crane swing, or other means must include evidence that all affected neighbours have been notified of the proposed encroachment and that the neighbours intend to give their permission. This evidence can take the form of a letter from the neighbour, the neighbour's signature on the letter of notification, or similar. The formal legal agreement between the owners need not be completed or submitted.

If the proposed construction will modify the snow loading on a neighbour's roof due to drifting, then evidence that the neighbour has been notified of the potential risk must be provided with the permit submission. The neighbour does not need to acknowledge this.

9. ZONING AND DEVELOPMENT CLEARANCE FOR TENANT IMPROVEMENTS

Please remember that preliminary ("pre-application") meetings are mandatory for all proposed applications for building alterations and tenant improvements in the CP processing stream - refer to the [March 2016 newsletter](#) and contact the CP Coordinator at cp.process@vancouver.ca to start the process.

Prior to the preliminary meeting, you will need one of the following to demonstrate zoning and development clearance:

- An active development permit (DP or DE) application in the system, or
- For existing buildings without a DP/DE application, a "green stamp" from the Enquiry Centre Officer (ECO) - contact our Services Centre at 604-873-7611 to make an appointment or walk in during business hours, or
- For a TI in a new CP shell building that has not yet been issued an occupancy permit, submit a [Tenant Improvement Development Review Confirmation Letter](#) for clearance by the Development Review Branch when sending your application form to the CP Coordinator.

TI submissions that qualify for TIPS or Field Review streams will be encouraged to go that route. Note that the [list of TIPS-eligible buildings](#) has been updated to exclude any buildings designed prior to the 1999 VBBL. Read more about TIPS in item 17 below.

10. SPRINKLERS

In order to allow the fire suppression engineer sufficient opportunity to complete the drawings and design in time for the sprinkler permit to be issued before it's needed on site, it will now be required that the fire suppression Schedule B (not "performance specification only") is submitted with the stage that includes the foundation to grade component of a multi-stage project and with the initial application package for single-stage projects. A bulletin will be issued shortly to provide additional information.

11. FEE PAYMENT AND POSSE

Our new process and software require permit fees to be paid in advance of distribution to any review groups for “pre-clearance”. If you would like to distribute your application documents to Engineering, Environmental, etc. prior to your formal intake meeting with Building Review staff, please arrange with your assigned Project Coordinator or Building Code Specialist to submit the building permit and draintile fees. Then your review groups can be opened and you can submit documents to them. The intake meeting can follow when you are ready for it, at which point additional review groups might be identified based on the scope of the project, as always.

12. TRADES PERMITS AND CP PROJECTS

To clarify an item in the [last newsletter](#) and some inconsistency in the industry, drawings submitted for trades permit applications must include the following verification of review and coordination by responsible parties:

- All permits: CP stamp on the first page of each package plus architect of record’s shop drawing review stamp
- Gas and plumbing permits: Mechanical engineer of record’s P.Eng. seal
- Electrical permits: Electrical engineer of record’s P.Eng. seal
- Sprinkler permits: Fire suppression engineer of record’s P.Eng. seal plus mechanical engineer of record’s shop drawing review stamp

13. NEW WEBSITE FOR PASSIVE HOUSE

To foster more interest and knowledge in the area of Passive House design and construction, the City of Vancouver created a Passive House web page:

<http://vancouver.ca/home-property-development/passive-house-projects.aspx>

For easier access, the CP web page will have a link to the new Passive House web page.

When accessing web pages on your favourites list; please remember to refresh your link in order to see any new developments.

14. PROCESSING TIMES - REMINDER

The City of Vancouver has seen a 15 - 20% increase in permit applications this year. This has been further complicated by the conversion and transition to our new permitting system (POSSE). We are experiencing a further back log increase thereby affecting our processing times. The general public is always looking at faster processing streams and therefore have been finding the CP process as an alternative. This shift has now increased our CP stream for new construction and tenant improvement projects. With this increase demand our permit issuance time and ability to adequately respond has increase. The Building Review Branch will endeavour to issue the permit or stage authorization within 6 days from the last review group clearance.

15. REQUEST FOR COORDINATED SITE INSPECTION

Certified Professionals are reminded to coordinate with all applicable consultants and contractors that have completed their own respective fire and life safety systems review prior to the City’s Coordinated Fire and Life Safety System Demonstration (City Demonstration), as outlined in section 8.2 of the CP Practice and Procedure Manual. To assist staff in booking this coordinate site inspection, please provide the

related building and trades permits that are associated with the City Coordinated Fire and Life Safety System Demonstration (ie: the Coordinated Site Inspection), along with the expected time to conduct the entire test. Finally, the Manual also highlights the requirement and submission of the test protocol to the District Building Inspector, which is specific to the project within the specified time.

16. NEW COURSE AT BCIT

BCIT and the City of Vancouver have collaborated to create a course on the “unique to Vancouver” provisions of the Vancouver Building By-Law, which will be offered in September. See the following description and share with your colleagues.

BLDG 1845 - Vancouver Building By-law

Instructor: Mr. Kevin Lau, P.Eng, C.P. / Building Code Specialist, City Of Vancouver

This course establishes a working knowledge of the specific provisions that are unique to the 2014 Vancouver Building By-law (VBBL) The course builds on the provisions of the 2012 British Columbia Building Code. It provides the student with the additional code requirements for the design and construction of buildings in the City of Vancouver. The course will cover all of the unique to Vancouver provisions in Book I of the 2014 VBBL. The course will provide a comprehensive overview of the administrative requirements, specific requirements for alterations to existing buildings including the Upgrade Mechanism Model, energy requirements for new and existing buildings, adaptable housing and enhanced accessibility requirements, and specific sprinkler, spatial, fire department access, washroom, occupancy classification requirements and safety measures at construction sites. This course will be of interest to persons involved in the design and construction of buildings in the City of Vancouver.

Dates: Mon 18:45 - 21:45, Oct 17 - Nov 21, 2016

Location: BCIT Burnaby Campus, NE1 Rm. 216

To register: <http://www.bcit.ca/study/courses/bldg1845>

Prerequisite(s): BLDG 1830

Credits 1.5

Cost \$280.21

17. TIPs (Tenant Improvement Permit System)

Vancouver’s TIPs list was revised in accordance with the program’s criteria that newer buildings are more in line with the latest building bylaw than older buildings and therefore, under certain conditions, can undergo a less detailed review.

The City rolled out the upgraded TIPs list in January 2016. The new list replaced approximately 450 buildings that predated the 1999 Building Bylaw, with 325 buildings designed under the 2007 Building Bylaw. Phase two rolled out 6 months later with an additional 400 buildings designed under the 1999 Building Bylaw. The present TIPs list has 700+ buildings and will continue to expand with the addition of buildings built under the 2014 Building Bylaw. The latest TIPs building list is always available via a link on the TIPs web page at:

<http://vancouver.ca/home-property-development/tenant-improvement-permit-system-inspection.aspx>

It should be noted that TIPs buildings are actually considered “TIPs-eligible” buildings, and the final determination of whether an application may use the TIPs system is based on a number of factors in addition to the age of the building. These factors include the use of the space, and the scope of alteration work involved in the application for a building permit.

An improvement of the original system was the creation of a TIPs-eligible address list of over 1,300 addresses associated with the 700+ TIPs buildings. This “TIPs address list” is presently used by the energy checklist to automatically indicate whether or not the space being renovated is potentially eligible for TIPs.

More details can be found on the TIPs web page including how to enquire about getting an older building onto the TIPs list.

18. Accessibility component of your reviews -

Field reviews form a necessary part of the CP’s training and responsibility, and it is important to understand that these reviews must include building elements that extend beyond fire and life safety. CPs should remain mindful that the accessibility requirements of the Vancouver Building By-law are an integral part of the By-law and are a part of delivering a quality building to the end user.

Recent correspondence from the Accessibility Community has stressed that the proper implementation of the accessibility features in the By-law help provide a significant improvement in their experience when navigating a building. Unfortunately, the reality of tight construction schedules means that many accessibility features are not implemented till late in the construction, and therefore they may not have been reviewed with the same rigour as other work.

The City encourages CPs to remain mindful of this, and ensure that sufficient review and testing of accessibility functions are carried out as part of your occupancy reviews.