

NEWSLETTER

December 21, 2018

TO: Certified Professionals Practicing in the City of Vancouver

FROM: Pat Ryan, Chief Building Official

SUBJECT: CP Newsletter - Winter 2018

Season's Greetings, Happy Holidays and Best Wishes for the New Year

There is nothing permanent except change.

2019 promises to be full of them!



1. Environmental Branch Reviews

Please remember that Environmental Branch review still requires hard copy drawings with appropriate seals and stamps. Please distribute two original copies to the 5th floor reception desk at the Crossroads building, 507 W Broadway. When the Environmental team have reviewed and applied their stamps, they will deliver the originals to the Building Review Branch to be included in the permit package.

2. Pre- App Meetings

All existing building projects that are being proposed for the CP processing stream need to have a preliminary meeting with either the CBO; the Assistant Director of the Building Review Branch; or the Manager of the Building Review Branch. Contact the CP Coordinator (cp.process@vancouver.ca or 604-873-7406) to request a meeting. Preliminary drawings and code analyses are appreciated in advance of the meeting. Once the meeting has been set up, it is the responsibility of the CP to document the minutes and decisions then distribute to the attending staff for agreement and filing for future reference.

Likewise, it's important to connect with the Building Review Branch via the CP Coordinator to discuss the application of the CP program for Part 9 buildings. The CP Manual clarifies how Part 9 buildings are to be analyzed under the CP program (see section 2.4), but not all Part 9 buildings are appropriate for the program.

3. Scope of Work Descriptions

The final wording on all permits remains the sole discretion of the Authority Having Jurisdiction. It is the CP's responsibility to provide in detail the scope of work for all submissions. See examples below:

- New building 6 storeys - vs - New construction of a 6 storey building mixed use building consisting of 1st-storey retail and 60 residential units on 2nd-6th storeys, all over 2 levels of underground parking.
- Tenant Improvement; new grocery store - vs - Interior alterations and change of use to provide a new retail tenant (grocery store) on the 1st storey of this existing mixed-use building.

4. Monthly Progress Reports

A monthly progress report is mandatory for the duration of construction even if nothing has happened on the site. Refer to <https://vancouver.ca/files/cov/CP-monthly-progress-report.pdf>.

5. Code Compliance Drawings and Reports

Please remember that the code compliance drawings and report submitted with your Stage 1 application are meant to be representative of the entire completed project and provide the City with assurance that the code concepts for the development are comprehensive and supportable, such that a building permit can be issued. "Draft" drawings and reports do not provide this assurance and are not acceptable. Code reports and drawings* must demonstrate compliance and must be signed and sealed at Stage 1.

We recognize that project details develop as the design proceeds, and the nature of a staged permit is that not everything is resolved at Stage 1. If the code compliance materials evolve between Stage 1 and Full Construction, they must be updated and resubmitted. Please document a summary of changes for index if they have changed from the initial submission.

In addition to floor plans showing fire separations and exit analysis, code compliance drawings should also include sections and elevations, and show the location of all proposed Alternative Solutions.

At a minimum, code compliance reports should:

- Be project-specific
- Be consistent with the code compliance drawings
- Explain how compliance with VBBL requirements is achieved (not simply quote the requirement!)
- Identify non-compliances and design challenges for discussion (provide specific suggested solutions and feasible "fall-backs" for proposed Alternative Solutions)

****Acknowledged that the architect CPs only apply their CP stamp to code compliance drawings. They need not apply their professional seal to their code compliance drawings by direction of the AIBC. P.Eng. CPs must apply their professional seals in addition to their CP stamps.***

6. Two Copies of Code Compliance Drawings

The building inspectors have indicated that it would be very useful for them to have access to the code compliance drawings when they're on site. To that end, we would ask that you start

submitting two sets of code compliance drawings instead of just one, and including them on your Staged Construction Authorization drawing list for your final (Full Construction) stage. One set forms part of the Applicant Copy set for onsite reference.

7. B.C Hydro checklist

Please check the CP website (<https://vancouver.ca/home-property-development/certified-professional-program.aspx>) to ensure that you are using the current B.C. Hydro checklist: <https://vancouver.ca/files/cov/HV-conductor-oil-filled-transformer-clearance-checklist-bulletin-2015-002-el.pdf> (link available under Resources)

8. Who is the "owner"?

As CP for a tenant improvement, you send the CP-1 and the Schedule A to the tenant's CRP for the tenant to sign. The response you get back is that the documents are written in such a way that it is for the "owner" to sign. What do you do?

We don't disagree on this one. The wording is confusing and makes it difficult.

We have checked with our Law department and have been advised that the Schedule A, which refers to retention of the Coordinating Registered Professional, and the CP-1, which refers to retention of the CP, can be signed by either the property owner or the tenant who has hired the consultants provided the tenant has the authority to act as the property owner's agent in the matter. We don't ask for confirmation of that authority. If the property is strata-titled, we also ask for a letter from the strata corporation (usually the president on behalf of the council) giving approval for the application.

We hope this helps.

9. The Province of British Columbia and the City of Vancouver have confirmed the next codes will reference ASHRAE 90.1-2016 and NECB 2015.
- The City of Vancouver is expanding its application of 10.2.2.5 in mid-2019.
 - The City of Vancouver has released its latest versions of Green Building Policy for Rezoning projects, and General Policy for Higher Buildings
 - The City of Vancouver's planned January 1, 2019 implementation date for the energy upgrade from ASHRAE 90.1-2010 to 90.1-2016, as well the upgrade from NECB 2011 to NECB 2015, is delayed until June 3, 2019.
 - The planned implementation date for the building bylaw's expansion of 10.2.2.5 within Part 10 shall remain at June 3, 2019.
 - The energy webpage and associated checklists are presently being updated to reflect these changes.

For specifics regarding rezoning and bylaw amendments affecting energy requirements for 2019 and 2021, refer to Vancouver's [Energy Webpage](#).

10. CP First Tenant Improvement Application Projects

The City of Vancouver supports and encourages application for tenant improvements in new CP base buildings as described in Section 2.5 of the CP Manual. Application for non-CP tenant improvements prior to base building occupancy can be made when the building is "essentially complete" and requires the submission of a CP-3, as described in scenario 2.5.2.(b) in the

Manual. The attached decision tree may be helpful in understanding the process and timing around these applications. Note: *our process streams are always in a flux state and we encourage you to check with the Services Centre to verify the anticipated timing.*

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11. Clarification on CPs signature of stamps when away for holidays.

CPs are reminded that they may not use or sign another CP's stamp. If a CP wishes to transfer temporary responsibility for a project during an absence, he or she must provide the City with a letter of authorization, giving the alternate CP permission to act on his or her behalf during the specific dates of the absence. The "backup" CP must use his or her own CP stamp on any documents submitted during the absence.

15. Reminder

Please remember to put the proper development permit (DP) number on your application forms when submitting your application on line. Information is key to the completeness check and it would be appreciated that all forms, detailed descriptions and information pertinent to your project are there. If you have any POSSE issues please make the CP Coordinator aware of them at: cp.process@vancouver.ca

16. Consolidated VBBL 2014 Amendments

Review the consolidate version of amendments for the VBBL 2014 (Aug 13, 2018) by clicking on this link: <https://vancouver.ca/your-government/vancouver-building-bylaw.aspx>
Scroll down to the heading "VBBL 2014 Consolidated Amendments".