

NEWSLETTER

August 19, 2025

TO: Certified Professionals Practicing in the City of Vancouver
FROM: Saul Schwebs, Chief Building Official, Director
SUBJECT: **2025 CP Update Newsletter**



Welcome to the latest edition of the Building Review Branch Newsletter! Refer to <https://vancouver.ca/home-property-development/certified-professional-program.aspx> for this and previous newsletters as well as the latest versions of all CP forms and resources.

Chief Building Official Update(s)

2025 Vancouver Building By-law (VBBL) Update

The **new VBBL** will come into effect on **September 15, 2025**. The implementation of **Part 4 seismic provisions** will take effect at a future time. Please follow our webpage for further and updated details: [here](#).

AIBC/EGBC CP Program for 2025 VBBL Update Session

The 2025 Vancouver Building Bylaw Update Session is scheduled for October 29, 2025 and will be hosted by AIBC. This is a highly recommended session for Certified Professionals wishing to practice in Vancouver. Please stay tuned for registration information for this event.

Building Review Branch Updates

1. Criteria for CP Projects under the 2019 Vancouver Building Bylaw

As the City approach the implementation of the 2025 Vancouver Building Bylaw, the following criteria from the last adoption and implementation of the 2019 Vancouver Building Bylaw is as follows:

- All existing open permit applications that are actively being worked by the applicants or City will automatically carry over under the existing 2019 VBBL. Projects that are stagnant for more than 6 months will be lapsed with no refund although withdrawing the application may enable a partial refund of the fees.
- All issued permits shall show continual progress on site with no discontinuation longer than 6 months or the permit can be expired. A 2019 VBBL permit which has expired cannot be extended over September 15, 2025.
- BP applications can still be made under the VBBL 2019 prior to September 15, 2025, as long as the application is fully complete with a legitimate application and a successful intake meeting. The intake review meeting can occur on or after September 15, 2025, but will not be considered as a placeholder for an incomplete submission.
- Please ensure the submissions will meet these requirements and plan accordingly so that you will be able to meet the cutoff date and staff availability.”

2. Electronic Application Requirement

The City will no longer accept paper application documents for permits. This change aims to improve efficiency and reduce processing times. Engineers & Geoscientists BC (EGBC), Architectural Institute of BC (AIBC), and Association of BC Land Surveyors (ABCLS) support this transition. Members without a digital seal/certificate may not be able to participate in Vancouver’s permit process. More details are provided under: [Electronic Permit Applications](#).

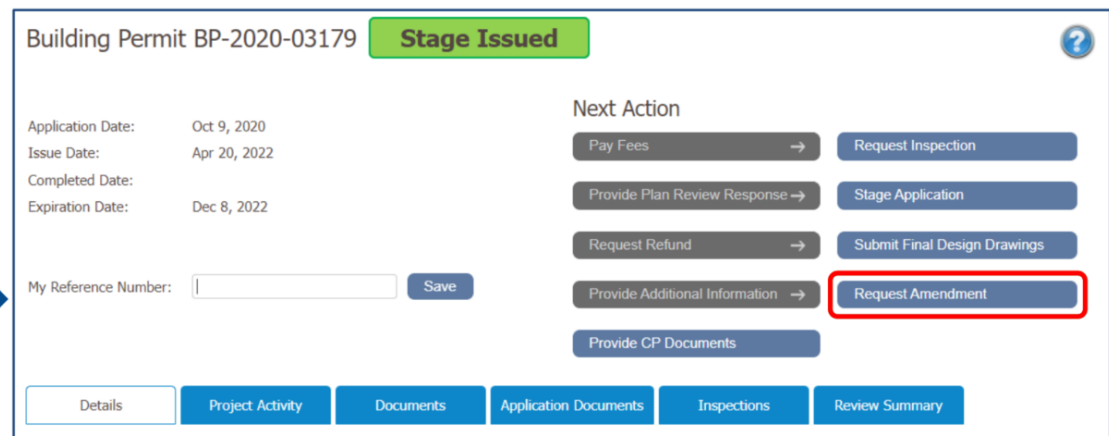
3. On-Site Rainwater Management

Effective July 1, 2025, most new buildings in Vancouver require on-site rainwater management (vancouver.ca/rainwater). In CP projects, both **civil** and **plumbing** registered professionals are typically involved (as the required plumbing systems are usually both outside of and inside the building). A reminder that Schedule B is required from **both**. Refer to the Province's [Guide to the Letters of Assurance](#), Section 21.2.

4. Revision Requests

When applying for a Building Permit revision, use the **Request Amendment** button (per screen capture below) instead of **Provide CP Documents**. Refer to the [CP Building Permit Online Application Guide](#) for step-by-step instructions.

Step 3: Click on the [Request Amendment](#) button.



Building Permit BP-2020-03179 **Stage Issued**

Application Date: Oct 9, 2020
Issue Date: Apr 20, 2022
Completed Date:
Expiration Date: Dec 8, 2022

My Reference Number: Save

Next Action

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

Details Project Activity Documents Application Documents Inspections Review Summary

5. Final Design Drawings

Kind reminder to submit Final Design Drawings 4 weeks before the City Final and is identified in the [Occupancy Permit Submission Document Checklist](#) , to assist CPs and/or their staff.

Certified Professional Program Practice and Procedure Manual

Occupancy Permit Submission Documents Checklist (Sample for typical complex building)				Date	
Project					
Address					
Building Permit Number					
Legend:					
COC = City Occupancy Clerk					
FDPC= Final Design Drawing Project Coordinator					
DBI = District Building Inspector					
VFRS = Vancouver Fire & Rescue Service					
Document	Action by	Submit Prior to City Demonstration	Submit Prior to City Final	Mandatory Submissions to City	Submissions to RP/CRP/CP Optional to City
1. Occupancy Permit Application					
Occupancy Permit Application	CP	3 weeks		to COC	
Test Protocol	CP	48 hours		to DBI	
Fire Safety Plan	Owner	2 weeks		to VFRS	
2. Final Design Drawings (one copy signed and sealed by RP, labelled as "Final Design Drawings", c/w CP stamp, signature & date)					
Final Design Drawing checklist	CP		4 weeks	to FDPC	
DP Compliance Letter	CRP / Architect		4 weeks	To FDPC	
Architectural	Architect		4 weeks	to FDPC	
c/w Alternative solutions on front page	CRP		4 weeks	to FDPC	
Guards/handrails	Guard contractor		4 weeks	to FDPC	
Structural	Structural engineer		4 weeks	to FDPC	
Mechanical	Mechanical engineer		4 weeks	to FDPC	

It is also noted that the Final Design Drawings Checklist, has been updated in **May 2025** and can be found on the City's CP Program website under: Forms>2019 Vancouver Building Bylaw>Building Occupancy Stage or (<https://vancouver.ca/files/cov/cp-final-design-checklist.pdf>).

- [Short checklist](#) (797 KB)
- [Tenant improvement development review confirmation letter](#) (370 KB)

Building construction stage

- [Monthly progress report](#) (120 KB)

Building occupancy stage

- [Final design drawings checklist](#) (368 KB)
- [Occupancy permit submission documents checklist](#) (216 KB)
- [Permit fee refund request form \(download where applicable\)](#) (144 KB)

Other forms

- [AI-1 application form](#) (180 KB)

As part of this update to the Final Design Drawings for Submission, a final Code Compliance (CC) drawings package is required to be submitted to the City in order to consolidate all code compliance changes that have been updated during the course of the project. It is reflected on the amended form below:



FINAL DESIGN DRAWINGS CHECKLIST
 CERTIFIED PROFESSIONAL PROGRAM
 Updated May 2025

DEVELOPMENT, BUILDINGS & LICENSING

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		☐	☐
MIX SUBMISSION – PAPER DWGS		☐	☐
DP Compliance Letter	Provided and includes all DPMAs ☐ Not required – No DP ☐	☐	☐
Final Inspection/DBI clearance for OC permit	☐ Performed: ☐ Booked for:	☐	☐
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	☐	☐
Architectural Drawings Alternative Solutions - are listed on first page + any associated pages on Drawings where it applies.	☐ YES	☐	☐
Structural Drawings		☐	☐
Excavation/Shoring Drawings (showing permanent anchors)		☐	☐
Electrical Drawings		☐	☐
Sprinkler Drawings		☐	☐
Mechanical Drawings		☐	☐
Plumbing Drawings		☐	☐
Code Compliance Drawings		☐	☐
Guard Rail Shop Drawings		☐	☐

6. Updated Electrical Plan Examiner's Transmittal Form

The [Electrical Plan Review and Transmittal Form](#) (Bulletin 2001-008 BU/EL) has been updated. Please ensure you use the most current version.

 CITY OF VANCOUVER	DEVELOPMENT, BUILDINGS AND LICENSING Electrical Inspections Branch
ELECTRICAL PLAN EXAMINER'S TRANSMITTAL FORM (To be completed by CP / Electrical Engineer and submitted to the Electrical Plan Examiner with Electrical Plans)	
Address:	Building Permit No.:
Major Occupancy Classification:	Construction Article:
New Construction: ☐	Addition: ☐
Alteration: ☐	
Please check the appropriate boxes accordingly.	
Attachment to Bulletin 2001-008-BU/EL Revised March 19, 2025	

7. Building Review Branch Staffing

Our Branch have completed a majority of our many month-long recruitments for nearly all of our Professional and Technical staff positions with some being promotions while others are new addition to our team. Two new Project Coordinators are supporting our Final Design Drawings submissions. We are happy to officially announce our new team additions, and some departures:

Building Code Engineers/Specialists:

- Tim Lo, P.Eng. CP
- Anita Ray, P.Eng. CP (on Leave)
- Timothy Wang, P.Eng. CP
- Adessa Mohammadi, P.Eng. CP

Final Design Drawings Reviewers:

- Joyce Insley
- Adesuwa Efosi

Departures:

- March 20, 2025: Calvin Wang, Architect AIBC, CP: Returned to Inspections

Building Inspections

8. Permits Under Construction Placed ON-HOLD

CP Projects that are issued a Building Permit, regardless of the stage, that are subsequently placed ON HOLD, whether immediately or anticipated in the future. The CP shall advise the City (**via the District Building Inspector**) as to the effective date of such action. The status and preservation of the Building Permit will be noted against the primary building permit.

9. CP Monthly Progress Reports

Reports must be submitted **monthly** after Stage 1 permit issuance. Even if no activity has occurred, the report must explain:

- Why work is suspended.
- When work is expected to resume.
- Confirmation from the contractor and applicable professionals that the site remains safe, secure, and stable.

10. CP Monthly Progress Report and Final Occupancy Document Submission

Submit these reports using **Request an Inspection and Upload Documents** and indicate in the **Special Instructions for Inspector** box whether the submission is for the **CP Monthly Progress Report only; Final Occupancy Documents only;** or a **CP walk-through booking**. Refer to the [CP Building Permit Online Application Guide](#) for step-by-step instructions

The screenshot shows a web form titled "Request an Inspection Building Permit (BP-2020-03179)". The form is divided into two main sections: "Details" and "Documents".

Details Section:

- A blue arrow points to the "Details" section header.
- Text: "We are now taking Inspection Requests for June 09, 2022 or later."
- Form field: "What phone number can the inspector reach you at?" with a green box highlighting the input fields (604, 111, 1111).
- Form field: "What date would you like the inspection to occur on?" with a date picker set to "Jun 9, 2022".
- Form field: "Special Instructions for Inspector:" with a yellow box highlighting the input area.
- Form field: "Enter any additional email addresses to receive inspection results:" with a text input field.
- Text on the right: "Please include any contact information, directions, or other location information the inspector will require to perform this inspection."
- Text on the right: "To add multiple recipients, separate them with a comma. Example: person1@example.com, person2@example.com"

Documents Section:

- Text: "Please attach documents that may be needed at the time of your inspection request, such as a signed Contractor Declaration Form (for Electrical inspections)."
- Table with one header row: "Description".
- A blue arrow points to the "Upload Document" button at the bottom left of the form.

Sustainability Updates

11. Embodied Carbon Documents for Part 3 Buildings (VBBL Section 10.4)

Applicability: Part 3 new buildings whose **Stage 1 BP applications** were accepted on or after **October 1, 2023**.

- **Requirements:** Projects must report **embodied carbon** and ensure emissions do not exceed **twice the baseline** set in the [Embodied carbon guidelines](#)
- **Documentation:** At the Full Construction stage, submit:
 - [Embodied Carbon Design Report](#) (Excel & PDF).
 - **Raw data from the embodied carbon software tool** ([See Raw Data Submission Instructions here](#)).

Important: Applicability is based on the **accepted BP application date**, not the creation/submission date.

For inquiries, contact:

- **Forest Borch** (Forest.Borch@vancouver.ca)
- **Zahra Teshnizi** (Zahra.Teshnizi@vancouver.ca)

12. Airtightness Testing Plan Requirement

As of **January 1, 2024**, airtightness documentation must be submitted at the Building Permit stage. The **City of Vancouver Bulletin on Airtightness Testing** outlines acceptable methods per **VBBL 10.2.2.21**. Engage with airtightness testing agencies early to determine the project's airtightness testing plan. Alternative testing methods **must be submitted** at the full-construction BP stage.

Engineering Updates

13. Updated Encroachment By-Law

The City is amending the encroachment by-law to **require fibreglass anchor rods, as the preferred material**, for shoring into City property adjacent to future rapid transit corridors. A map of these corridors will be available online soon.

14. Mandatory Notification for Shoring Changes

CPs must notify the City Engineering Department immediately and submit a BP revision when making any changes to shoring on-site, including site instructions for shoring on private property adjacent to City property. The City has been repeatedly informed of changes after the fact without proper BP revision submissions. While professionals have a responsibility to immediately address public safety concerns, any potential impact on public property will require a formal request to the City.

Additional Reminders

15. DP Confirmation Letters

In order to expedite review and clearance relating to the applicable Development Permit. Certified Professionals (CPs) must ensure that all dates, signatures, and verifiable seals are provided on the DP confirmation letter at the submission.

An example, as shown below, made the review and acceptance of this document without delay, as all noted fields were completed along with the valid professional authentications.

CITY OF VANCOUVER DEVELOPMENT, BUILDINGS, & LICENSING - Building Review Branch

Certified Professional Program - Development Permit Confirmation Letter

Name of CP: Michael van Blokland, P.Eng., CP Project Address: 1528 W 45th Ave

Building Permits BP-2024-02521 Development Permit #: DP-2023-00408

Stage: 1

I, Duff Marrs, hereby confirm that the drawings submitted for this stage of construction under the above noted Building Permit substantially comply with Development Permit drawings as issued. I also confirm that I understand this project may be audited by City staff for compliance with the Development Permit.

Signed by: Duff Marrs Date: 2024-12-05
CRP/Architect of Record

Firm: BHA Architecture Professional Seal: [Seal of Duff Marrs, Registered Architect, British Columbia, 2024-12-05]

As submitted by: Michael van Blokland, P.Eng., CP Date: 2024-12-05
Certified Professional

Certified Professional Stamp: [Stamp of Michael van Blokland, P.Eng., CP, dated 2024-12-05]

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Thank you from both Building and Development Review Staff!