

## NEWSLETTER

MARCH 11, 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 approach the end of the first quarter of 2016. Please make note of the following.

1. **ASHRAE/Energy checklist training videos**

Self-tutorial videos for the energy checklists are now available on the City website. There are currently eight in total on how to complete the various compliance documents, and a few more are planned. Check them out and please share with whomever you feel can use them.

<http://vancouver.ca/home-property-development/energy-checklist-training-videos.aspx>

On another ASHRAE note: to clarify, the new requirement for energy documents to be submitted at the time of permit application does not apply to staged CP permits. For CP projects, the energy documentation is required to be submitted with the full construction stage.

2. **Alternative Solutions**

CPs and other professionals submitting Alternative Solutions are reminded that the most recent AL-1 Alternative Solution Report Template is available on the City's website at <http://vancouver.ca/files/cov/al-1-application-form-alternative-solution-proposal.docx>.

It is intended that the Alternative Solution Report be sealed by means of a digital seal as part of the City's move towards an entirely electronic submittal process. If you still wish to provide ink-sealed documents, ensure that the submitted hard copy matches the corresponding digital submission, that it is addressed to the CBO's Office, and that the AL number is clearly identified in the space provided at the top left of the AL-1 template. This will help us keep documents from going astray and streamline your application review. Help line for POSSE related questions: **604.873.7001**

3. **City Review Groups**

As you are aware, part of the CP role is to facilitate review of your permit applications by various City work groups. Your assigned Building Code Specialist or Project Coordinator will advise which groups are applicable to your project during the permit intake meeting. The contact information and submission process for most groups are summarized here for your convenience as there have been some changes.

Environmental Services - Note that this team has moved to:

515 W 10<sup>th</sup> Ave (VanCity Building)

- Please deliver your drawings to the ground-floor reception counter care of “Environmental Services Review Group”.
- Clearly mark the package information with
  - Permit Application Number
  - Your contact information
  - **CP PROJECT**
- We’ve been asked to remind all applicants to check Metro Vancouver’s bylaws for applicable requirements on their projects:  
<http://www.metrovancouver.org/boards/bylaws/Pages/default.aspx>

Vancouver Coastal Health - 601 W Broadway, 12<sup>th</sup> Floor - 604-675-3800

- Make an appointment before dropping off submissions.
- Two (2) sets of drawing for projects other than daycares, which need three (3) sets.
- Review is required for projects including food service, daycare, schools, etc.
- There is limited availability for submissions at 515 W 10th Ave from 8:30-11am daily - call first to confirm: 604-871-6642.

Engineering - Crossroads Building - 5<sup>th</sup> Floor, 507 W Broadway

- All new construction requires Engineering review
- All renovations/additions with project value >\$95,000 or that propose additional fixtures must be reviewed.

Electrical - 515 W 10<sup>th</sup> Ave

- Submissions of the Electrical Plan Examiner’s Transmittal Form and BC Hydro Clearance Form for building permit application may be made by email or hard copy via the Enquiry Centre to Bunsen Leung ([bunsen.leung@vancouver.ca](mailto:bunsen.leung@vancouver.ca)).
- See Bulletin 2001-008-BU/EL for more information about electrical review (<http://former.vancouver.ca/commsvcs/LICANDINSP/bulletins/2001/2001-008.pdf>).
- Note that submissions for trades permits on CP projects must include the CP stamp on the first page of each set of drawings.

Landscape Review Group - 515 W 10<sup>th</sup> Ave

- Landscape clearance for building permits is completed in a single process with development permit review.
- To date, the development permit landscaping drawings have been internally forwarded to the Building Review Branch staff for inclusion with the building permit package. Feedback from CPs is that this process is not working for several reasons, but primarily because it doesn’t give CPs the appropriate opportunity to review the drawings for code coordination with the rest of the package or to complete the drawing list.
- The **new process** for landscaping drawings will be as follows:
  - The CP will obtain the landscaping drawings from the owner’s/architect’s development permit set and make two copies
  - Those two copies will be added to the final stage building permit submission package and reviewed along with the rest of the full construction drawings, then submitted to the City
  - If the landscaping design has evolved between DE issuance and submission for full construction, updated landscaping drawings may be included instead of the DE version. A letter from the architect or landscape architect itemizing the changes in the drawings must be submitted to facilitate re-review of the project by the Landscape Branch.

### Sprinklers - 515 W 10<sup>th</sup> Ave

- If your BRB staff member identifies that schematic review of the sprinkler design is required at the building permit stage, submissions can be made by email to James Hook at [james.hook@vancouver.ca](mailto:james.hook@vancouver.ca).

### Mechanical - 515 W 10<sup>th</sup> Ave

- Mechanical review of kitchen exhaust systems is done by staff members in the Building Review Branch. Distribution is internal, but additional copies of the relevant drawings may be required.

### Neighbourhood Energy Utility Branch - Crossroads Building - 5th Floor, 507 W Broadway

- NEU submissions in the Southeast False Creek area of the City can be made to Derek Pope at [derek.pope@vancouver.ca](mailto:derek.pope@vancouver.ca). Elsewhere in the City, submissions go to Sabina FooFat at [Sabina.foofat@vancouver.ca](mailto:Sabina.foofat@vancouver.ca).
- See <http://vancouver.ca/green-vancouver/neighbourhood-energy-strategy.aspx> for more information on the Neighbourhood Energy Strategy and for the required forms.

### Addressing - 515 W 10<sup>th</sup> Ave

- **Our new process:** Initial addressing clearance is completed when your application is first submitted to the CP Coordinator for a permit number and assignment to BRB staff. Only the site/project address and building lobby addresses will be assigned or confirmed for Stage 1 unless work is proposed to proceed above grade for that stage.
- Detailed review of individual suite addresses is done at the final/full construction stage. Drawings must have the suite addresses clearly shown on all plans. CPs are asked to submit a PDF of the architectural drawings to your Building Code Specialist or Project Coordinator for convenience review and reference on future projects - this can be done by email or using a memory stick. The City isn't able to support Dropbox. The PDFs must be identical to the hard copy drawings submitted for full construction.
- Note that any review of suite/dwelling unit addresses prior to the building permit full construction stage is preliminary only. Relying on the proposed addresses prior to final review and clearance is at the owner's risk.
- Refer to Bulletin 2015-005-BU for the new requirements for consecutive floor and suite numbering, which has been in effect on both new and in-progress projects since October 2015.  
<http://former.vancouver.ca/commsvcs/LICANDINSP/bulletins/2015/2015-005.pdf>

Your assigned Building Code Specialist or Project Coordinator will provide guidance as to who to contact for review and clearance by other City groups that may be applicable, including Heritage, Fire, Housing, Facilities, and Parks Board.

#### 4. **Reminder re: Work without permit**

From the CP Practice and Procedure Manual: "Confirm that the appropriate trade, street occupancy, and hoarding permits have been taken out and review the arrangements with the contractor to call out the inspectors at the appropriate times." Also: "The CP shall confirm with the contractor that all electrical, sprinkler, plumbing and gas trade permits are obtained prior to the applicable trade commencing work."

VBBL Div. C - Sentence 1.3.3.2. (1): No person shall work or authorize or allow work to proceed on a project for which a permit is required unless a valid permit exists for the work to be done.

Certified Professionals are cautioned that any mechanical, electrical, plumbing, gas or sprinkler work carried out prior to obtaining the necessary trade permits and inspections may result in a stop work order being placed on the entire project until the necessary permits have been obtained and the work inspected and accepted by City Inspection staff.

Remember that all trades permit drawings require both the CP stamp and the CRP review stamp for submission.

5. **Water treatment devices: protection from contamination**

We draw your attention to Bulletin 2016-001-PL, which clarifies that all water treatment devices intended to promote the longevity of potable distribution piping may only be installed with an accepted Alternative Solution. See <http://former.vancouver.ca/commsvcs/LICANDINSP/bulletins/2016/2016-001.pdf>.

6. **Part 11 buildings and the CP Program**

Please remember that per the CP Practice and Procedures Manual, pre-application meetings are mandatory for projects in existing (Part 11) buildings under the CP Program in order to establish the required building upgrades prior to permit application.

- Prepare a pre-app meeting request outlining the scope of work, project details and proposed outcome, and how many people from your team will be attending the meeting.
- Email your request to [cp.process@vancouver.ca](mailto:cp.process@vancouver.ca). Please allow 2-3 weeks.
- Some projects are sufficiently simple and/or the proposed upgrades are sufficiently outlined in the project summary that BRB staff will determine that a meeting is not required. The level of detail in the meeting request contributes to this decision.
- For the majority of projects that do warrant a pre-app meeting, an invitation will be sent to you that include the appointed attendees from the City.
- Forward your invitation to other team members.
- The CP is responsible for preparing minutes of the pre-app meeting that will be submitted to City attendees for review within two weeks of the meeting.

7. **Part 9 buildings and the CP Program**

Section 2.4 of the CP Practice and Procedures Manual permits Part 9 provisions to be used on an item-by-item basis for a Part 9 building that has been analyzed under Part 3. This procedure is only an option for buildings that meet the size, height, and occupancy requirements of Part 9. This has been misinterpreted on some recent projects.

8. **TIPS - Tenant Improvement Permit System**

The list of TIPS-eligible buildings and/or spaces has been updated to reflect the changes from the 2007 Building Bylaw to the 2014 Building Bylaw. Many older buildings have been removed from the list; owners may visit the TIPS webpage for guidance on having their buildings reinstated. See <http://vancouver.ca/home-property-development/tenant-improvement-permit-system-inspection.aspx>

TIPS permits are currently experiencing a timeline of 3-4 weeks to reach the assigned inspector.

9. **Field Reviews**

New staff have been hired to process Field Review permits, and the timelines are improving. We urge you to refer your clients to this stream for their simple projects. Visit <http://vancouver.ca/home-property-development/field-review-inspection.aspx>

