

CP Manual of Practice Update

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Vancouver CP Manual Working Group

Barry Thorson – Chair	EGBC
David Steer	EGBC
Jeffrey Mitchell	EGBC
Jeremy Woolf	AIBC
Maura Gatensby	AIBC
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BC CP Manual Working Group

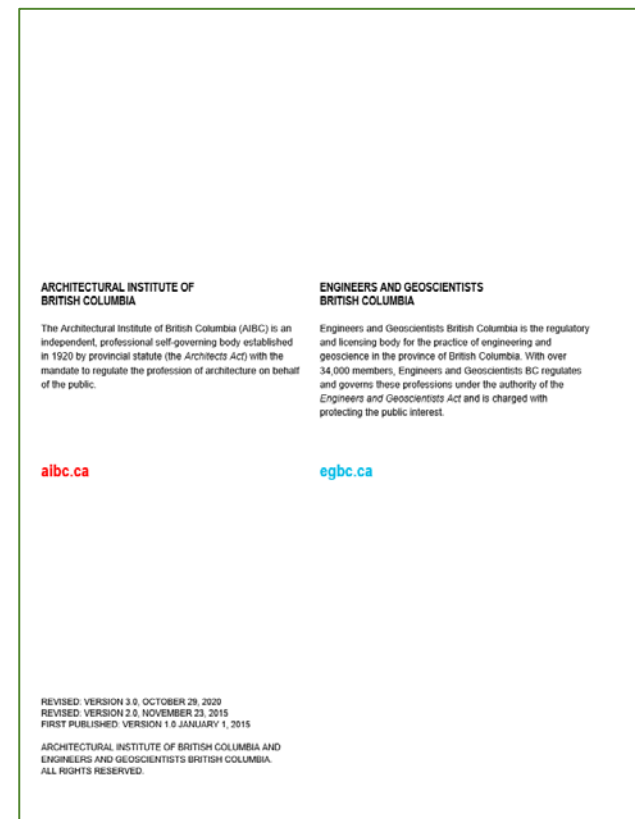
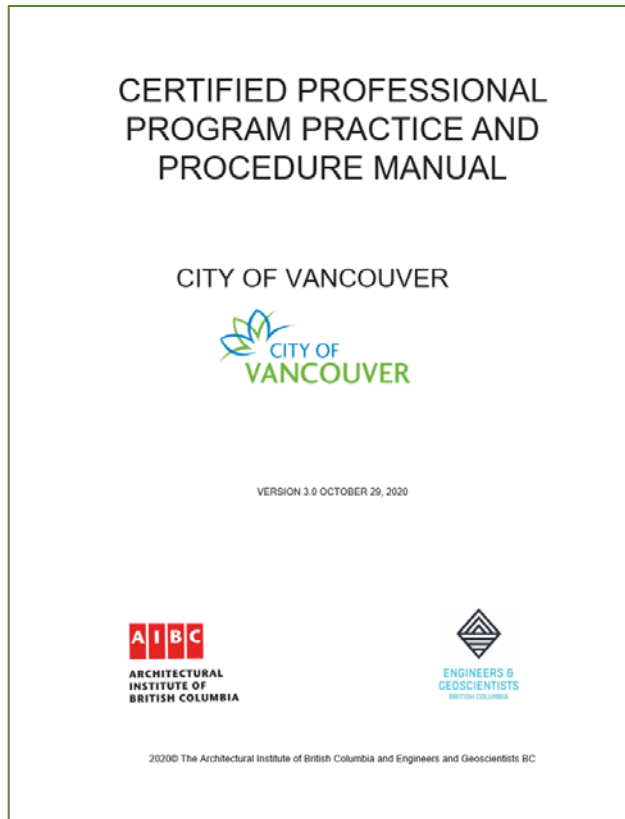
Barry Thorson – Chair	EGBC
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Jeremy Woolf	AIBC
Maura Gatensby	AIBC
Mercedes Duifhuis	Surrey
Jason Watt	Abbotsford

Working Group Progress

- Working Group met monthly for 2 hour meetings.
- First meeting was September 20, 2020
- Final meeting was April 20, 2020 (7 months)
- Final document content sent to EGBC in July 2020
- EGBC provided editorial formatting for the “new look” in August 2020
- EGBC conducted editorial review related to the Provincial Governance Act in September 2020
- Final document completed in October 2020

CP Manual of Practice Update

The New Look



Summary of Changes

CP Manual of Practice Update

General

- Updated to reference 2019 Vancouver Building By-law (e.g. Part 10)
- Includes POSSE processes

1.4 Qualifications to Become and Remain a CP

- Clarification that attendance at mandatory update seminars is required

2.3 Existing and Heritage Buildings

- Use of CP Program for alterations to existing buildings with prior acceptance by the CBO's office
 - Mandatory pre-application meeting to agree on interpretations and appropriate upgrades

2.4 New Housing and Small Buildings

- Use of CP Program for Part 9 buildings with prior acceptance by the CBO's office
 - Must be enough complexity that involvement of CP and senior staff is a “value add”
 - Must be evaluated using Part 3 with discrete Part 9 provisions

2.5 Tenant Improvements

- Services Centre determines appropriate processing stream for first TIs in a new building (Field Review or Building Review Branch) if not using the CP process
 - Depends on complexity, commercial kitchens, ALs, etc.
 - CP-3 required at application or prior to issuance – depends on processing stream and timing
 - Timing varies – design teams advised to **enquire early**
 - Flow chart added to illustrate processing options and prerequisites
 - TI application can be submitted prior to base building occupancy
- Clarified definition of “essentially complete”

4.2.3 Part 11 – Existing and Heritage Buildings

- CP Program is appropriate for alterations with significant complexity
 - Must provide code analysis including Part 11 upgrades and preliminary drawings
 - Mandatory meeting with BRB staff prior to application to agree on upgrades and approach to compliance
 - CP is responsible for submitting meeting minutes

4.3 Use of CP Stamp and Professional Seal for Hard Copy Documents

- Clarification on use of professional seals
 - Refer to AIBC Bulletin/EGBC Guide to Professional Practice
 - Required on every page of code compliance drawings
- Clarification on when/where to apply CP Stamp
 - First page vs every page/sheet
- Clarification that application of CP Stamp verifies that CP has fulfilled their obligation for code coordination

4.3 Use of Digital Certificate for Professional Seals and CP Stamps [*new!*]

- Explains what documents can be submitted in digital form only (no hard copies required)
 - Documents sealed by RPRs (e.g. Letters of Assurance) with valid digital certificate
 - Documents not required to be sealed
 - Addressing drawings
 - All must have valid digital certificate for CP Stamp
- Provides references for further info (AIBC, EGBC, Notarius)

4.3 Use of Digital Certificate for Professional Seals and CP Stamps

- City of Vancouver isn't currently accepting BP drawings digitally
 - Working on process development
 - “Watch this space!”

4.5 Delegation of Responsibility

- Specific process for delegation of authority to another CP during temporary absences
 - May be at different firms provided adequate professional liability coverage
 - CP of Record must brief substitute CP on the project, and be updated on return
 - CP of Record must advise City in advance of the absence
 - New standard letter coming soon to the CP website
 - Substitute CP must stamp drawings using their own stamp and “on behalf of _____”
 - Clarification that professional seals may not be delegated

5.2 Review of Plans and Supporting Documents

- Architectural
 - Civic & suite numbers clearly shown and per Div.C
- Structural
 - Soil bearing capacity
- Mechanical/plumbing/fire suppression & Electrical
 - Confirm that architectural backgrounds are correct

5.2 Review of Plans and Supporting Documents

➤ Geotechnical [*new!*]

- Sufficient information for construction per Div.C
- Confirm project description in geotechnical report matches proposed development
- Review for encroachment and confirm owner has appropriate permissions/agreements

➤ Landscaping [*new!*]

- Sufficient information for construction per Div.C
- Firefighting access, combustible components, green roof assemblies, climbable features near guards, exterior stairs & ramps, egress paths

5.2 Review of Plans and Supporting Documents

➤ Other consultants

- e.g. interior design, commercial kitchen, kitchen hood fire suppression, elevator consultant, civil engineer

➤ Alternative Solutions

- Clarifies that ALs should be identified in code report and code compliance drawings
- CP must confirm with the AL author that mitigating features have been incorporated into all relevant RPR drawings & documents

5.2.9 Code Compliance Drawings and Building Code Report

- Must be current and complete at Stage 1 BP application
- Must be updated and resubmitted as required for subsequent stages
- Must clearly demonstrate project compliance with VBBL
 - Specific to project
 - Analyze how VBBL requirements are being met – don't just reiterate what the requirements are
 - Don't include provisions that don't apply
 - Explicitly state assumptions

6.3 Documentation Submission Requirements

- Clarification that other City departments require documents in addition to BP submission list
- New Attachment 5b in development that will summarize other documents that might be required

6.3.1 Addressing Drawings [*new!*]

- Coordinate addressing drawings with architect and BRB staff
 - Refer to Subsection 1.10.1 of Div.C
 - Provide civic address and proposed use for each suite
 - Shell spaces need suite number for each entry door
 - Suites numbered clockwise from point of entry to floor
 - DP quality drawings acceptable
 - Label “for addressing review” – not “draft” or “not for construction”
 - Must include all plans (including parkade and roof) and elevations
 - Used for agency notification, file research, reference for business licenses, etc.

6.3.2 DCCs & DCLs [*new!*]

- Info on fees including weblinks
- Clarification that fees must be paid in full prior to Stage 1 BP issuance
- Link provided to DCC calculation worksheet
 - To be completed by project architect or CRP, and submitted by CP

7.4.3 CP's Monitoring of Field Reviews

- Clarification/reminder that CP's monthly reports must be submitted **monthly**
 - Even (especially!) when there is no activity on site
 - Confirm site is safe and secure
 - Estimated date of resumption of work
 - Any concerns

7.5.1 Review of Sprinkler and Standpipe Shop Drawings

- Clarification of CP's role in reviewing sprinkler shop drawings, including
 - Confirmation that backgrounds are correct and consistent with BP drawings
 - Reference to applicable ALs and incorporation of mitigating features
 - RP responsible for the AL must review shop drawings and provide review stamp
 - Coverage for assault security glazing, exit exposure protection, etc.

7.6 Changes During Construction

- CRP must coordinate design changes during construction
- Coordinate with City staff to determine whether a BP revision and/or DP minor amendment is required
 - When in doubt: ask!
- Consider:
 - Number, address, use/major occupancy of suites; adding/deleting floor area
 - Changes to excavation & shoring design
 - Changes to exiting, egress, occupant load
 - Exterior/site changes (firefighting access, street trees, building form/appearance, etc.)
 - New/amended ALs

8.2.3 City Demonstration

- Clarification of timing
 - Notify DBI minimum 1 week prior to City Demonstration

8.2.5 City Final Occupancy Reviews

- CP & contractor arrange for PUI to review for DP compliance (parking, landscaping, etc.)

8.5 Final Design Drawings

- Applies to all CP projects (new construction and alterations/TIs) where construction varied from the issued BP drawings
- Final design drawings must be submitted 4 weeks prior to anticipated final occupancy
- Final design drawings ≠ permit amendment!
 - Reminder that substantial changes from DP or BP drawings cannot be captured via final design drawings
 - Refer to Section 7.6 for info on DP minor amendments & BP revisions

8.6.1 Partial Occupancy with Minor Areas Excluded

- Provide description of portions of building to be included in partial occupancy permit application
- Reminder that construction work must be continuously carried out to completion or permit will be expired
 - If work can't/won't be completed (e.g. fit-out of a suite) then DP/BP amendments are required to convert the suite to “shell” so project can be completed and occupancy granted
 - New permits required when the remainder of work proceeds

9.2 Refund of Permit Fees

- Refunds must be applied for within 90 days of final occupancy permit issuance
 - New permit fee request form available on CP website
 - Permit fees can't be refunded to a 3rd party
- Clarification on ineligibility for refunds
 - Alterations to existing buildings
 - First TIs in new CP buildings
 - Possible exceptions where building is upgraded to the greatest extent possible

CP Manual of Practice Update

10. Further Resources

- Updates to links and resources available

11. Attachments

- Attachments being referenced rather than appended to Manual
 - Allows City to update documents and forms as needed
 - Makes sure CPs are always referencing the current version of documents
 - Avoids the Manual being out of date too soon
- See <http://vancouver.ca/home-property-development/certified-professional-program.aspx>

Open Panel Q & A

