

NEWSLETTER

August 16, 2017

TO: Certified Professionals Practicing in the City of Vancouver

FROM: Pat Ryan, Chief Building Official;
Hollie Ben-Yosef, CP Coordinator

SUBJECT: Updates



Sunshine and summer Greetings to you all.

Looks like we made it through the first half of the year with a few speed bumps but nonetheless projects still seem to be rolling in and moving out. Our summer newsletter is full of Updates, Tips and Reminders as well as Events. All Newsletters are posted to the CP website for reference.

<http://vancouver.ca/home-property-development/certified-professional-program.aspx>

1. **UPDATED FORMS WILL BE ON THE CP WEBSITE Aug 28, 2017**

Please visit the CP website and reload your forms as many of them have changed, mainly due to housekeeping or minor process related changes.

Visit <http://vancouver.ca/home-property-development/certified-professional-program.aspx>.

- CP REFUND REQUEST IS NOW A FORM
Use this new form and print on your letterhead, sign and stamp then email to Occupancy Clerk at: Occupancy@vancouver.ca.
- APPLICATION SUBMISSION CHECK LIST

2. **BYLAW AMENDMENTS - QUEEN'S PRINTER**

All BYLAW AMENDMENTS that were submitted to Council have been approved and will be effective on May 01, 2018. The Queen's Printer has updated their site and edited the online version for those users. Inserts for hardcopy VBBL users will be handled via an email notification and a PDF file link which you can then print and insert into your copy of the VBBL. Instructions have been provided in the document. They are also listed on the Vancouver website as well - go here to download: <http://vancouver.ca/your-government/vancouver-building-bylaw.aspx>.

3. CP PRACTICE AND PROCEDURE MANUAL

The 3rd edition of the Vancouver CP Manual is underway. Clarifications on the following procedures will be included:

- Occupancy permits: full, partial, and what to do if a unit will be left as shell space
- Part 9 projects and their applicability to the CP program
- CP involvement in non-CP TIs
- Part 11 projects and their applicability to the CP program
- Withdrawals, cancellations, and CP refunds

Visit: <http://vancouver.ca/files/cov/cp-practice-and-procedure-manual.pdf>.

4. ANNOUNCEMENT OF NEW CPs

Another successful CP course was completed in May 2017. There were 23 attendees of which 13 passed the course. Here are those successful students, congratulations to you all.

Chow Edward EIT

Ho David ChihWai P.Eng.

Olsthoorn Mark EIT

McMains Mary M. Intern Arch

Malczyk Agata Architect AIBC

Nam Sunny Architectural Technologist AIBC

Milloy Jon Building Inspector

Novota Juraj P.Eng.

Lim John Wesley P.Eng.

Dohmeier Richard Architect AIBC

Bijok Ron Architect AIBC

Duifhuis Mercedes EIT

Grill Gloria P.Eng

Mikkelsen Kai EIT

Congratulations to Cecilia Cheung who was an EIT, now is a P.Eng. CP.

5. UPCOMING ADVANCED CODE KNOWLEDGE COURSE - JAN 2018

The Advanced Code Knowledge Course is being offered jointly by the Architectural Institute of BC (AIBC) and the Association of Professional Engineers and Geoscientists of BC (APEGBC). The course will be offered live, at the AIBC offices in downtown Vancouver, and remotely via WebEx.

This course is intended for architects and engineers and others with knowledge of Canadian building codes and experience in the building construction industry seeking to increase their depth of knowledge and expertise in these areas.

The course will consist of 8 (eight) full-day seminars which are scheduled Wednesdays beginning February 21, 2018 with the last class ending on April 25, 2018. This ACK Course consists of the code only portions of the Certified Professional Course. It may be taken on its own. It may also be taken as additional preparation for those planning to take the Certified Professional Course and Exams, which will be offered next in 2019.

Participants in remote locations are responsible for their internet connections with recommended minimum download and upload speeds of 1 Mbps and 512 Kbps, respectively.

A catered lunch is provided at each of the 8 sessions.

The course fee is \$2800. Those who attend all sessions will receive 52.5 Core Learning Units.

To register, please visit the AIBC website in September.

6. CP SEMINAR - OCTOBER 25, 2017 - SAVE THE DATE

The city will once again be hosting an annual CP Seminar. This event will take place at the City of Vancouver Town Hall on October 25 and starts promptly at 8am and goes to 12:30. We have a variety of topics but are looking for input from our active CPs on topics that they would like us to cover so if you have anything please send it to the cp.process@vancouver.ca email and we will follow up. Once finalized the city will send out an email invite as to when the online registration is open and the final agenda. There will be a morning continental breakfast available. There are AIBC learning credits and a charge to attend at \$30 per person. The following topics are proposed:

- Professional Seals and the digital world - Maura Gatensby AIBC and Peter Mitchell APEGBC
- Notarius - presentation on how to digitally seal as a CP (with multiple review stamps or seals)
- Upcoming Code Changes/Bulletins
- Energy changes/sustainability
- Clarification on Adaptability requirements
- Process updates
- City of Surrey Updates
- Clarification on: Addressing, CP TI, existing building TI in CP Process Part 9 bldgs ; Salvage and abatement; venting in shell spaces
- Q & A with the CBO

7. CP REFUNDS/WITHDRAWALS/CANCELLATIONS

When an owner wishes to withdraw an application or cancel an issued permit, the CP must make the request in writing to the CP Coordinator. The request must include an assertion by the CP that no work has begun on site. A partial refund of permit fees may be applicable based on the time spent by staff.

Following completion of a new construction project, CPs may apply for an adjusted refund of permit fees by completing the new form called “[CP Refund Form](#)” on the CP website and submitting it to: Occupancy@vancouver.ca.

A reminder that building alteration (Part 11) projects are not eligible for refund, with the exception of first TIs in a new CP base building and Part 11 projects with full building upgrades.

8. DEMOLITION AND ABATEMENT PROCESS

CPs are reminded that separate building permits are required for full-building demolitions and salvage & abatement processes. These BPs are administered by the Services Centre, and are separate from the CP process for construction permits through the Building Review Branch. Typically they're applied for by the contractors who will be doing the work. Quite often demolition permits are conditional on the satisfactory completion of the corresponding salvage & abatement permits; and demolition permits may not be issued in advance of the corresponding building permit for new construction in many cases, particularly where residential units are being removed. Please advise your clients to take the timeframe for these processes into account in their project schedules, and if they have questions they may contact the Services Centre at 604-873-7611.

9. CP EMAILS TO THE CITY

Please keep your CP permit related questions/requests/ all directed to the CP email box (cp.process@vancouver.ca) not to Hollie's personal email so that when she is not around other people can follow up on that email box.

10. CP APPLICATION IDEMITY STATEMENT

Please note that a tenant may sign the indemnity statement on the bottom of the CP application form provided the tenant has the owner's authorization to act as owner's agent. City staff will not ask for verification of authorization.

11. CP 2017 COURSE MANUAL AVAILABLE FOR PURCHASE (PDF VERSION)

A number of CPs have asked if it would be possible to get this material so that they can update themselves. A USB STICK with PDF copy of the 2017 CP Course Materials will be available for purchase for \$250 from APEGBC. Please request it by email from Amanda Ho at aho@apeg.bc.ca.

12. PARTIAL OCCUPANCY PERMITS

Thank you to all CPs for the significant reduction in requests for partial occupancy permits this year. As a reminder, please refer to Section 8.6 of the CP Manual, "Occupancy Permits for Partially Completed Buildings" and Attachment 9, "Guidelines for the Occupancy of Partially Completed Buildings". Project-specific partial occupancy protocols must be submitted to the DBI at least a month in advance of the first proposed occupancy, in order to give staff time to review and comment.

We expect all the work under a building permit to be completed in accordance with the issued drawings, and permits to be completed in a timely manner. Per Div.C, 1.6.7. (Permit Expiry and Extension), permits may not be inactive for longer than 6 months. Where a single area of the building (e.g. a penthouse suite) is not proposed to be completed in accordance with the building permit drawings, then a revision to alter the area to a shell space is required, and the permit must be completed. When the time then comes for the shell space to be fit out, a tenant improvement permit will be required.

Please remember that final design drawings for full occupancy are due for review a **minimum of two weeks** prior to your Coordinated Fire and Life Safety Systems Demonstration (not prior to your anticipated occupancy date).

13. CRANE SWING ENCROACHMENT AND NEIGHBOUR NOTIFICATION

We have been asking for confirmation that neighbouring owners intend to allow proposed crane swing encroachment prior to issuing permits for new construction; however, our legal department advises that this is not necessary after all. We recommend that owners secure agreements with their neighbours for crane swing over their properties during construction, but we no longer require verification of it.

However, we *do* continue to require confirmation from neighbouring owners that they intend to allow permanent encroachment in the form of soil anchors, foundation underpinning, etc. This acknowledgement can take the form of a letter to the City from the neighbour or a countersignature on a letter of notification to the neighbour. An encroachment agreement should be in place prior to the work beginning, but the City does not need to review the agreement as a condition of permit issuance.

Where new construction will impose a new or increased snowdrift load on neighbouring roofs, we require verification that the neighbour has been notified of the potential risk to their building. This can take the form of a copy of the letter that was sent to the neighbour.

14. SOME REMINDERS

- 1) Shell commercial spaces in new buildings have specific approved uses under the associated Development Permit. If the first tenant improvement is not proposed to be the same use, then a new DP may be required and the building permit constitutes a change of major occupancy, notwithstanding that the base building may have been designed to accommodate multiple occupancies under Part 3. For example, if the base building shell CRU is identified as Retail on the Development Permit, then a bank tenant moving into the vacant space will require additional development approval; any required upgrades for the change from Group E to Group D must be applied; and the project will count toward the 5-year change of major occupancy limit under Part 11.
- 2) Base building CPs who are asked to complete a CP-3 in support of a non-CP TI must not do so until the building shell is “essentially complete”, as described in the CP Manual. However, if the tenant wishes to make their TI application earlier, based on expected permit process timing, the CP can submit a letter indicating their intent to complete the CP-3 and the expected date. The CP-3 must be submitted prior to the TI permit issuance.
- 3) We strongly recommend that Building Permit applications not be submitted until the “prior-to” letter has been issued for the associated Development Permit.
- 4) Remember that you’re welcomed to upload any of your required documents that you would like during your permit application stage. Specifically the ones that are required for early review by other groups (e.g. Electrical) must be uploaded with your application documents.
- 5) The CP program is intended for new construction of large or complex buildings.
 - a. Part 9 and Part 11 projects are not appropriate for the CP stream except where the building and the project are sufficiently complex under the VBBL that a CP’s involvement adds legitimate value to the process, and then only under the provisions of the CP Manual. Low-density housing projects will not be considered for the CP process.
 - b. A pre-application meeting with BRB staff is **mandatory** for all Part 11 projects requesting the CP process. Contact cp.process@vancouver.ca to schedule a meeting with senior staff who will make a determination on processing stream and discuss your code analysis and the applicable upgrades with you.
 - c. All CP projects require a full team of professionals, whether or not the project would otherwise require them.
 - d. Simple renovations that qualify for either the TIPS or field review processes will not be considered for the CP program.
- 6) Note that Engineering review of permit submissions does not include park property. If a project is adjacent to a City park and proposes to encroach on the park, the permit submission must be approved by the Park Board. Further, encroachment agreements with the Park Board are required for projects that propose soil anchors, construction staging, or other use of park land.

- 7) Please wait until you receive an email from the CP Coordinator (Hollie) confirming that your permit application has been accepted before contacting BRB staff for an intake meeting. Even if you are sure who the assigned staff member will be, there are several steps to be completed internally before the intake meeting can proceed. We do our best to complete this process as quickly as possible.
- 8) All building permit applications require Zoning & Development approval before proceeding.
 - a. For many projects, this consists of a Development Permit in process and at the “prior-to” stage when the BP application is opened.
 - b. For first tenants in a new CP base building, this takes the form of the [Development Clearance Checklist for TIs](#), which must be submitted online with the building permit application and addressing plans. Please confirm the approved use under the DP prior to your submittal as many times we find these submissions are a change of use/change of major occupancy from the original permits (see Reminder 1 above).
 - c. For Part 11 projects without separate DPs, Zoning & Development clearances are done via review by an Enquiry Centre Officer in our Services Centre. These clearances may be done by the architect or designer or property owner - it’s not necessary for the BP applicant (i.e. the CP) to be the person who speaks to the ECO. ECO appointments can be made by calling 604-873-7611, or reviews can be done on a walk-in basis. There is no “short cut” through this process for CP projects.

15. DECK DESIGN

Many highrise and midrise buildings typically incorporate designs with full height guards installed to the edge of decks. These are often designed with an offset between the guard and edge of deck. This form of design could potentially lead to small objects falling to areas below. While the Building By-law does not explicitly address these concerns, designers and reviewers are reminded that there should be an evaluation of whether measures to minimize the risk of injury and damage are appropriate where decks are located in the vicinity of occupied spaces and paths travel on levels below.

Similarly, glazing installed into decks and could pose a hazard to those below if broken. Collisions by birds into glass guards have been known to cause glazing to break. The City has published a Bird Friendly Design Guideline which identifies specific measures that can be incorporated into exposed glass surfaces to reduce risk of collision (Refer to: <http://vancouver.ca/files/cov/appendix-a-bird-friendly-design-guidelines-rt-10847.pdf> & <http://vancouver.ca/files/cov/bird-friendly-strategy-design-guidelines-draft-2014-09-01.pdf>).

16. WIRED GLASS

Historically, wired glass has been used in fire rated applications due to its ability to remain in place after cracking. This currently remains an acceptable option within the Building By-law and the Provincial and National model codes. However, there have been reports of significant personal injury as a consequence of physical contact with wired glass. Given the advent of modern glazing options, designers and CPs are urged to consider the use of other materials or design strategies in fire-resistive applications. This could include the use of fire-rated glazing or sprinkler protected glazing where appropriate. Where existing wired glass is to be retained, security films may also be considered where the wired glass does not form part of a listed assembly.

17. GENDER NEUTRAL WASHROOMS

In 2014, provisions for gender neutral washrooms were introduced into the Building By-law to increase options for greater inclusivity within the City. As owners and designers have started to apply these options, questions related to their application with respect to consideration of how washroom capacity is calculated have arisen. The intent of the gender neutral washroom is that they could replace washrooms that would otherwise be required by the Building By-law. Where gender neutral washrooms are provided, these may be assigned proportionally as male or female, for the purposes of determining the building washroom capacity under Section 3.7 of the Building By-law. It is not intended that these be assigned solely as contributing to the male or female washroom capacity, nor were they to be considered supplemental to the minimum washroom requirements of the building.

Enjoy the rest of your summer and see you on **October 25!**