

2023 Certified Professional Seminar

December 7, 2023



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2023 Certified Professional Seminar

CP Processing Updates and Reminders

Topics

- General Items
- Items to Assist in BP Intake
- Items to Assist in BP Processing
- Items to Assist in BP Issuance
- Other Items for CP Projects
- Close out Items for CP Projects

General Items:

CP Application Date

- Official “application date” is where a complete and acceptable intake submission occurs and fees are paid.
- It is NOT the date in which the application is created via the online portal.
- This is the date in which the applicable Bylaw editions or amendments are effective, as well as any fee or date related matter (policies, fees, etc.) either within or outside the City.
- Kindly anticipate the potential timing to assure that you can meet your client’s requirements and expectations.



General Items:

Clarification on digital processing



- No longer a need for CPs to contact review groups directly and each review group have a notification and “to do list”
- Submissions must all be directly uploaded to POSSE, not via email
- All documents are required to be authenticated (seal/stamp)
- Review groups will be opened when submission documents that are needed for that review have been uploaded
- Communicate and work directly with your assigned CP Coordinator
- Avoid having different conversations and referenced documents

Items to Assist in BP Intake:

Code Compliance Documents:

Alternative Solutions (AL):

- Identify accepted and proposed ALs with viable fallback solutions.
- Illustrate on CCD the applicable area/locations
- Discuss timing for outstanding AL acceptance relative to required stage
- Critical conceptual ALs requires acceptance before Stage 1 issuance, if not already submitted or discussed with Building Policy team.
- Indicate/Outline mitigating features from ALs on code compliance documents and coordinate with architectural and sprinkler drawings

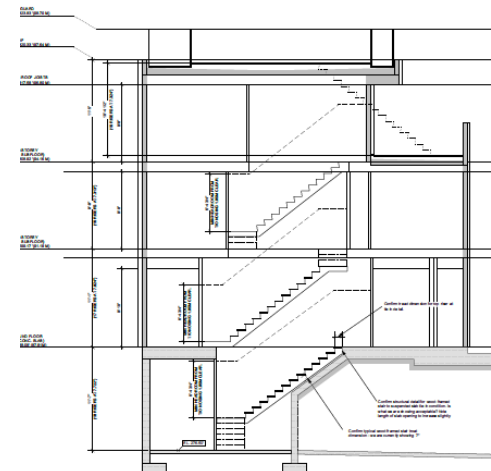
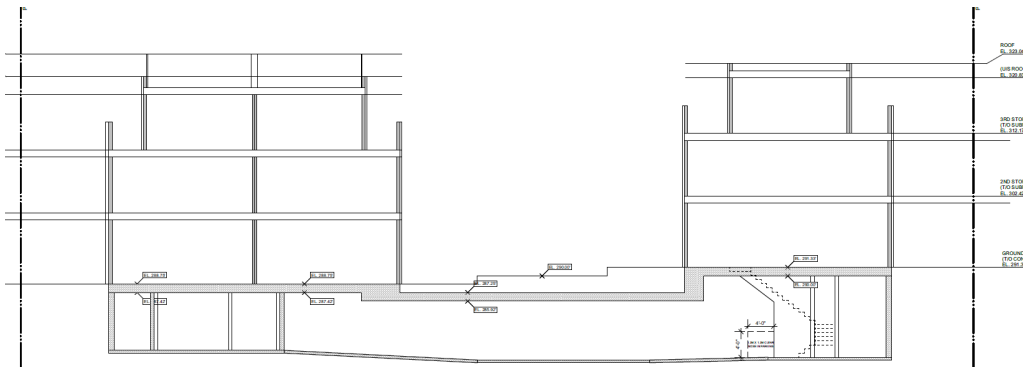
NOTE: Ensure ALs relating to the relevant stage is resolved and issued before BP stage issuance otherwise the fallback solution shall form part of that stage issuance and be follow up with a BP revision, when the AL is accepted.

Items to Assist in BP Processing:

- Quality of submissions & QM review before submission
- Not just limited to CP work, also industry more broadly

LIVE SCENARIO:

- typical multiple townhouse clusters over underground storage garage
- architectural drawings are incomplete and uncoordinated information and drawing content (e.g.: floor assemblies but no floor tags on sections)
- no rise and run information on stairs



Items to Assist in BP Processing:

LIVE SCENARIO (Cont'd):

- Hardcopy schedule uploaded to POSSE (no digital signature); cannot accept document
- Proposed AL does not align (or updated) with Code Compliance Report:
 - AL submitted is for 3.3.4.2.
 - Report states spatial separation between townhouse per 3.2.3.14.(3) and may not have been update after initial discussion with AHJ
- Identify report changes with alternative colour/font/tags and coordinate accordingly.

Help US so we can help YOU...and everyone else!

Items to Assist in BP Processing:

Code Compliance Drawings & Report Changes

The items and expectations have been noted in recent (June 2023) and past (December 2018) CP Newsletters.



It is further requested that these documents:
do not/minimal change format (e.g.: heading number and/or title, etc.);
and
includes change notations in order to identify and track what differs in these documents.

This would assist staff to confirm and accept changes without significant expenditure of time and support everyone's CP project.

Items to Assist in BP Issuance:

What is deemed “issuable” for BPs?

Definition Merriam Webster:

issuable adjective

is-su-able ˈi-shū-ə-bəl

[Synonyms of issuable >](#)

- 1 : open to contest, debate, or litigation
- 2 : authorized for [issue](#)
| bonds *issuable* under the merger terms
- 3 : possible as a result or consequence

• [issuably](#) ˈi-shū-ə-blē adverb

BRB criteria aligns with 2nd & 3rd definitions and is contingent on various requirements:

- Salvage and abatement issued
- Required departmental clearances
- Neighbour acknowledgement letter
- All fees paid (Dept's, DCC, DCL, Etc.)
- Items essential for Stage issuance (e.g.: applicable ALs, agreements, BP before DP LoC, property encroachments, Etc.)



Essentially, everything being required as it follows a regular process for issuance.

Items to Assist BP Issuance:

Adjacent Property Shoring Acknowledgement:

Provide a written acknowledgment from owner or owner's representative to accept or intention to enter into an agreement for encroachment from development site.

If unable to secure agreement to meet client related timelines, then consider a backup approach and provide updated excavation and shoring information without property encroachment.



IMPORTANT: The City cannot authorize work that illustrates an encroachment without such authorization provided by the affect property owner.

Items to Assist BP Issuance:

Development Cost Levies and Development Cost Charges:

- The City collects several development fees:
 - Vancouver City-wide Development Cost Levy (VDCL)
 - Utilities Development Cost Levy (UDCL)
 - Liquid Waste Development Cost Charge (LDCC) MetroVancouver
 - TransLink Development Cost Charge (TDCC) TransLink
- MetroVancouver has now approved a new DCC:
 - Water Development Cost Charge (WDCC) MetroVancouver

Items to Assist BP Issuance:

MetroVancouver Development Cost Charges:

- The City administers and collects DCCs on behalf of MetroVancouver.
- MetroVancouver have not established a consistent approach to updating their rates.
- Liquid Waste DCC
 - Rates updated in 2022 – current rates took effect on June 24, 2022.
 - Rate protection expired on June 23, 2023.
 - At this time, we do **NOT** have any information about future rate changes.
- Water DCC
 - New Water DCC Bylaw adopted on April 28, 2023.
 - Rate protection for projects that were in-stream prior to April 28, 2023, will expire on April 27, 2024.
 - At this time, we do not have any information about future rate changes.

Summary: Key date for Water DCC is April 27, 2024. Rate protection will expire for your instream project if the BP is not issued by this date.

Items to Assist BP Issuance:

TransLink Development Cost Charges:

- TransLink. DCC

- TransLink have not established a consistent approach to updating their rates.
- TransLink has proposed a rate increase for January 1, 2024, and are awaiting Provincial and Board approval.
- The last Board meeting of the year is on December 6th, 2023, and the proposed new rates are on the agenda.
- Rate protection for the TDCC operates very differently from DCLs and Metro DCCs.
- If the new rates are approved and the bylaw is adopted at the December 6th board meeting, the **new rates will apply to all projects that are not considered in-stream on December 6, 2023** (even though the effective date of the new rates is January 1, 2024).

STAY TUNED

Items to Assist BP Issuance:

Development Cost Levies and Development Cost Charges:

	Old Rate Issuance Date	New Rate Increase Date	1 Year Rate Protection?
Vancouver DCL	September 29	September 30*	Yes, if rate increasing
Utilities DCL	September 29	September 30*	Yes, if rate increasing
Liquid Waste DCC	June 24, 2022	No info on future changes	Expired: June 23, 2023
Water DCC	April 27, 2024	No info on future changes	Yes, from April 28, 2023
TransLink DCC	December 6, 2023	January 1, 2024†	???

*any rate increase will be determined by Council in June

†awaiting Provincial and Board approval

Other Items for CP Projects:

Interim signing authority during CPoR absence

Please submit a written notification that identifies the name and time period of the interim assignment.

A shell letter can be found on our website here:

<https://vancouver.ca/files/cov/cp-signing-authority-form-fillable.pdf>

Any previous “standing arrangements” are not accepted due to the increased CP roster and having a consistent and documented ability to track these temporary assignments are managed through the ease of digital transmission and authentication.



- [Final design drawings checklist](#) (1 MB)
- [Occupancy permit submission documents checklist](#) (216 KB)
- [Permit fee refund request form \(download where applicable\)](#) (144 KB)

Other forms

- [AL-1 application form](#) (180 KB)
- [Building permit data sheet](#) (116 KB)
- [City of Vancouver external project review memo](#) (398 KB)
- [CP signing authority form](#) (20 KB)
- [Electrical plan review with electrical plan examiner's transmittal form \(Bulletin 2001-008-BU/EL\)](#) (240 KB)
- [Existing BC Hydro transformers or high voltage conductors to](#)

RE: SIGNING / SEALING AUTHORITY FOR CERTIFIED PROFESSIONAL PROJECTS WITH THE CITY OF VANCOUVER

This letter is to advise that I will be away from my office on the following dates:

From: _____ and returning on: _____.

In my absence I am delegating my authority as Certified Professional on active projects on the City of Vancouver to the following Certified Professional within my firm to act on my behalf and to review, sign and use their CP stamp on any relevant project.

Close Out Items for CP Projects:

Final Design Drawings:

From CP Seminar Oct 29, 2020 (CP Manual of Practice Update):

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

Close Out Items for CP Projects:

CP Refunds where applicable is based on 90 days from issuance of the Occupancy Permit for the base building.

Form letter on website:

City of Vancouver
515 West 10th Avenue
Vancouver, BC

Attention: Occupancy Clerk - CP REFUNDS
email: occupancy@vancouver.ca

Reference information: **CP REFUND REQUEST**

Project Address: [REDACTED]

Permit Number(s): [REDACTED]

Final Full Occupancy Permit Number: [REDACTED]

Guidance to Assist:

CP Related Resources

- Letters
- Forms
- Newsletters* (since 2015)
- Guides
- CP Manual*
- ...and so much **MORE!**



The screenshot shows the City of Vancouver website's navigation menu with 'Home, property, and development' selected. Below the menu is a search bar and a breadcrumb trail: Home > Home, property, and development > Building and renovating > Apply for and manage permit > Building permit > Certified Professional Program. The left sidebar lists various services, with 'Building permit' expanded to show 'Certified Professional Program' and 'Field review'. The main content area is titled 'Certified Professional Program' and contains the following text: 'The Certified Professional (CP) program facilitates the issuance of building permits for new or existing buildings by allowing certified professionals to take on the full review and inspection role on behalf of the City.' It also states: 'Under the CP permit process, permit issuance can be staged, allowing construction to start earlier than otherwise - an advantage to building owners wanting to expedite their projects.' A 'What's on this page:' section lists links for 'Vancouver Building By-law forms', 'Resources', 'Permit process', 'Advisory group', and 'Contacts'. A note indicates: 'Review the steps to the permit process and an amendment request before submitting an application.' A blue button reads 'Register and submit application'. At the bottom, a section titled 'Streamline building permits' includes a plus icon and an information icon.

We're Hiring through
our plan review ranks:
Code Specialist & Engineer
(building & fire suppression)
to Project Coordinators



Check out:

City Job Board: <https://jobs.vancouver.ca/>

Civic Jobs: <https://www.civicjobs.ca/>

Thank You

