

NEWSLETTER

September 22, 2020

TO: Certified Professionals Practicing in the City of Vancouver

FROM: Pat Ryan, Chief Building Official

SUBJECT: CP Newsletter - Summer/Fall 2020



Summer Greetings to you All

1. Fast Track to the Future

So nothing like a pandemic to get us to jump from our comfort areas and try new things (who knew that surgical masks could be so trendy and fashionable). It's been a very stressful and a fast paced spring and then into summer season. Thank you all for being patient and understanding as we all try to adjust to doing business in a new manner.

Apologies for not getting the word out sooner but often things changed before we could communicate them. Hopefully those of you in the process stream were getting the appropriate directions from your point of contacts. One thing for certain the trials and tribulations that you have incurred with us will undoubtedly be impacting our future processes. Having said that please feel free to give us your feedback. Better to speak now of how they have impacted the way we work together, or the way you do business so we can learn to improve in areas we want to make permanent for our future business practices.

2. CP Committee

Your CP Committee now has a new name: the "Certified Professional Advisory Group". The current chair has been Mr. Barry Thorson, P.Eng for the last two years and the committee was hosted at EGBC. Starting in May 2020 the committee has a new chairperson Mr. Jeremy Woolf, AIBC and will be hosted by AIBC. For those who don't know, this committee has been operating from its existence under the guidance of AIBC, EGBC, BOABC, City of Vancouver, and the City of Surrey. A formal transition in 2016 that gave both the professional associations the oversight of the program allowed for the program to flourish with the use of a dedicated program manager and self-funding. With that in place we have seen several years of a consistent Advanced Code Knowledge course in conjunction with the CP course being offered yearly now. Nice to see the overall growth of the CP program, as we welcomed the City of Abbotsford, Tsleil-Waututh Nation, and University Endowment Lands to the program.

3. New CP Webpage

The [CP Webpage](#) has been revamped and updated with current information. VBBL2019 Forms are current and correct so please refresh your bookmarks and the use these forms for your submissions.

4. VBBL2019

The printed version of the VBBL2019 is available on line with the [Queens Printer website](#) and has the current consolidated amendments now posted separately.

5. Gentle Reminders

1. Please remember to put the proper development permit (DP) number on your application forms when submitting your application on line.
2. Information is critical to the completeness check and it would be appreciated that all forms, **detailed project descriptions** and information pertinent to your project are there.
3. Addressing plans are required with your online permit application. Drawings must include the site plan, all floor plans (including parkades), roof plan, and elevations. Please don't split up the drawings into "addressing plans" (floor plans only) and "architectural plans" (everything else) - it just means we have to flip back and forth between files to understand the project.
4. Send your certificate of insurance renewals in before your old one expires to avoid issuance delays. Email to cp.process@vancouver.ca
5. If you have any POSSE issues please make the CP Coordinator aware of them at: cp.process@vancouver.ca
6. We're happy to have meetings with CPs and their teams about projects. Contact us at cp.process@vancouver.ca to request a meeting - please include your code analysis and drawings, and an agenda or specific topic for discussion so we can have the right people in attendance and be ready for the conversation. After the meeting, the CP is responsible for circulating minutes to all attendees.
7. Please remind the architects you're working with that **all** changes to buildings must be flagged in the DP Confirmation Letter, although preferably they should be coordinating with the Development Review Branch with all changes. We have had a number of "surprise" DP Minor Amendments at the last minute lately because changes were not identified.
8. If the development you're working on will be impacting an adjacent property, we require your team to confirm that the neighbour has been appropriately notified:
 - Below-grade encroachment (soil anchors or foundation underpinning) - we need acknowledgement from the neighbouring owner that they are aware of the proposed encroachment and intend to allow it. This can take the form of a letter from the neighbour, a counter-signed copy of the letter from the developer advising them of the encroachment, or a copy of the encroachment agreement between the owners. The necessary legal agreement does not need to be enacted prior to permit issuance, nor does the City need or want to be a party to it or review it.
 - Structural impact of increased snow drift on an adjacent roof - we need confirmation that the neighbouring owner has been advised of the potential impact of the proposed construction on their building. This does not need to be acknowledged or agreed to by the neighbour.

- Crane over-swing - this does not need to be acknowledged by the neighbour as a condition of permit issuance; however, an agreement between owners is still necessary. The City does not want or need to be involved in the agreement.
9. Your Code Compliance Drawings and Report must be sufficiently detailed that compliance of the project with the Building By-law is clearly demonstrated. The report must:
 - be specific to the project
 - demonstrate how the Building By-law requirements are being met
 - contain more than a simple reiteration of the requirements of the Building By-law
 - not include Building By-law references that don't apply to the project
 - explicitly state any assumptions
 10. Remember to use the new version of the DCC Calculation Form, which includes the Translink fee calculation - see <https://vancouver.ca/files/cov/development-cost-charge-calculations-worksheet.XLSX>
 11. A reminder that two copies of the landscape drawings issued for Development Permit must be submitted for issuance with your final stage BP package. The drawings must be the very ones issued for DP (i.e. including stamps and markups; colour prints of the scanned drawings are acceptable - with original CP stamp - if the originals have gone missing). If the landscape drawings have been updated in the interim, they will need to be re-reviewed via a DP minor amendment, so please consider this in your timing. We are working on updates to this process as many of you have suggested, but there's a lot to consider so please stay tuned.
 12. Please ensure that your clients and consultant teams understand that any changes to the issued permit drawings (including shoring and excavation) must be communicated to the CP and the City. In particular, any changes to the design within the City Street or affecting City assets cannot proceed without approval from the City. Changes should be clearly marked out on the most recent issued drawing set with justification of design change upon submittal, and BRB and/or Engineering staff will determine whether a permit amendment is required. The CP should not be making a judgement call on if changes to plans that affect City Street or assets are substantial; all changes must be communicated to and approved by the City. Issues resulting in the field that necessitate a site instruction and/or are emergency work in nature with any impact on City Street or assets require immediate notification to the City Engineering department by either the consultant or the CP.
 13. Keep your District Building Inspector up to date on all changes and issues on site, including lack of activity, via the monthly progress report (<https://vancouver.ca/files/cov/CP-monthly-progress-report.pdf>) - which should be submitted (surprise!) **monthly**.
 14. Finally, final design drawings don't take the place of building permit amendments. Please make sure that any changes during construction that affect compliance with Part 3, Alternative Solutions, interface with City streets or assets, etc. are reviewed and captured with an amendment well in advance of your anticipated occupancy.

6. Fall City of Vancouver CP Seminar

We look forward to the opportunity of providing an information seminar once again. This year due to COVID-19 we will be doing a virtual seminar. Registration information will be forthcoming but please save the date of **October 29 -2020 times TBD**

7. Payments by E-Transfer

We are now accepting payment by e-transfer for your permit fees. Please follow the following steps if you choose this process of payment.

Please ask your client to see if they could use this process. Here are the steps.

1. The payee must confirm first with their bank to verify that they can do a transaction of the TOTAL amount in ONE step. They may need to speak with bank management to arrange for a larger transfer limit. The applicant **MUST** include in the comments of the transaction **PERMIT NUMBER** (ie **BP-2020-xxxxx**)
2. **EMAIL TRANSFER** to : cp.process@vancouver.ca
3. Once the transaction has been accepted from the receiver they will in turn, send a confirmation email back to your client, notifying that it went through.
4. Your plan checker will receive notification that the payment has been received and copy you.

8. Legionella Prevention

To enhance public health protection, mechanical and plumbing system updates to the Vancouver Building By-law (VBBL) have been passed unanimously by Council. The changes, pertaining to *Legionella* prevention, take effect on January 1, 2021 and January 1, 2022 and are summarised here, including an unofficial reference with the forthcoming VBBL legal language: www.vancouver.ca/operating-permit

This could affect the release of your occupancy permit, so heads up.

There is a free webinar on October 7 (eligible for AIBC credit) which will summarise these amendments: <https://aibc.ca/event/city-of-vancouver-protecting-public-health-through-architectural-design-legionella-awareness-and-prevention/>

9. POSSE Enhancement

POSSE ENHANCEMENT UPDATE

Go Live: Saturday 29th August

DOCUMENTS	
Opportunity / Issue Being Resolved	Details
Maximum Upload File Size The maximum file size limit of 150 MB has been restricting the ability for Customers and Staff to upload larger documents into POSSE.	Customer and Staff will now have the ability to upload files to a maximum file size of 300 MB . It is hoped the increased limit will accommodate most documents while still maintaining a reasonable upload speed. The 300 MB maximum will apply to the Customer Portal and Staff interfaces (Winchester, etc). 

10. CP Course 2021 Announcement

The 2021 CP and Advanced Code Knowledge (ACK) Courses are now available for registration to those interested. These courses will be based on the 2018 BC Building Code and the 2019 VBBL. The CP Course schedule consists of 12 full-day sessions on Wednesdays from January 6, 2021 to March 31, 2021. There are no classes on February 24, 2021 (CP Course break), and April 7, 2021 (Spring Break). There is 1 half-day tutorial on April 14, 2021. The CP Course concludes with 2 full-day exams. The ACK Course schedule consists of 7 full-day sessions on Wednesdays from January 6, 2021 to February 17, 2021. The 2021 CP and ACK Course will be online, and the CP Exams will be in person.

The CP Course cost is \$4,900 until October 31, 2020, and \$5,300 after November 1, 2020. The ACK Course cost is \$3,000 until October 31, 2020, and \$3,300 after November 1, 2020. Registration closes December 15, 2020.

For more information, or to register visit the [AIBC website](#) (select “2021” in the year drop down menu), or contact CP Program Manager **Teresa Coady** FRAIC Architect AIBC AIA LEED Fellow, at tcoady@egbc.ca or 604.639.8185.

11. Bulletins

Recently posted bulletins are up and should be refreshed if you are using an old bookmark. Here is the list of [issued building related bulletins](#) for 2020 so far:

date	
2020-009 Issued April 27, 2020	Use of electromagnetic locks within means of egress (190 KB)
2020-008 Issued March 2, 2020	Power supply requirements for a) Electrical components of sprinkler systems installed in single dwellings, and b) Installation of fire alarm system, lighting, and emergency lighting triggered by extended path of travel for firefighters (214 KB)
2020-006 Issued February 19, 2020	Verification of fire alarm systems signals to fire department (1.5 MB)
2020-005 Issued February 19, 2020	Guidance on alternative solutions for protection of vehicular passageways between connected parkades (335 KB)
2020-003 Issued February 27, 2020	Listed heat tracing systems used for protection of standpipes and sprinkler piping against freezing (606 KB)
2020-002 Issued January 2, 2020	Upgrade category for demising walls in tenant improvements (159 KB)
2020-001 Issued January 7, 2020	Installation of panelboards, circuits and receptacles in dwelling units including secondary suites or lock-off units (ancillary residential units) (802 KB)

Please review Bulletins that have recently been revised:

- Bulletin 2001-008-BU-EL- revised Mar 6 (please note that this includes the electrical plan examiner's transmittal fillable form)
- Bulletin 2018-004-BU-EL - Modification or Upgrade of Fire Alarm System Automatic Emergency Recall of Elevators revised March 17, 2020

12. Congratulations to all the new CPs from the 2020 class

Anita Ray P.Eng.
Kelsey Longmoore P. Eng.
Koosha Kheradmand Nia P. Eng.
Alexander Gannochka P. Eng.
Kieran Ager P. Eng.
Sadaf Alerassoul Architect AIBC
Dean Skalski Architect AIBC
Thomas C. Lee Architect AIBC
Patrick Mulherin P. Eng.



13. COVID Process Changes

As indicated in an earlier item, we have been flying by the seats of our pants for the last six months, and creating processes as we go in response to changing circumstances. Below are some updates and reminders that might help, and we will try to keep you up to speed as things continue to change.

1. Enquiries may be submitted 24/7 through an online form at <https://www.vancouver.ca/building-development-support> . All enquiries received through the form will receive a reference number, which you can use to obtain real-time status updates by calling 3-1-1.
The phone centre (604-873-7611) has re-opened for simple enquiries.
2. Drawing mark-ups. In normal times, of course, we often have design professionals come in to the office to make minor changes to their drawings prior to permit issuance. These days, of course, we can't have people coming into the building, nor is it easy to manage that process while staying 2 meters apart. So, in order to accommodate we have implemented this process:
 - Arrangement will be made with the design professional for the plan checker to do the mark-ups on their behalf. You will need to submit an original (wet-sealed or digitally-encrypted) written permission from them before they can start, and agree with them what is going to be changed. Make the mark-ups, and date and initial them with a note "on behalf of ____". The authorization, of course, must go into POSSE.
3. Dropping off of dwgs/documents.....
 - Hard copy submissions are accepted in the drop box outside the Services Centre door during regular business hours. Please make sure that anything you deliver

to us in hard copy is **clearly** addressed to your assigned staff member and includes the **permit number** and **project address** in the [transmittal form](#) (provide on the CP webpage) so that we can get packages to where they belong as quickly as possible with a minimum of detective work.

- Paper submissions are still being quarantined for at least 24 hours after arrival, which means it could take up to two or three days for them to reach your staff member's desk. Further, most BRB staff are coming to the office only about once a week to collect what's arrived for them, so please allow plenty of time for hard copies to be received and reviewed.

4. Digital document submissions

- We're encouraging applicants to submit documents digitally to minimize touchpoints and the delay of receiving hard copies (see above!).
- Anything submitted digitally must be signed & sealed via Notarius - we have been informally accepting non-original scans for "preview" in order to assist as you and your design teams adjusted to working from home, but we do require originals as soon as possible and definitely prior to permit or stage issuance. If you can upload encrypted originals to begin with it will save time in comparing documents, etc.
- The maximum file size that can be uploaded to POSSE is now 300 MB. File names must not include any commas.
- Documents should be separated into individual files, not bundled together into a single file.

Once you've uploaded an original signed & sealed document, please don't resubmit it either digitally or in hard copy unless your assigned staff member advises it needs to be changed. Likewise, if you've submitted something in hard copy there is no need to also upload the digital file. We are finding we're spending a fair bit of time going through duplicate documents to figure out what, if anything has changed.

14. Engineering Information pertaining to Clearances

Our colleagues in Engineering have provided the following summary of processes for Sewer Permits, which might be helpful to your clients and their contractors.

Sewer Permitting & Development Permit Application Review Processes:

Scenario 1: Standard situation for sewer permitting

DP review (no re-zoning/servicing agreement) where the City will complete the connection design and installation works for the proposed development. The property owner/developer must submit a mechanical site plan drawing of the proposed sewer servicing to City staff for review and approval. The mechanical drawing is a condition to the Sewer Permit, and the Sewer Permit issuance is a condition to the Building Permit issuance.

Scenario 2: Off-site Sewer main upgrade FRONTING development

DP review (after re-zoning/servicing agreement) where the property owner/developer is required to upgrade or reconstruct the off-site sewer mains and connection services directly in front of the proposed development site. The property owner/developer must submit civil

drawings pertaining to the off-site sewer main and connection upgrades to be reviewed and accepted by the City before a Building Permit is issued. The connection design and installation works fronting the property will be completed by the owner/developer.

Scenario 3: Off-site Sewer main upgrade NOT FRONTING development

DP review (after re-zoning/servicing agreement) where the property owner/developer is required to upgrade or reconstruct the off-site sewer mains at a different location; not directly in front of the development site. The property owner/developer must submit civil drawings pertaining to the off-site sewer main upgrades, as well as a mechanical site plan drawing of the proposed development to be reviewed and accepted by the City before a Building Permit is issued. The connection design and installation works fronting the property will be completed by the City.

Possible holds from Sewer Connection Design for Development Permits:

- Natural Watercourse Covenant;
- No sewer mains available for a development property;
- Property lot consolidation or subdivision;
- Proposed construction over a Sewer R.O.W., and
- Stormwater Storage Covenant, etc.

Sewer Permitting (without DP review) & Building Permit Application Review

Process:

Scenario 1: Standard situation for sewer permitting

A sewer connection upgrade will be required at the property owner/developer's expense if the Sewer and Watercourse By-Law #8093 Sec 2.2 (subject to Sec. 2.9) applies to the proposed BP. The property owner/developer must submit a mechanical site plan drawing of the proposed sewer servicing to City staff for review and approval. The mechanical drawing is a condition to the Sewer Permit, and the Sewer Permit issuance is a condition to the Building Permit issuance.

Scenario 2: BP issued in stages

Sewer Permit issuance is a condition to Building Permit issuance (all stages of Building Permit related to the CP Program); however, Stage One Building Permit (shoring and excavation) can be issued with pending Sewer Permit issuance upon review and approval by the City.

Sewer Permitting & Occupancy Permit Application Review Process:

Sewer connection services must be installed and completed before an Occupancy Permit can be issued. Developers, property owners and permit applicants should consider this requirement when estimating and confirming a proposed occupancy date especially for building renovations and/or tenant improvements in which off-site sewer servicing upgrade is required. The property owner/developer is

required to notify or contact the City to schedule the connection installation works to avoid potential delays.

Direction on changes that occur during construction that may impact City Street, City assets and shoring/excavation plans under the Building Permit:

Any changes to the approved permit drawings (including shoring and excavation) should be communicated to the CP and the City.

Any changes to the design within City Street or affecting City assets cannot proceed without approval from the City. Changes should be clearly marked out on the most recent approved drawing set with justification of design change upon submittal. The CP should not be making a judgement call on if changes to plans that affect City Street or assets are substantial; all changes must be communicated to and approved by the City. Any changes to the overall design should be recorded and included in the final permit drawings prior to occupancy. Issues resulting in the field that necessitate a site instruction and/or are emergency work in nature with any impact on City Street or assets require immediate notification to the City Engineering department by either the consultant or the CP.

Need more information contact: tonia.welch@vancouver.ca or sze.kong@vancouver.ca