

CP Final Design Drawings Submission Guide

This document provides step-by-step instructions on how to submit the Certified Professional Final Design Drawings (FDD) through your Online Permit Account. The process outlined in this document is intended for **FULL ELECTRONIC SUBMISSION** of all disciplines and must have the Notarius digital signatures/seals.

The following items need to be done **before** you can submit the Final Design Drawings:

- ☐ All permits, except for the Occupancy Permit, must be ISSUED
- ☐ All conditional clearances must be resolved i.e. Legal Agreement, Engineering and Environment Holds etc.
- ☐ All the Final Design Drawings must be submitted at the same time
- ☐ The [CP FDD Checklist](#) must be filled out – you will have to submit this with the FDDs as outlined in the instructions on [How do I submit the Final Design Drawings?](#)
- ☐ Read the instructions on [How do I prepare the Final Design Drawings for submission?](#)

However, we are also currently accepting **MIXED paper / electronic submissions**.

- ☐ If you are submitting a mix of paper and electronic Final Design Drawings, please ensure that it is fully captured in the [CP FDD Checklist](#)
- ☐ For paper submissions, please document and submit the [Transmittal incoming mail and drawings form](#) – attach it to all rolled drawings that you drop-off at the Services Centre

Intended Document Use:

- [Click](#) on the FAQ hyperlinks below to take you to the applicable section in the document
- [Click](#) on the [Back to FAQs](#) button, located on each page, to come back to this section

Frequently Asked Questions

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How do I prepare the Final Design Drawings for submission?

Step 1: *Split* your Final Design Drawings file(s) by discipline, i.e. architectural, mechanical, structural etc., *and name* them in the following way:

- Permit Number-Final Design-Abbreviation of the Drawing Type-Page Count
- Example: BP-2019-05533-Final Design-Arch-1-20
- Please use these abbreviations:
 - Architectural = Arch
 - Structural = Struct
 - Electrical = Elec
 - Sprinkler = Sprink
 - Mechanical = Mech
 - Landscape= Ldscp
 - Excavation/Shoring Drawings = Geotech
 - Plumbing = Plbg
 - Guard Rail Shop = GrdRail
 - Code Compliance = CC

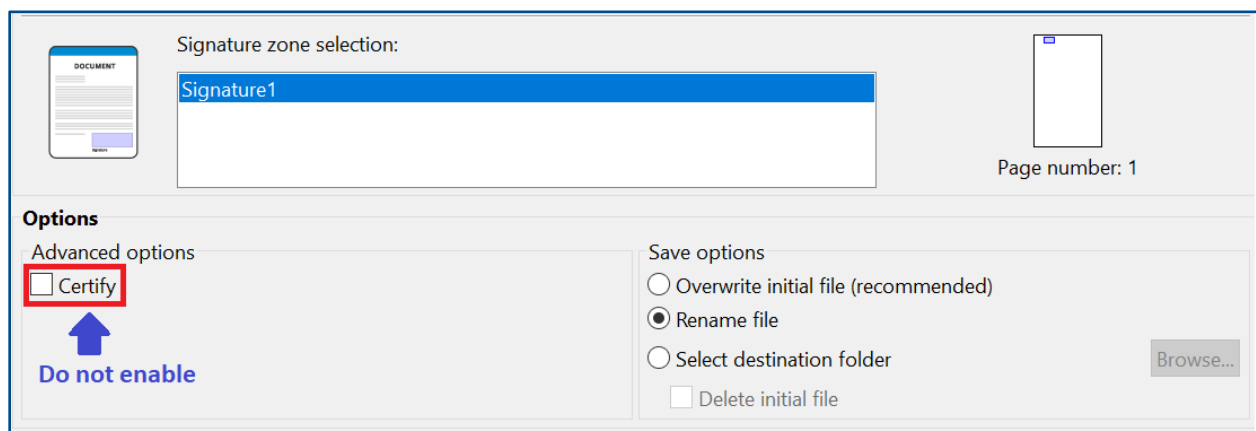
Step 2: Add the words “Final Design Drawings”, as a watermark or in the title block, to each page.

Step 3: Page number each drawing in the file by using the PDF software.

Step 4: Convert to a PDF-A file format only. For more information, please visit the [Notarius Support](#) page.

Step 5: Make sure that all drawing files have the Registered Professional of Record (RPR) Notarius digital “STAMP” of their professional seal on every page plus a Notarius digital “SIGNATURE” of their professional seal on the cover page. The CP’s digital “SIGNATURE” of their CP stamp must be on the cover page. For more information, please refer to instructions by Notarius to digitally [stamp](#) and [sign](#) a document.

Step 6: Do not enable the “Certify” check box under “Advanced Options” in the signature dialog box when applying your digital signature with the ConsignO software suite - this will prevent the City from applying subsequent stamps or seals.



Where can I find the Final Design Drawings Checklist?

Step 1: Go to www.vancouver.ca/cp-program

Step 2: Scroll down to the [Forms](#) section and expand the [2019 Vancouver Building By-law](#) list.

Home, property, and development

- Waste and recycling
- Taxes
- Utility and landfill bills
- Building and renovating
 - Build or renovate a house
 - Renovate a small business space
- Apply for and manage permit
 - When you need a permit
 - Alternative solutions
 - Artesian wells and aquifers
- Building permit
 - Certified Professional Program**
 - Field review
- Demolition permit
- Development permit
- Electrical permit
- Fire hydrant use permit
- Fire sprinkler permit
- Heat pumps
- Noise by-law exception permit
- Occupancy permit
- Operating permit
- Plumbing and gas permits
- Solar photovoltaic

Certified Professional Program

The Certified Professional (CP) program facilitates the issuance of building permits for new or existing buildings by allowing certified professionals to take on the full review and inspection role on behalf of the City.

Under the CP permit process, permit issuance can be staged, allowing construction to start earlier than otherwise – an advantage to building owners wanting to expedite their projects.

Under the [Certification of Professionals By-law](#) [\(120 KB\)](#), the City can issue a building permit on the certification of a recognized registered professional architect or engineer.

i All required City approvals, such as the development permit, must be in place prior to issuance of a particular stage.

CPs don't replace registered professionals normally involved in a construction project but rather provide an additional level of Building By-law review traditionally carried out by City staff.

Forms

Show all

Hide all

- [+ 2019 Vancouver Building By-law](#)
- [+ 2014 Vancouver Building By-law](#)

What's on this page:


- [Vancouver Building By-law forms](#)
- [Resources](#)
- [Permit process](#)
- [Advisory group](#)
- [Contacts](#)

Step 3: Click on the [Final design drawings checklist](#) link in the [Building occupancy stage](#) section.

Building occupancy stage

- [Final design drawings checklist](#) [\(140 KB\)](#)
- [Occupancy permit submission documents checklist](#) [\(216 KB\)](#)
- [Permit fee refund request form \(download where applicable\)](#) [\(144 KB\)](#)

Step 4: Save the document to your desktop.



DEVELOPMENT, BUILDINGS and LICENSING

Building Review Branch - **CERTIFIED PROFESSIONAL PROGRAM**

FINAL DESIGN DRAWINGS CHECKLIST

PROPERTY ADDRESS: _____ CHECKED BY: _____ DATE: _____

BUILDING PERMIT NO. _____ SUBMISSION TYPE: **FULL Electronic** ☐ **MIXED** ☐

ITEM	COMMENTS / DP; BP; DB; AL; OC PERMIT NUMBERS	CP Check	City Check
LIST ALL RELATED BLDG PERMITS		<input type="checkbox"/>	<input type="checkbox"/>
MIX SUBMISSION – PAPER DWGS		<input type="checkbox"/>	<input type="checkbox"/>
DP Compliance Letter	Provided and includes all DPMAs <input type="checkbox"/> Not required – No DP <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Inspection/DBI clearance for OC permit	<input type="checkbox"/> Performed: <input type="checkbox"/> Booked for:	<input type="checkbox"/>	<input type="checkbox"/>
FDD N/R as there's no substantial changes from BP drawing	Confirmation from CRP and CP is required for each discipline that FDD not being submitted. List all that apply	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Alternative Solutions - are listed on first	page + any associated pages on Dwgs where it applies. <input type="checkbox"/> YES	<input type="checkbox"/>	<input type="checkbox"/>
Structural Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Excavation/Shoring Drawings (showing permanent anchors)		<input type="checkbox"/>	<input type="checkbox"/>
Electrical Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Drawings		<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Drawings		<input type="checkbox"/>	<input type="checkbox"/>

Step 5: Fill-out the checklist and save it as *CP FDD Checklist*.

How do I submit the Final Design Drawings?

Step 1: Log into your [online account](#). Click on the [My Activities](#) tab and then click on the [file number](#) of the permit.

Note: You will only be able to submit the Final Design Drawings once your permit is in [Stage Issued](#) or [Issued](#) status.

My Inspections
My Activities
My Projects

Here is a summary of your most recent permit applications. Click the label at the top of any column to sort by that column. To see a list of all of your permits, select "Show more".

Permits

Type	File Number	My Reference Number	Address	Description	Status	Created Date	Next Action
Building Permit	BP-2019-05533		515 W 10TH AVENUE, V...	Certified Professional Program - Addition / Alteration - Stage 1: Full construction interior tenant improvement permit.	Stage Issued	Dec 5, 2019	Request Inspection

Step 2: Click on the [Submit Final Design Drawings](#) button.

Building Permit BP-2019-05533

Stage Issued

Application Date: Dec 5, 2019
Issue Date: Feb 26, 2020
Completed Date:
Expiration Date: Feb 20, 2021

Next Action
Pay Fees → Withdraw Application →
Provide Plan Review Response → Request Inspection →
Request Refund → Stage Application →
Provide Additional Information → **Submit Final Design Drawings →**
Provide CP Documents →

My Reference Number: Save

Details Project Activity Documents Uploaded Documents Inspections Review Summary

Step 3: Click on the [Upload Document](#) button.

Submit Final Design Drawings for BP-2019-05533

*Submit Final Design Drawings

Upload documents to submit

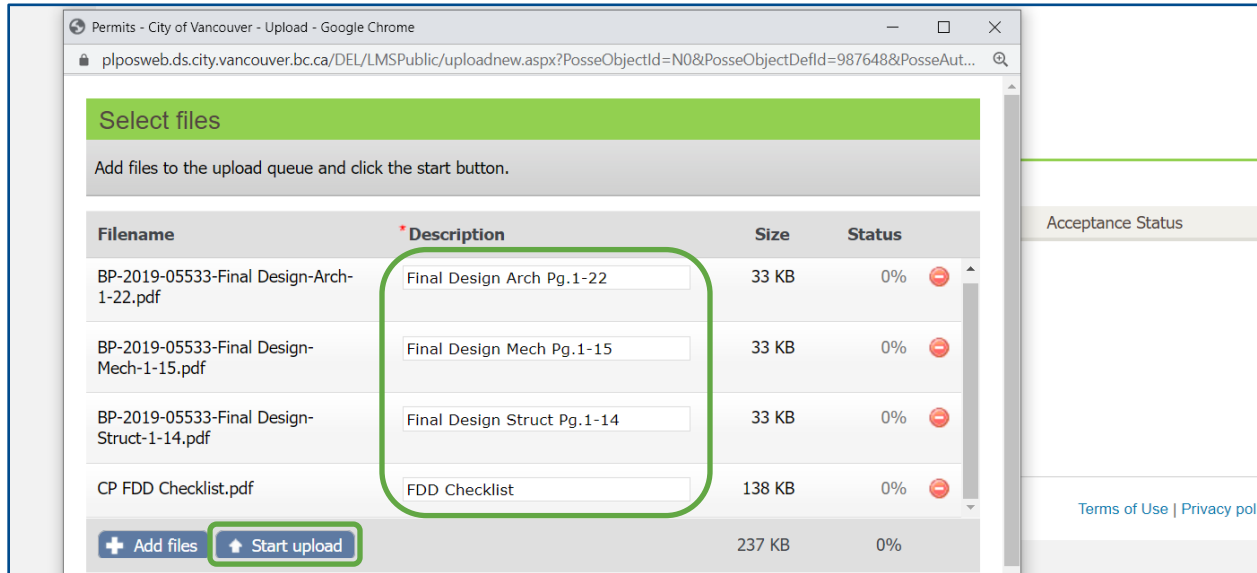
* Attachment Type	Description	Acceptance Status
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Upload Document →

Submit Final Design Drawings → Cancel and Return

Step 4: Upload all of the Final Design Drawings and the filled-out [FDD Checklist](#). After selecting the files, add in a [Description](#) and then click the [Start upload](#) button. *Note:* the maximum document size is **300 MB** per file.

- Description for the Final Design Drawings: [Final Design \[Discipline Abbreviation\] Pg. #](#)
- Description for the CP FDD Checklist: [FDD Checklist](#)



Permits - City of Vancouver - Upload - Google Chrome

plposweb.ds.city.vancouver.bc.ca/DEL/LMSPublic/uploadnew.aspx?PosseObjectId=N0&PosseObjectDefId=987648&PosseAut...

Select files

Add files to the upload queue and click the start button.

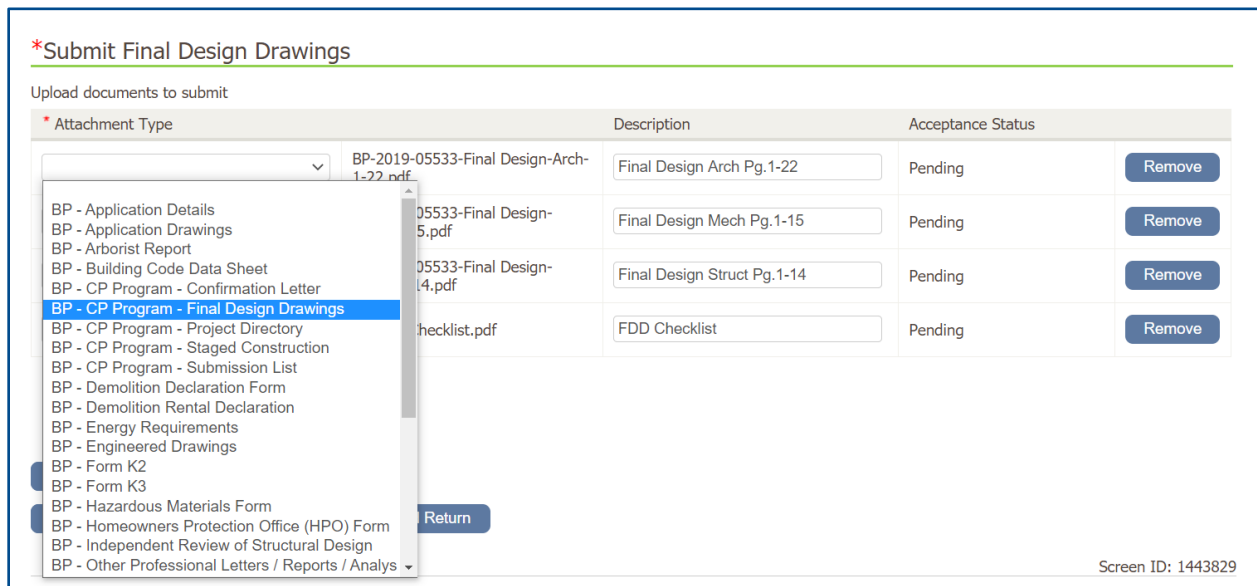
Filename	*Description	Size	Status
BP-2019-05533-Final Design-Arch-1-22.pdf	Final Design Arch Pg.1-22	33 KB	0%
BP-2019-05533-Final Design-Mech-1-15.pdf	Final Design Mech Pg.1-15	33 KB	0%
BP-2019-05533-Final Design-Struct-1-14.pdf	Final Design Struct Pg.1-14	33 KB	0%
CP FDD Checklist.pdf	FDD Checklist	138 KB	0%
		237 KB	0%

+ Add files **Start upload**

Acceptance Status

[Terms of Use](#) | [Privacy policy](#)

Step 5: Select the document type [BP- CP Program – Final Design Drawings](#) from the [Attachment Type](#) drop-down menu for the Final Design Drawings.



*Submit Final Design Drawings

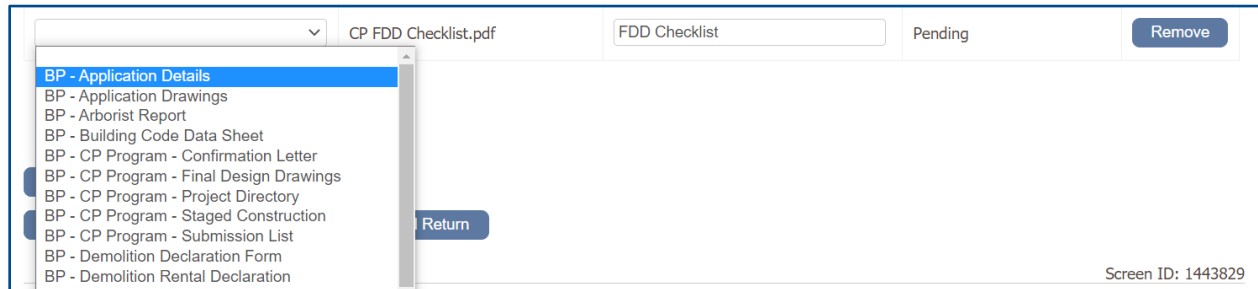
Upload documents to submit

* Attachment Type	Description	Acceptance Status
BP-2019-05533-Final Design-Arch-1-22.pdf	Final Design Arch Pg.1-22	Pending Remove
BP-2019-05533-Final Design-Mech-1-15.pdf	Final Design Mech Pg.1-15	Pending Remove
BP-2019-05533-Final Design-Struct-1-14.pdf	Final Design Struct Pg.1-14	Pending Remove
CP FDD Checklist.pdf	FDD Checklist	Pending Remove

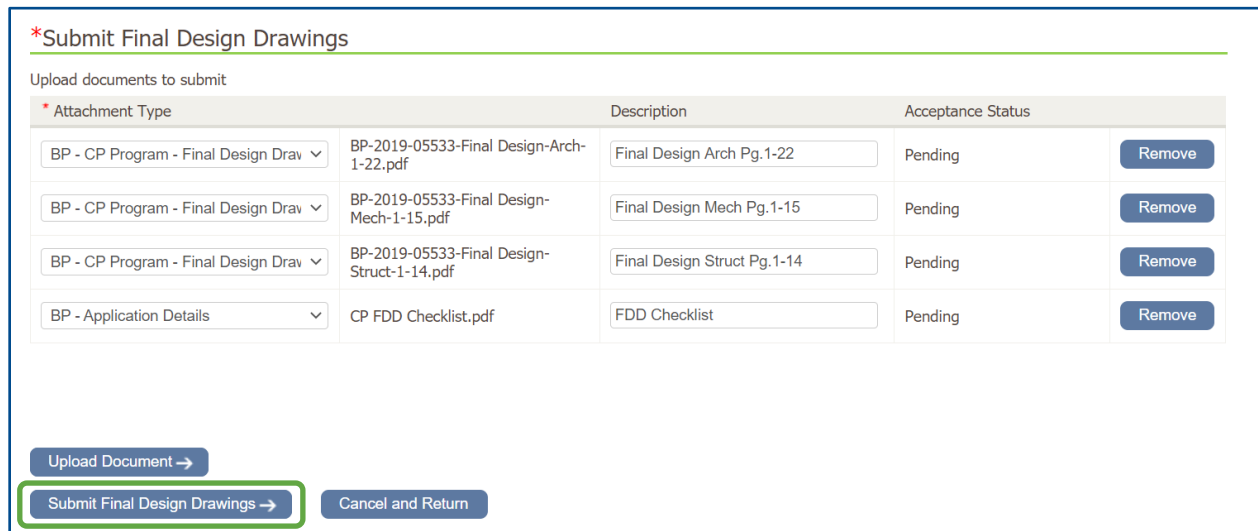
[Return](#)

Screen ID: 1443829

Step 6: Select the document type *BP-Application Details* from the *Attachment Type* drop-down menu for the FDD Checklist.



Step 7: Click the *Submit Final Design Drawings* button when you are done.



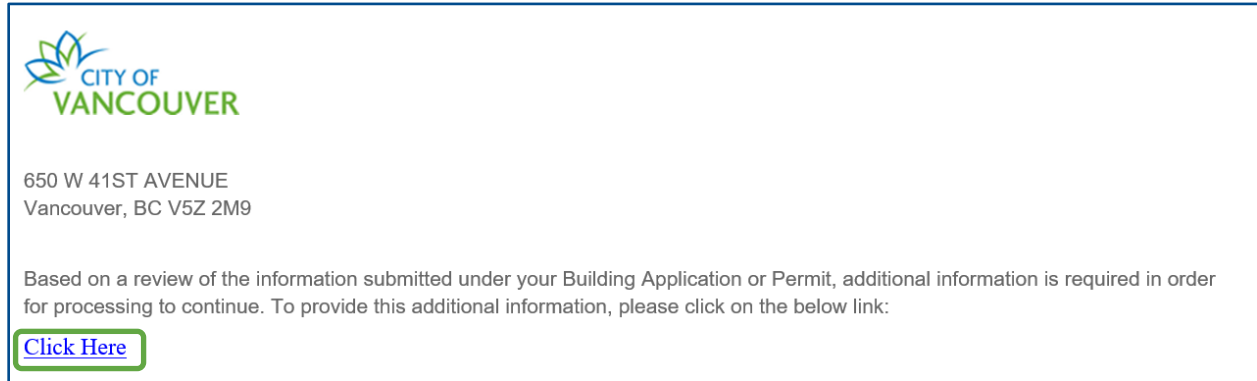
Step 8: You will receive this confirmation screen. Click on the link to go back to the permit information screen.



How do I know the review status of the Final Design Drawings I submitted?

You will receive an auto-generated email notification if additional information is required.

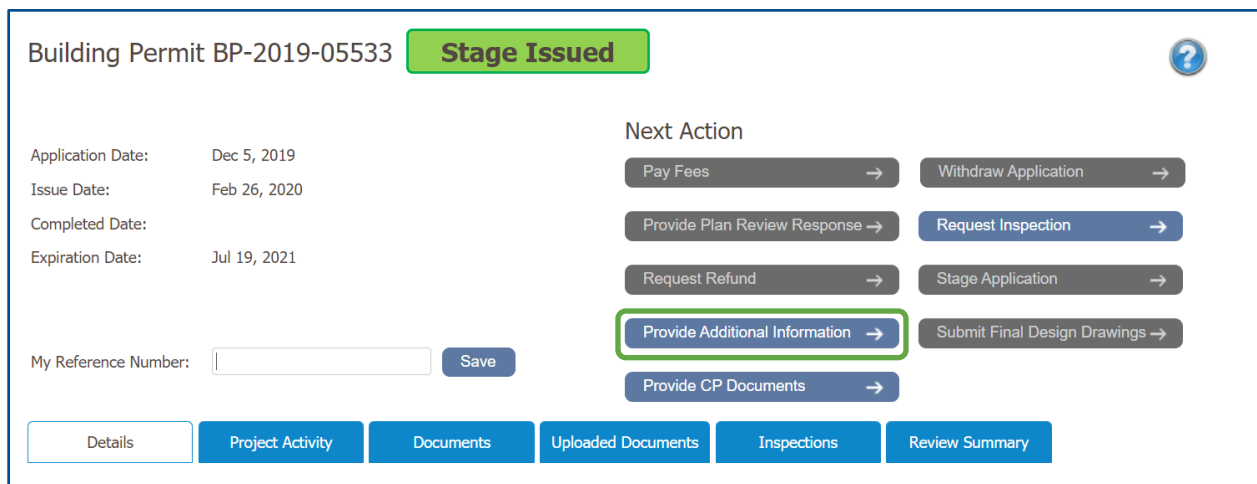
Step 1: Click on the [Click Here](#) link in the email and log into your account. After logging in, you will see the screen in Step 4 – go to [Step 4](#). If you cannot find this email, then go to [Step 2](#).



Step 2: Log into your [online account](#). Click on the [My Activities](#) tab and then click on the [file number](#) of the applicable permit.



Step 3: Click on the [Provide Additional Information](#) button and then continue to [Step 4](#). If the Provide Additional Information button is greyed-out, then go to [Step 5](#).



Step 4: Read the instructions and provide the information requested. Scroll down and click on the [Upload Document](#) button to upload the Final Design Drawing(s). Click on the [Submit Additional Information](#) button to submit the FDDs. Do not proceed to Step 5, because you are done and the information has been submitted.

Provide Additional Info for BP-2019-05533

We require more information before we can continue processing your application. Review the details, then select the "Submit Additional Information" button to submit the required information.

Additional Information requested:

Please resubmit the FDD

Additional Information provided:

Upload documents pertaining to the Application

Attachment Type	File Name	Description
<div>Upload Document →</div> <div>Submit Additional Information →</div> <div>Cancel and Return</div>		

Step 5: Click on the [Provide Plan Review Response](#) button. **DO NOT** click on the Submit Final Design Drawings button.

Building Permit BP-2019-05533

Stage Issued

?

Application Date: Dec 5, 2019
Issue Date: Feb 26, 2020
Completed Date:
Expiration Date: Jul 19, 2021

Next Action

Pay Fees →
Withdraw Application →

Provide Plan Review Response →
Request Inspection →

Request Refund →
Stage Application →

Provide Additional Information →
Submit Final Design Drawings →

Provide CP Documents →

My Reference Number:

Save

Details

Project Activity

Documents

Uploaded Documents

Inspections

Review Summary

Step 6: Read the instructions and provide the requested information. Scroll down and click on the [Upload Document](#) button to upload the Final Design Drawing(s). Click on the [Submit Response](#) button when you are done.

Provide Review Response for BP-2019-05533

Request for Additional Information

Please add the address on page 10 and resubmit the entire FDD set

*Response to Request for Additional Information

Uploaded Documents

Select the "Upload document" button to add documents to your application. The maximum file size is 300 MB. Your uploaded documents will show in the table below.

[Upload Document →](#)

* Attachment Type	Description	Acceptance Status
-------------------	-------------	-------------------

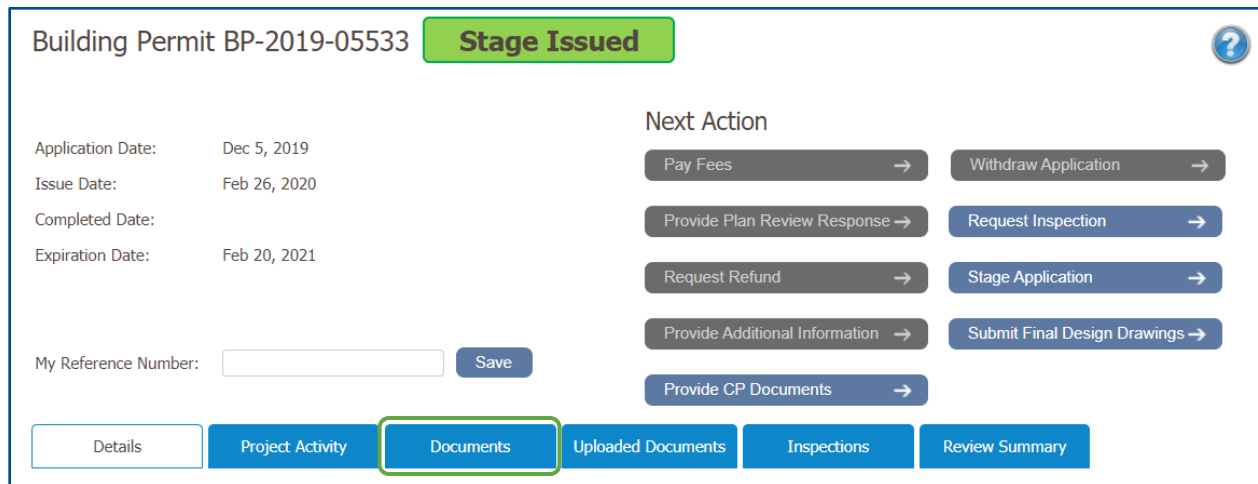
[Submit Response →](#)

[Cancel and Return](#)

Where can I find the COV accepted Final Design Drawings?

Step 1: Log into your [online account](#). Click on the [My Activities](#) tab and then click on the [file number](#) of the permit.

Step 2: Click on the [Documents](#) tab.



Building Permit BP-2019-05533 **Stage Issued**

Application Date: Dec 5, 2019
Issue Date: Feb 26, 2020
Completed Date:
Expiration Date: Feb 20, 2021

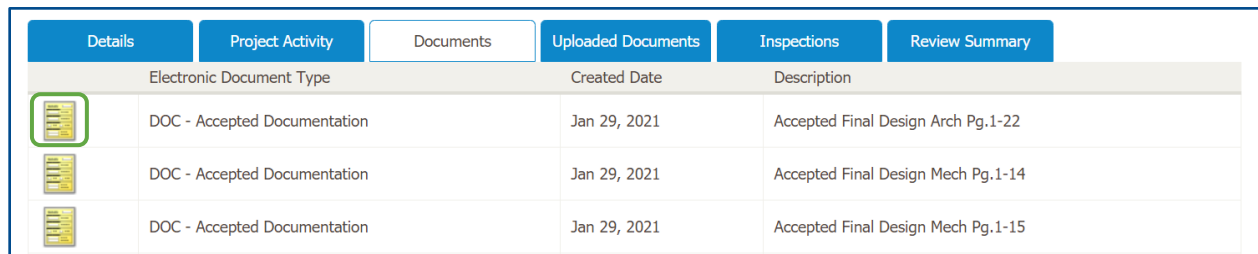
My Reference Number: [Save](#)

Next Action

- [Pay Fees](#) →
- [Withdraw Application](#) →
- [Provide Plan Review Response](#) →
- [Request Inspection](#) →
- [Request Refund](#) →
- [Stage Application](#) →
- [Provide Additional Information](#) →
- [Submit Final Design Drawings](#) →
- [Provide CP Documents](#) →

[Details](#) [Project Activity](#) [Documents](#) [Uploaded Documents](#) [Inspections](#) [Review Summary](#)

Step 3: The accepted FDDs will be listed under [DOC - Accepted Documentation](#). Click on the yellow icon to view the document.



Details	Project Activity	Documents	Uploaded Documents	Inspections	Review Summary
		Electronic Document Type	Created Date	Description	
		DOC - Accepted Documentation	Jan 29, 2021	Accepted Final Design Arch Pg.1-22	
		DOC - Accepted Documentation	Jan 29, 2021	Accepted Final Design Mech Pg.1-14	
		DOC - Accepted Documentation	Jan 29, 2021	Accepted Final Design Mech Pg.1-15	

Whom should I contact if I encounter any problems?

Please contact us at cp.process@vancouver.ca