

NEWSLETTER

December 23, 2016

TO: Certified Professionals Practicing in the City of Vancouver

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

SUBJECT: Updates

Season's Greetings, Happy Holidays and Best Wishes for the New Year

*From City Staff we would like to say: **Thank you** as we truly appreciate your support and patience through our ever evolving changes and look forward to serving you in the coming year.*

There are a number of updates for CPs practicing in Vancouver to be aware of as we get ready to welcome a new year. Please make note of the following.

Change of name for our department

A re-organization took place mid-summer which has necessitated a new name for our department; please ensure that your forms or documents have that new name at the top as this will indicate that you are working with a current document.

DEVELOPMENT, BUILDINGS, & LICENSING

Building Division

Chief Building Official – Code and Policy

Building Review Branch – Permit Review

Building Inspections

1. UPDATED FORMS WILL BE ON THE CP WEBSITE Jan 9, 2017

Please visit the CP website and reload your forms for the New Year as they have been updated.

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

2. BYLAW AMENDMENTS - QUEEN'S PRINTER

All BYLAW AMENDMENTS that were submitted to Council have been approved and will be effective on May 01, 2017. The information we have from Queen's Printer is that it will be active on the effective date for all online users. Inserts for hardcopy VBBL users will be handled via an email notification and a PDF file which you can then print and insert into

your copy of the VBBL. Please check the Queen's Printer website for the PDF version of the bylaw amendments if you want an early review of the changes. Refer to our previous CP newsletter as well to see them.

3. TIPS PROGRAM

The TIPS program is continuously evolving and to date there are approximately 700 TIPS-eligible buildings, yielding 1,342 TIPS-eligible spaces/addresses - good reason to check the list out. If your CP base building project has completed please talk to your building inspector and ask to have your building added to the list.

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

4. SPRINKLER INSTALLATIONS WITHOUT PERMIT

Consultants all need to note that the City will have no choice but to do a Stop Work order when sprinkler work (or other work) is done on a building without permit. **The order will apply to the entire project and not just the sprinkler work.** Extensive consultation and notification has been given and it is hoped that Developers will act accordingly.

5. FEE PAYMENT AND POSSE

Our new ONLINE process for CPs is currently underway and appears to be working well. We appreciate everybody's patience as we all get used to the new system.

We have one request of CPs: if you would like to pay your permit fees online, please wait to do so until you have received an email from the CP Coordinator indicating that your project is "ready for intake" and you have been assigned a staff member to work with. We have been opening review groups early for CP projects so that you can continue to request pre-clearances as in the PRISM days; however, this requires some manipulation of the fees. Fees paid before receiving the all-clear "ready for intake" email are most likely incorrect - specifically, they probably don't include the drain tile inspection fee. Thanks for your cooperation and please let us know if you have any questions.

6. FIRE ALARM PERMITS AND CP PROJECTS

The city is currently working on a Bulletin to bring greater awareness to recent inspections where Building Inspectors have raised concerns that some fire alarm systems are not audible in closed rooms and exterior spaces accessible only through the building.

Given a fire alarm is meant to warn occupants of an issue and allow timely evacuation, ensuring the fire alarm is audible is essential to the safety of the building.

A Draft Bulletin will be issued shortly for comment although it is expected that designers will ensure the fire alarms operates to alert all people in the building.

7. ELECTRICAL PLAN EXAMINER'S TRANSMITTAL FORM

Please note the updated electrical plans examiner's transmittal form that has been posted on the CP page <http://vancouver.ca/files/cov/electrical-plan-examiners-transmittal-form.pdf>

8. HOW TO ENSURE YOUR ELECTRONIC SEALS ARE NOT WRITTEN OVER

When using the digital seals to stamp drawings or documents that you are not the originator of the document PLEASE DO NOT CONVERT to PDF/A file type as it will remove any previous seals applied.

If multiple disciplines are required to review/stamp/ seal/sign the electronic drawings and are using Consigno software, Consigno has suggested to use the “zone feature” of their software.

If the document has been made invalid due to modifications, the process of sealing the drawings will have to be redone. We are currently seeking some training tools on this topic from Consigno and once we receive that we shall broadcast to all and post to the website.

9. 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. The first course has completed and it was successful with the request for a second course planned for Mid-February 2017. Please check the BCIT website for further information.

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.

Location: BCIT Burnaby Campus

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

Prerequisite(s): BLDG 1830

Credits 1.5

Cost \$280.21

10. PART 9 BUILDINGS USING THE CP PROGRAM

The CP manual was written over a period of time and tried to provide as much clarity as possible but did not cover all situations. As the building industry adapts, different project types appear as potential CP projects.

One example that came up recently is CP's doing small scale housing projects that would go through our 1-2 Family groups. The CP Bylaw explicitly refers to only Part 3 buildings and

the CP Course focuses on Part 3 with some limited use of Part 9 clauses. The manual provided for part 9 buildings, assumed to be large or complex, only if evaluated under Part 3 and using limited provisions of Part 9. Small scale housing was never envisaged as part of the CP Program unless part of a larger building.

11. SCHEDULE CP-3

As you are aware, tenant improvements in new CP buildings can receive a non-CP building permit prior to occupancy of the base building shell space with the assurance of the base building CP that the TI work is consistent with the base building code concepts. This assurance is provided in the form of the [Schedule CP-3](#).

If the base building is not “essentially complete” (as described in the CP Manual) at the time of TI permit application, then the CP-3 can’t be submitted. City staff are reluctant to accept applications without the assurance that the CP-3 is forthcoming and estimated timeframe for the building to reach “essentially complete” status. A letter from the base building CP providing this assurance and confirming the expected timeframe for submitting it will suffice to stand in for the CP-3 in the TI application package in these cases, and will allow staff to time the acceptance and review of TI applications appropriately. The CP-3 would then be submitted when it’s appropriate, potentially just prior to issuance of the TI permit.

For more information refer to Section 2.5 of the [CP Practice and Procedure Manual](#).

12. 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 PDF copy of the 2017 CP Course Materials will be available for purchase for \$250 in early 2017. Please request it by email to: tcoady@apeg.bc.ca

13. CP TRAINING for ONLINE SUBMISSIONS

The online submission part of the CP permitting process was launched on November 1, 2016 with much success. Classroom training was provided for our beta group of CPs and support staff during this launch. The training manual is on line and can be downloaded for reference. Anyone who wants training please contact the CP Coordinator at:

cp.process@vancouver.ca

Outrider External User Manual download: <http://vancouver.ca/home-property-development/certified-professional-program.aspx>