

# Guide to the CP Program

CITY OF VANCOUVER

## GUIDE TO THE CERTIFIED PROFESSIONAL PROGRAM



VERSION 3.0 DECEMBER 5, 2023



ARCHITECTURAL  
INSTITUTE OF  
BRITISH COLUMBIA



ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA

## Acknowledgements

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## What Have We Changed (besides the title)?

- General process updates
  - Digital submissions
- Clarifications and reminders
- Removed attachments that exist on the website and provided hyperlinks instead
- Updated VBBL references
- Corrected legislative references to PGA and wording as required by new bylaws
- Removed gendered language (“his/her” = “their”)

**Green text** denotes substantial or meaningful changes

Most of the content and intent remain unchanged

## 1.4 Qualifications to Become and Remain a CP

- Added for clarity:
  - Successful completion of the CP Course and Examination
  - Maintenance of Professional Liability insurance

## 2.3 Existing and Heritage Buildings

- Emphasized that CP Program can be used for existing buildings only with prior acceptance by City and where the project is sufficiently complex that the CP's involvement adds value
- There are other permitting streams intended for simple projects and applicants are encouraged to discuss the most appropriate process early in the design process
- The CP must meet with BRB staff prior to the BP application to obtain acceptance in principle of the proposed level of upgrades

## 2.4 New Housing and Small Buildings

- Emphasized that CP Program can be used for Part 9 buildings only with prior acceptance by City
- There are other permitting streams intended for simple projects and applicants are encouraged to discuss the most appropriate process early in the design process

## 2.5 Tenant Improvements

- Clarified that this section applies to new CP base buildings
- Clarified that the first TI in each space may be processed under the CP Program using the base building CP
- Provided more information on timing for first TIs via CP and non-CP process (e.g. field review)

## 2.5.1 Base Building Shell is Not Complete

- Specified that **if** different CRP and RPRs are going to be used in a TI for a building that is not yet essentially complete (**not recommended!**), a strategic plan for coordination with the base building professional team must be developed and agreed to in advance of BP submission



## 2.5.2 Base Building Shell is “Essentially Complete”

- Expanded on definition of “essentially complete”
  - All base building construction within the interior of the tenant space is complete
  - Fire separations, building services, fire alarm devices, sprinkler and standpipe system, exit signs, base building lighting & HVAC, emergency lighting, plumbing, and fire stop of building service penetrations
  - May exclude minor work on the exterior building envelope
  - Fire alarm verification, material test certificates for sprinklers, and functional testing of the fire and life safety systems need not be complete
  - All incomplete work must be coordinated between base building contractor and the TI contractor at base building occupancy

## 2.5.2 Base Building Shell is “Essentially Complete” (or nearly)

- Three possible options for a pre-occupancy TI
- Clarified that in all options the TI permit can be issued prior to base building occupancy but the TI will not receive occupancy prior to the base building
- a) Base building CP submits a BP application under the CP Program
  - Specified that base building CP is the only option for a pre-occupancy TI – the previous option for a different CP to be used has been removed
  - Added requirement for Tenant Improvement Development Review Confirmation Letter for a CP TI in a CP base building

## 2.5.2 Base Building Shell is “Essentially Complete” (or nearly)

- Three possible options for a pre-occupancy TI:
  - b) Tenant submits a BP application via a non-CP processing stream when base building shell is already “essentially complete”
    - Unchanged: base building CP provides a Schedule CP-3

## 2.5.2 Base Building Shell is “Essentially Complete” (or nearly)

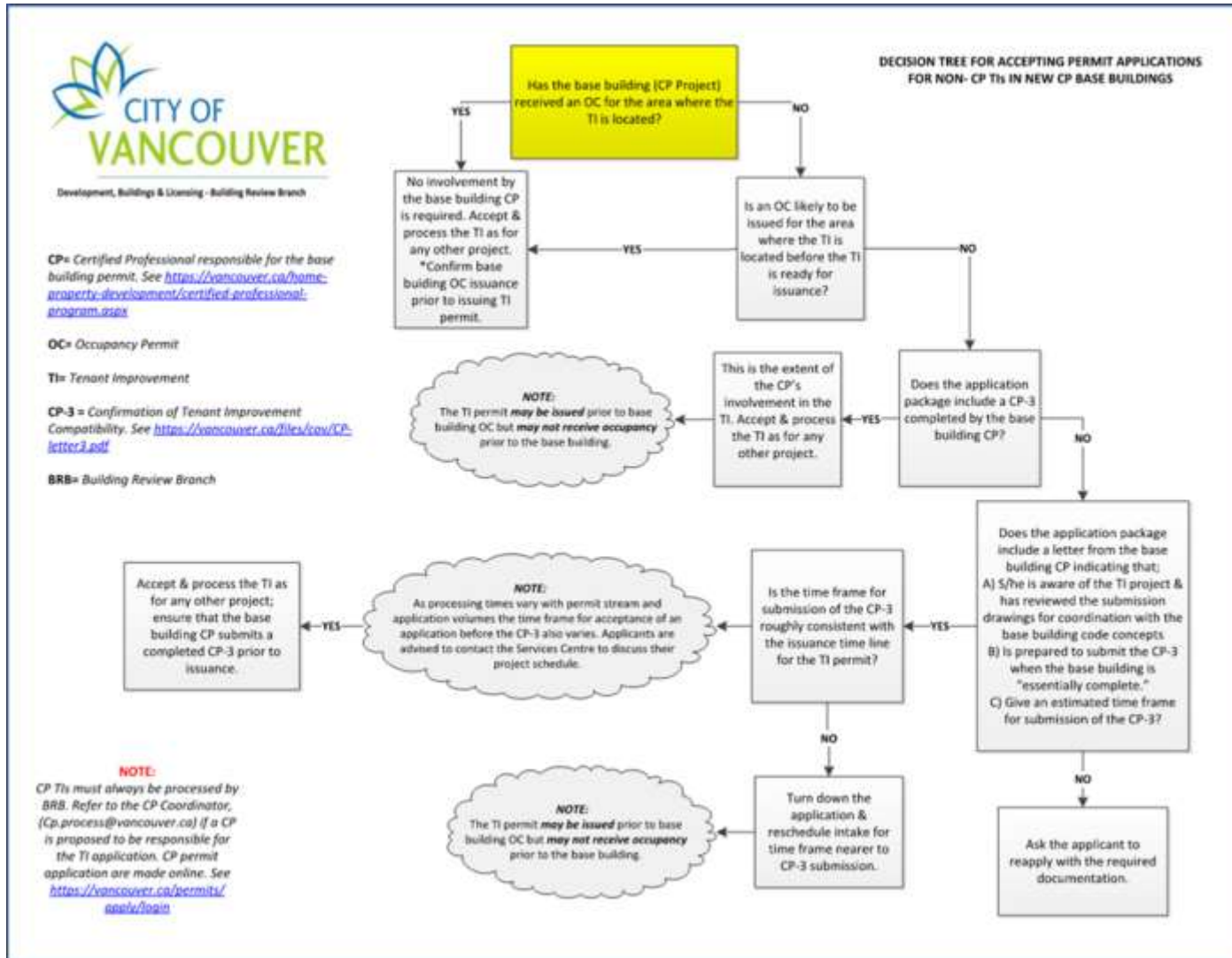
- Three possible options for a pre-occupancy TI:
  - c) Added for clarification: Tenant submits a BP application via a non-CP processing stream when base building shell is not yet “essentially complete”
    - Base building CP provides a letter of commitment to provide the Schedule CP-3 prior to issuance of the TI BP
    - Letter must indicate when the base building is anticipated to be “essentially complete” – timing should align with permit issuance so depending on the processing stream for the TI BP, the application may or may not be accepted

## 2.5.4 Base Building Occupancy Permit has been Issued

- Added requirement for Tenant Improvement Development Review Confirmation Letter for a CP TI in a CP base building
- (**Reminder:** applies only to first TI in each space in a CP base building. Refer elsewhere in the Guide for existing buildings/renovations.)

# Guide to the CP Program

- New flowchart illustrating options and process for non-CP TIs in new CP base buildings



## 4. Responsibilities of the CP

- Elaborated on introduction and expectation of the CP's knowledge of codes and standards
- Added references to CAN/ULC S524, S537, and S1001 as examples

## 4.2.2 Part 10 – Energy and Water Efficiency

- Corrected and expanded on VBBL references and provided source for forms and information on the City's website



## 4.2.3 Part 11 – Existing and Heritage Buildings

- Explicitly reiterated that the CP Program can be used for alterations to existing buildings only in certain cases (i.e. complex projects)
- Added requirement for prior agreement from the City via a mandatory pre-application meeting with BRB
- Clarified that the CP is responsible for preparing pre-application meeting minutes and submitting them for concurrence to City staff
- Elaborated on the expectations of the building code report – must include not only upgrade triggers but description of compliance with Part 3 or Part 11

## 4.3 Use of CP Stamp and Professional Seal

- Added reference to AIBC and EGBC Bylaws for clarity and consistency on the use of professional seals
- Added clarification on which documents require CP stamps:
  - Every page of BP drawing sets (clearer wording for digital submissions)
  - First page of addressing drawings submitted for BP (including explicit note that professional seals are not required)
  - First page of final design drawing sets
- Statement added that the CP stamp indicates that the CP has undertaken “code coordination” as it applies to the stamped document

## 4.3 Use of CP Stamp and Professional Seal

- Added requirement for the CP to seal every page of their code compliance drawings (in addition to their CP stamp)
- Provided instruction on EGBC Permit to Practice Numbers
  - Must be provided on every document that an engineer CP seals (i.e. every page of drawing sets)
  - Not required when the CP applies only their CP stamp
  - CP must confirm that RPRs include their Permit to Practice Number on all documents they have sealed prior to submitting to the City
  - Permit to Practice Number need not be digitally verifiable

## 4.4 Use of Digital Certificate for Professional Seals and CP Stamps (**New!**)

- Incorporated Vancouver's shift to digital submission and permit issuance
- Added requirement for all drawings and documents to be uploaded directly to POSSE with valid digital certificate for professional seals and CP stamps
- Provided links to resources via City of Vancouver, AIBC, EGBC, and Notarius

## 4.5 Delegation of Responsibility

- Updated wording to reflect requirements of Professional Governance Act
- Provided specific process for notification to City if a CP will be assigning work to a substitute CP during an absence, including link to City's letter template and expectations for applying CP stamp
- Clarified that AIBC and EGBC do not permit delegation of authority with respect to applying professional seal

## 5.2 Review of Plans and Supporting Documents

- Updated lists of items for CP to review for each discipline to reflect changes in process and good practice
- Architectural
  - Civic addressing and suite numbering
  - Energy statements on drawings
- Mechanical, Plumbing, Fire Suppression, and Electrical
  - Confirmation from architect that architectural backgrounds are consistent with the BP set of architectural drawings
  - Energy statements on drawings

## 5.2 Review of Plans and Supporting Documents

- Geotechnical (**new!**)
  - Reference to the Building By-law in effect;
  - General level of completeness as outlined in Division C
  - “Code coordination” with other disciplines, including alternative solutions
  - Project description matches the proposed development (e.g. number of storeys and type of construction)
  - Encroachment of soil anchors, shoring system or underpinning onto neighbouring property and determine if appropriate encroachment permissions are in place

## 5.2 Review of Plans and Supporting Documents

- Landscape (**new!**)
  - Reference to the Building By-law in effect;
  - General level of completeness as outlined in Division C
  - “Code coordination” with other disciplines, including alternative solutions
  - Firefighter access requirements, including fire access roads
  - Clearances in front of fire department connections
  - Combustible components in noncombustible buildings
  - Green roof assemblies
  - Climability of planters or landscape features near guards
  - Exterior exit stairs, ramps, and egress paths, including guards and handrails



## 5.2 Review of Plans and Supporting Documents

- Alternative Solutions
  - Review for “code coordination”
  - Confirm that mitigating features of accepted AL are incorporated into permit drawings
  - Identify ALs in building code report and code compliance drawings
  - Reference to Guide to the Letters of Assurance for more information

## 5.2.9 Code Compliance Drawings and Building Code Report

- Added specific reference to building code report
- Requires drawings to be of sufficient resolution for review and printing
- Clarified that code compliance documentation submitted at Stage 1 must reflect a complete and compliant building
  - Changes to design or compliance concepts must be incorporated and resubmitted at subsequent stages
- Added high building measures (3.2.6.) and mezzanines & openings through floor assemblies (3.2.8.) to list of typical information to include in code compliance documentation

## 5.2.9 Code Compliance Drawings and Building Code Report

- Added specific expectations for code compliance documentation
  - Be specific to the project, do not include references that don't apply to the project
  - Analyze how VBBL requirements are met
  - Provide more than a reiteration of the requirements
  - Clearly distinguish between facts, assumptions, and opinions (PGA Section 57 and Codes of Ethics)

## 6.3 Documentation Submission Requirements

- Acknowledgement that the CP Building Permit Application Submission List may not include all documents required by all City departments during BP process

## 6.3.1 Addressing Drawings (New!)

- Coordinate civic addressing and suite numbering with the architect
- Clarification on purpose of addressing drawings
  - Notification to outside agencies (Canada Post, etc.)
  - Reference document for future research, enquiries, business license applications, etc.
- Addressing plans do not have to be signed and sealed by the architect but do require a CP stamp
- Development permit quality drawings are acceptable
- Drawings must include site/landscaping plan, all floor plans including underground parkade and roof plan, and building elevations

## 6.3.1 Addressing Drawings (New!)

- Review addressing drawings for the following prior to submitting to the City as part of the initial BP application
  - Label suites with civic addresses (number and street name) or unit numbers and approved uses (per DP).
  - Shell spaces have a suite number; “future” suite numbers to be assigned for each door from the street or corridor
  - Suites numbered clockwise from the point of entry (e.g. the lobby entrance door on ground floor or elevator door on upper floors)
  - Labelled “Issued for Addressing Review”, not “Draft” or “Not For Construction”

## 6.3.2 DCCs and DCLs (New!)

- Provided description of the fees and sources for more information (City of Vancouver, Metro Vancouver, Translink)
- Must be paid in full prior to Stage 1 issuance
- DCLs are calculated by City staff based on DP drawings
- DCCs are calculated based on BP drawings
  - CP must submit worksheet completed by architect or CRP

## 6.3.3 Staged Building Permits

- Added clarification that “full structure” stages are not permitted due to their timing impact on related trades permits
  - Trade permits are highly dependent on coordination with the issued architectural BP drawings, which are not submitted with a “full structure” stage



## 6.4 BP Issuance Prior to DP Issuance

- Updated to align with Zoning & Development By-law amendment allowing for excavation & shoring stage issuance in advance of DP in specific cases
  - Requires Director of Planning approval
  - Limited to specific uses (e.g. some cultural and recreational uses, social housing, secured market rental housing)
  - No existing residential rental units on site
  - DP must be sufficiently advanced (i.e. DP prior-to letter issued)
  - All other BP process is as usual

## 6.4 BP Issuance Prior to DP Issuance

- Added requirement for Section 219 covenant on title in addition to a Letter of Credit
- Clarified process for Development Permit Confirmation Letter
  - Annotate to read “as submitted” instead of “as issued”
  - Development Permit Confirmation of Changes Letter is not acceptable
- Removed section on construction beyond the excavation stage: this is no longer a possibility

## 7.2 Trade Permits

- Added mechanical permits to the list of potential trade permits that might be required

*Side reminder:*

Required for all heating and cooling system installations as of July 2022

See <https://vancouver.ca/home-property-development/mechanical-permit.aspx> and April 2022 CP Newsletter

## 7.3 Construction Safety

- Added acknowledgement of “duty to report” as required by professional code of ethics

*(“Registrants must hold paramount the safety, health, and welfare of the public, including the protection of the environment and the promotion of health and safety in the workplace”)*

## 7.4.1 Site Reviews During Construction Conducted by the CP

- Added expectation that CPs' site reviews be conducted monthly at minimum
- Clarified that CP must provide site reviews more often than once a month depending on stage and complexity of construction
- Specific requirement that CPs must meet the standard of Direct Supervision when delegating work

## 7.4.3 CP's Monitoring of Field Reviews Undertaken by the Project Team

- Added expectation that RPRs' field review reports identify substantial Part 3 non-compliance issues
- Explicit that monthly progress reports be submitted to the City monthly
- Provided expectations for progress reports when no activity has occurred on site

## 7.5 Review of Shop Drawings

- Specified that all shop drawings submitted to the City for trade permit application or final design drawing submission must include the CP's stamp

## 7.5.1 Review of Sprinkler and Standpipe Shop Drawings (New!)

- Provided list of items for CP to review prior to trade permit application
  - General completeness of the drawings
  - Applicable building code and reference design standards
  - Architectural backgrounds are correct and are consistent with the BP drawings (confirmed via architect's shop drawing review stamp)
  - Reference to ALs and incorporation of mitigating features that impact the sprinkler or standpipe design
  - Shop drawing review stamp of the RP responsible for the AL



## 7.5.1 Review of Sprinkler and Standpipe Shop Drawings (New!)

- Provided list of items for CP to review prior to trade permit application
  - Location and number of fire department connections, fire hydrants, standpipe hose connections
  - Provision of a fire pump where required
  - Sprinkler zones
  - Close spaced sprinklers for parkade assault security glazing
  - Dedicated water curtain sprinklers for exit exposure protection
  - Combustible sprinkler piping only as permitted

## 7.6 Changes During Construction

- Provided expanded list of design change examples that could trigger a DP minor amendment or BP revision
  - Permitted use or major occupancy
  - Substantial interior re-configuration of a suite
  - Number, address, or reconfiguration of suites such as amalgamating or subdividing CRUs
  - Changes to exit and egress systems
  - Modifications to the excavation and shoring design
  - Substantial landscape or other changes affecting firefighting access, street trees or DP conditions
  - Revision to alternative solutions and additional alternative solutions

## 8.2 Fundamental Principles and Mechanisms for Obtaining an Occupancy Permit

- Introduced CAN/ULC S1001 and clarified compliance is the responsibility of the CRP and RPRs
  - CP's responsibility is to confirm requirements are met
- Added new first step in CP occupancy process for completeness
  - CP must coordinate occupancy activities with the CRP and contractor in advance of the intended occupancy date

## 8.2.5 City Final Occupancy Reviews

- Added expectation for CP to arrange Property Use inspection for DP compliance for parking and landscaping

## 8.5 Final Design Drawings

- Clarified that Final Design Drawings are required for all BPs processed under the CP Program
- Specified that Final Design Drawings must be submitted four weeks prior to the final occupancy permit and two weeks prior to the City Demonstration
- Clarified that drawings must be sealed by the RPRs and stamped by the CP
- Provided a link to the CP Final Design Drawings Submission Guide for instructions on completing and submitting Final Design Drawings and supporting documents

## 8.6.1 Partial Occupancy with Minor Areas Excluded

- Added expectation that work is intended to be carried out continuously to completion
  - If areas will not be completed as designed (e.g. individual suite fit-out) then CP must apply for BP revision to change the space to shell
  - Owner/tenant must apply for a separate permit when ready to proceed with the remainder of the work

## 8.6.2 Partial Occupancy with Major Areas Excluded

- Added recommendation that scope of partial occupancy be illustrated with floor plans and/or elevations for clarity
- Specified that documentation must be updated accordingly if scope of partial occupancy changes

## 9.2 Refund of Permit Fees

- Updated to reflect new policies
  - Projects may be eligible for partial refund of permit fees where a complete BP submission is accepted by the City (i.e. successful intake and fees paid) by December 31, 2023 and final occupancy permit is issued by December 31, 2028
  - Application for fee refund must be submitted via the CP Permit Fee Refund Request Form within 90 days of issuance of the final occupancy permit
  - Refund must be paid to the entity who paid the fee and cannot be remitted to a third party
  - Alterations and TIs are not eligible for refund



## Conclusion

- Available on the CP website (<https://vancouver.ca/home-property-development/certified-professional-program.aspx>)
- Intended to be a living document that is updated regularly to reflect changing processes and requirements
  - Always download the latest

# Guide to the CP Program

