



Certified Professional Building Permit Application Overview

Development, Buildings & Licensing - Building Review Branch

Preliminary Meeting(s)

- Preliminary meetings are **mandatory** for all **Existing Buildings** requesting approval to go through the CP process stream.
- **Optional** on **new buildings** but are welcomed for discussion using meeting request process.
- **BP** applications are encouraged to be submitted when the **DP Prior To** has been **sent** (confirms certainty of project **and** prompt processing)
- **CP** to send email to cp.process@vancouver.ca with full details of scope of work, code review highlights, potential staff required for meeting (ie.Fire, AL Code Engineers, Development staff, or **Project Facilitator** may be present at the meeting)
- **CP** coordinator to book an appointment for all attendees and notify CP of proposed meeting date

Start CP Process

CP starts the application process by applying on line with the **Outrider** system of **POSSE**

(use this link for help with how to use POSSE) <http://vancouver.ca/files/cov/cp-outrider-external-user-manual.pdf>

1. **Upload PDF files of the following minimum application documents:** [other submission documents may be uploaded to POSSE with the initial application if they are digitally signed and sealed]
2. CP building permit application form – must be signed and CP stamped
3. Proposed architectural dwgs with elevations and address clearly identified and printable to 11x17 formats. All drawings to indicate proposed street addresses, number of suites and all suites addressed clearly on drawings.
4. Demonstration of zoning and development clearance checklist. (DP issued or in “prior to, ECO “green stamp”, or Development Clearance Tenant Improvement Review Confirmation Letter for first TIs
5. Preliminary review groups will be opened to facilitate drawing circulation by the CP.
6. CP will then receive a **DRAFT application number**. Once the CP coordinator has done a completeness check of the application and documents submitted, the CP coordinator will complete the application process by assigning a prefix designation of either **BP** or **DB**.
7. An email will be sent to confirm application is ready for intake and the contact information of the assigned project plan checker.

Code Compliance and Application In Take Meeting

1. Contact the assigned plan checker to book your intake meeting.
2. **CP** application must include the drawings and documentation as per the **CP** application submission list for either the full or optional staged construction process at intake meeting.
3. **BRB** will review code compliance drawings and documentation with the **CP** for application acceptance.
4. **CP** will have received notification that fees are due via their email and will have to be paid on the day of intake.
5. Preliminary review groups will already be opened for the CP to start circulation of plans.
6. **CP** and **BRB** will jointly identify any additional department review groups / clearances required. **CP** and **BRB** will determine and agree upon number of stages if applicable. **BRB** will list outstanding issues that the CP will address.
7. If the application is found to be unacceptable (irresolvable code and documentation deficiencies in consultation with the **BRB** Manager) then the application will be canceled and **CP** will be required to resubmit. Should the resubmission be unsuccessful, then the application will be converted to the **NCP project stream**.

Follow Up

- **BRB** will document the Code Compliance meeting and provide the **CP** and **POSSE** with a list of all outstanding items to be addressed prior to permit issuance.
- **CP** to address all outstanding items identified by the **BRB** and submits solutions to the **BRB** for review and acceptance.
- **CP** works with **BRB** to verify all required clearances for the full or staged permit.
- **CP** is responsible for obtaining all clearances. **CP** has access to status of clearances via POSSE.
- **CP** may contact **PF** (if assigned) to assist with departmental clearances

Permit and First Staged Authorization Issuance

Once required outstanding issues and clearances for the full or staged application are in place, **BRB** will finalize the application and issue the permit.

Subsequent Staged Authorization Process

- **CP** to submit all required documentation in accordance with Checklist
- **CP** to advise **BRB** when the subsequent stage is required on site.
- **BRB** to determine all outstanding items required for the particular permit stage.
- **CP** to address outstanding items identified by **BRB** and submit solutions to **BRB** for review.
- **CP** to work with **BRB** to verify all clearances.
- **BRB** to issue staged authorization when all outstanding items and reviews are completed to their approval.

Acronyms:

NCP - Non Certified Professional
DP- Development Permit
BRB - Building Review Branch | *refers to code professional or senior staff*
POSSE - Electronic Document File Retention/Permit Application Software
BP/DB - Prefix for Building/ Development and Building combined Application Permit Numbers