
NEWSLETTER

January 18, 2018

TO: Certified Professionals Practicing in the City of Vancouver

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

SUBJECT: Updates



Hello and Greetings to you all

Forecast - more rain and more changes. If there is one thing that is predictable here at the City it's this: Once you think you have learned a process or code...prepare for change. We apologize for the short notice on some of this but the flip side is that we are going above and beyond to improve our processing time lines including adding more staff. We are shifting and moving to make these accommodations and hopefully you all will benefit from the adjustments. All Newsletters are posted to the CP website for reference.

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

1. WE ARE ON THE MOVE !

Some of our colleagues from the **Engineering** department are on their way to new office space at Marine Gateway at Cambie St. & SW Marine Drive, effective **today**. There will be no public interaction at the Marine Gateway site. As we announced at the seminar in October, CPs are required to submit their excavation & shoring drawings for Engineering review by using the upload feature in POSSE (with compliant digital seals and stamps, of course) along with the rest of your application documents when you first open a permit application in POSSE. Please remember when saving your files for upload, not to use any commas in the file name. Engineering staff review the drawings electronically and indicate in POSSE when they are cleared, as always.

The **Environmental Protection** branch is relocating from the West Annex to Crossroads **effective today** (we just found out this week too!). Because hard copies of the drawings must be stamped by Environmental and issued with the permit, the only change in process from what you're used to will be for you to deliver your submission to the 5th floor reception counter at Crossroads (507 W Broadway at Cambie St.) rather than to the Services Centre at the West Annex. Please make sure that your transmittal clearly directs the drawings to the Environmental Protection Branch, rather than to an individual or left blank. We will manage the internal distribution back to your BRB Building Code Specialist when the Environmental clearance is done. We are looking at an electronic solution for this process and we'll keep you posted.

2. DROPPING OFF YOUR DRAWINGS OR DOCUMENTS

When delivering packages to Building staff at the West Annex, please attach a transmittal that clearly indicates the permit number, the staff member who needs to receive the package, and a quick summary of what's in the package and why it's being sent to us. That will help us get things to where they belong as quickly as possible. Some notes:

- Final design drawings should be addressed to **Joy Chen**.
- DP confirmation letters for occupancy permits should be addressed to **Joy Chen**.
- **Schedule Cs** should be addressed to the **District Building Inspector for your project**.
- A template transmittal is attached that you're welcome to use if it's convenient (attach it to your drop off documents or dwgs).

3. CHANGE OF PROFESSIONALS ON PROJECTS

Please refer to and follow the [Guide to the Letters of Assurance in the BCBC 2006](#) whenever a registered professional changes on a project. For changes in CP, follow the instructions for Coordinating Registered Professionals. Some notes:

- We expect to be informed immediately when a professional changes - not at the end of the project when Schedule Cs are submitted.
- This process applies equally to a situation where the professional submitting the Schedule B for fire protection with the building permit application is not the same as the professional submitting the Schedule B and drawings for the sprinkler permit application. Note that this should be as rare an occurrence as it is for other disciplines - "placeholder" professionals to comply with [Bulletin 2016-007-BU/SP](#) is not acceptable and we've been referring instances of this to Engineers and Geoscientists of BC.

4. PERMIT NUMBERS

Once you have received your confirmed permit application number from the CP Coordinator that should be the only number referenced for the duration of your project when communicating with City staff.

The permit number that's generated by POSSE when you first apply for your building permit is only a "draft application number" and until it has been accepted can only be used as such. Please do not put the prefix (BP or DB) until it has been confirmed.

All fees, drawings, correspondence, etc. will reference that first confirmed number for the duration of your project, and we ask CPs to be consistent with that as well. If City staff generate "spin-off" or "sub-job" permits for additional buildings on the same site or for multiple components above a parkade slab, those numbers will show up in your POSSE dashboard, but need not be referenced anywhere else in your correspondence with us. In particular, please use the initial "site" or "parent" permit number to book all your inspections.

5. TRADE PERMITS AS SUBJOBS

When permits are opened as "sub-jobs" in POSSE, the applicant of the "parent" permit automatically populates as the applicant in the sub-job. This is appropriate for the majority of project types, where the owner or contractor is indeed managing several types of permits over the course of construction. For CP projects, of course, the applicant on the building permit (the CP) is not interested in also being the applicant on the street use permit, the sewer & water permit, etc. This information can be easily changed within the system by the staff working on those permits. Feel free to advise your clients and contractors to check that they are listed as the applicant on the permits they're opening, and you are quite at liberty to request that you be removed as applicant from any permit for which you're not responsible.

6. POSSE UPLOADS

As mentioned in the October seminar, there has recently been an update to POSSE that allows CPs to upload documents to a permit at any time, not just when submitting a subsequent stage or responding to a system request for more information. To begin with, please follow up with an email to your Building Code Specialist or Building Inspector letting them know that you've uploaded new information, as we're not sure yet how well the system notifications are working.

(Another reminder: don't commas in the file names!)

This would be a really great way to submit your mandatory monthly progress reports - hint, hint!

7. DESIGN CHANGES DURING THE COURSE OF CONSTRUCTION

We have run into a few instances recently where significant design changes on site have not been brought to the City's attention. Consistent with the CP's role in code coordination - refer to the [CP-1](#) - you're reminded that CPs are to be conducting regular site reviews and that revisions must be submitted for all changes affecting compliance with the VBBL and all other standards and policies.

If you're not sure whether a given change should be documented as a revision, refer to section 7.6 of the [CP Practice and Procedure Manual](#) and consult with your BRB Building Code Specialist. Remember that if a revision is submitted, it must be circulated to all affected departments for their review.

CPs are also reminded that their role in code coordination requires them to "apply for and obtain a building permit for the project in accordance with the process as described in the Building By-law" and to "notify the Chief Building Official in a timely manner of any significant known, unresolved contraventions of the Building By-law or Building Permit requirements." The Authorized Staged Construction form specifies that "construction is authorized to proceed only to the extent of the work as described below and shown on the drawings processed by the City." Work without a permit or beyond the scope of the last stage issued is unacceptable on a CP project, and the CBO will issue stop-work orders immediately if necessary.

7. BYLAW AMENDMENTS - QUEEN'S PRINTER

All BYLAW AMENDMENTS that have been submitted to Council were approved and will be effective on **March 1, 2018**. PDFs for hardcopy VBBL users have been created that you can print and insert into your copy of the VBBL. Instructions are provided in the document. Visit here to download: <http://vancouver.ca/your-government/vancouver-building-bylaw.aspx> Insert pages for By-Law No. 11996 are coming soon to the same page.

8. SPRINKLER PERMITS - OWNER'S CERTIFICATE

We have been informed that there was an error on the PDF fillable form which prevented the CP from attaching their digital seal. This has been fixed. The corrected form will be sent out to the user's database. If your applicant needs one, it will be uploaded shortly to the [sprinkler page of the City website](#).

9. UPCOMING ADVANCED CODE KNOWLEDGE COURSE - FEBRUARY 2018

The Certified Professional Course is offered every two years and will be offered next in 2019. The 2018 Advanced Code Knowledge Course is offered as an option in the alternating years without the quiz, homework, project and exam load of the CP Course. Because it

does not have days dedicated to exams and tutorials, it is correspondingly less expensive than the CP Course. It is intended for architects, engineers, technologists and others with experience in the building construction industry seeking to increase their depth of knowledge and expertise in the building code.

The 2018 Advanced Code Knowledge Course consists of the same code knowledge content as the CP Course, and includes in-class quizzes, and construction-site visits. It also references the new 2018 BCBC expected to be released later this year. The 2018 Advanced Code Knowledge Course 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 at a later date.

The 2018 Advanced Code Knowledge Course is offered jointly by the Architectural Institute of BC (AIBC) and Engineers and Geoscientists British Columbia. It is held live at the AIBC offices in downtown Vancouver, and remotely via WebEx. The course consists of 8 (eight) full-day seminars Wednesdays beginning February 21, 2018, with the last class on April 25, 2018. There is a spring break with no classes from March 15 - April 3, 2018. 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 full catered lunch is provided at each of the 8 sessions.

The course fee is \$2800. For more information and to register, please visit the [AIBC website](#).