

CP Building Permit Process – Updates & Reminders

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Permit Updates & Reminders



Staff Updates

- **Nathaly Bahr**
 - New supervisor in Building Review Branch
 - Will be helping with CP assignments, monitoring the cp.process@vancouver.ca email address, updating insurance certificates...
- **CP Coordinator in the Building Policy Team**
 - Staff support of the CP program is being reimagined
 - Will probably become more of a focused support role for Policy Team and CBO initiatives
 - We will keep you posted!
- **Meanwhile keep reaching all of us at** cp.process@vancouver.ca and cbo@vancouver.ca




Permit Updates & Reminders



Reminder for CP TI applications

- Remember to submit the Development Review Confirmation Letter (“Attachment 13”) with 1st TI applications
- Confirms compatibility of the new application with the base building DP and determines whether the TI permit will be a BP/DB or requires a separate DP first (for some changes of use, new floor spaces, etc.)
- <https://vancouver.ca/files/cov/attachment-13-development-clearance-tenant-improvement-review-confirmation-letter.pdf>
- Listed on the CP website under Forms > 2019 Vancouver Building By-law > Building permit application stage

**CITY OF
VANCOUVER**

DEVELOPMENT, BUILDINGS, & LICENSING - Building Review Branch

Certified Professional Program: Tenant Improvement Development Review Confirmation Letter

Name of TI CP: Date:

Base Building Project Address:

Tenant Space Specific Address:

Applicant for Post Occupancy TI:

Base Building Permit #: TI Permit #:

Base Building Development Permit(s) #: (Include Minor Amendments)

Ensure the following items have been considered and are clearly indicated on this submission:

Y	N	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

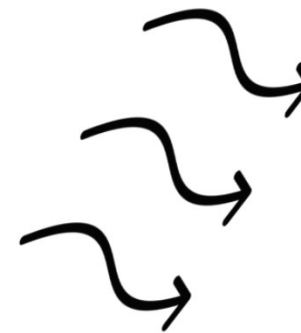
Are Development Permit conditions adhered to and are any alterations shown clearly on the plans? (Tenant improvement work on occasion does not match base building permit drawings filed by Addressing clerks.)

Tenant Improvements

- Tenant fit-outs as base building revisions seem efficient at the time...
- However – please don't, especially in multi-tenant buildings
 - Causes confusion
 - Holds up base building occupancy
 - Tenant space is held up by base building requirements elsewhere
- Use the CP-3 or CP TI processes to get started on tenant spaces early instead



vs



Code Compliance Documentation

- Code compliance drawings and report must be sufficiently detailed such that compliance of the project with the VBBL is clearly demonstrated.
- The report must:
 - be specific to the project
 - state how the building code requirements are being met (*note this is not the same as stating which building code requirements must be met*)
 - not include building code references that do not apply to the project
 - state any assumptions
 - identify proposed Alternative Solutions and *feasible, constructible* fall-back solutions if intent is to have the permit issued prior to AL acceptance
- The report may also inform the design team of requirements but this is not its primary purpose in your role as CP

Permit Updates & Reminders



POSSE Actions

Next Action

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

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New!

Stage Application

- When you want to submit the *next stage* of your staged CP permit
- Upload all documents required for the stage
- Include only the drawings that apply to that stage (e.g. remove above-grade structural drawings from foundation to grade submission)

Request Amendment

- When you want to apply for a revision to a *previously-issued* set of drawings
 - Upload only the drawing sheets that have changed: we don't want to issue an identical drawing again
- Changes should be clouded
 - Staged construction authorization form should outline scope of revision

Provide CP Documents

- When you want to add missing documents to a previous submission
 - When you want to resubmit documents or drawings in response to feedback on a stage or revision in review
- When you want to submit monthly progress reports

Digital Submissions



DO submit all documents for a stage or revision at once
DO submit all drawings for a stage or revision in either hard copy OR digital

- DO keep naming conventions consistent when resubmitting a drawing or document
- DO use ConsignO to check that all seals and digital signatures are intact before submitting
- DO apply your CP stamp to every page of a drawing set
- DO ensure that drawings are submitted full-scale



DON'T submit extra documents "just in case"
DON'T submit duplicates in hard copy

- DON'T mix & match hard copy and digital drawings
- DON'T combine individual documents in the same file
- DON'T submit digital files that don't have verifiable digital signatures
- DON'T "certify" or lock files
- DON'T submit reduced-size drawings

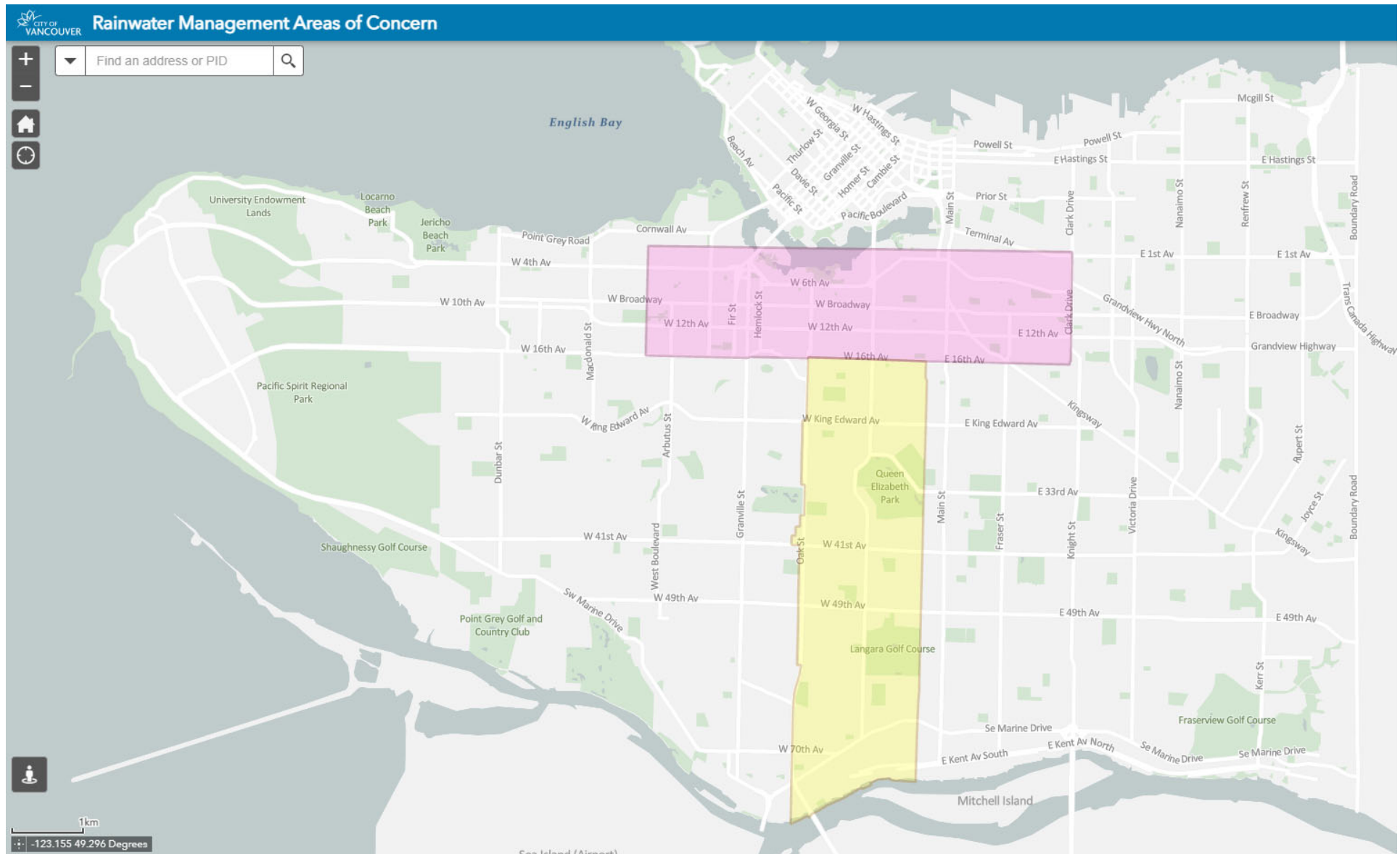
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Rainwater Management Plans

- Rainwater Management Bulletin has been updated
 - Visit <https://bylaws.vancouver.ca/bulletin/bulletin-rainwater-management.pdf>
 - Includes Appendix: Submission List for Rainwater Management Plans
- New rainwater management project summary form (<https://vancouver.ca/files/cov/rainwater-management-project-summary-form.pdf>) to be submitted with all RWMPs after October 1 (previously encouraged with resubmissions)
- Visit the private realm rainwater management webpage at <https://vancouver.ca/home-property-development/private-realm-rainwater-management.aspx> for all of the above and more
- Rainwater Management Areas of Concern map
 - <https://maps.vancouver.ca/portal/apps/webappviewer/index.html?id=8440a8f2e3594f20af17685dc1b0e2bb>

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Easement agreements and neighbour acknowledgements

- For physical encroachment (soil anchors, underpinning)
 - We need acknowledgement from the neighbour that they intend to allow the work
 - We don't need the finalized agreement, and having it registered is not a condition of permit issuance
 - The developer must have the agreement in place before encroaching but this is an issue between the neighbouring owners
- For transient encroachment (crane swing)
 - BRB have no involvement – the BP doesn't specify how the building will be constructed
 - The developer must resolve with adjacent owners before the work starts
 - ENG may be involved via the Street Use (SU) permit for crane erection
- For snow drift (new buildings higher than adjacent existing roofs)
 - We need to know only that the developer has notified the neighbour of the potential additional load – no acknowledgement is required