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Attachment 1 - Certified Professional Program: Occupancy Procedures for CP Projects
Attachment 2 - Certified Professional Program: Occupancy Document Checklist

List of Abbreviations

AIBC Architectural Institute of British Columbia
AHJ Authority Having Jurisdiction
BCBC British Columbia Building Code
BI Building Inspector
BP Building Permit
CBO Chief Building Official
CP Certified Professional
CRP Coordinating Registered Professional
DP Development Permit
FD Fire Department
SRP Supporting Registered Professional
RP Registered Professional
RPR Registered Professional of Record
SRP Supporting Registered Professional
TI Tenant Improvement

The terms “building code” and “code” are used throughout this document. Both of these terms reference the current British Columbia Building Code.

1.0 Introduction

1.1 General

This version of the CP Practice and Procedure Manual applies only to CP projects outside the City of Vancouver and is based on the administration of the CP Program by The Architectural Institute of the Province of British Columbia and The Association of Professional Engineers and Geoscientists of the Province of British Columbia, also doing business as Engineers and Geoscientists British Columbia. This Manual will be updated from time to time to suit changes to the CP Program and changes to the Building code.

The Certified Professional Program is an alternative to the conventional AHJ building permit and monitoring of the construction process. As part of this alternative process the CP provides his or her professional assurance to the AHJ that he or she will take all appropriate steps to ascertain that the design will substantially comply and the construction of the project will substantially conform in all material respects with the fire and life safety and accessibility aspects of the building code, other applicable safety enactments and the related development permit. The Chief Building Official relies upon the CP’s assurances in issuing Building Permits and Occupancy Permits for a project constructed under the CP program. This manual is intended to be used as a guide in executing the CP Program in the Province of British Columbia (excluding the City of Vancouver) where local governments have adopted the CP Program. There is a separate manual for the CP Program within the City of Vancouver.

There are many reasons why a property owner chooses to use this Alternate Permit Process. Usually the owner uses the CP permit process to expedite the Building permit issuance. In some jurisdictions, the CP permit process may allow for staged permitting and staged construction, which can be attractive to fast track projects. Staged permitting and staged construction is generally not available, except on a Certified Professional project.

The owner has an expectation that the CP is looking after the owner’s best interests. Since the CP is also acting on behalf of the AHJ in undertaking plan reviews and site reviews, the CP also has an obligation to the AHJ in respect to “Code Coordination” [refer to Section 4.2]. Although there may be a perceived conflict of interest in these two roles of the CP, in actual fact there is no conflict. The CP is bound by the by-laws and code of ethics of their professional association which mandates protection of the public as the primary responsibility of their members.

The use of the CP process is not mandatory for permit issuance. Practicing as a CP is an earned privilege. In order for the CP Program to operate successfully, the CP must demonstrate competence in code knowledge and must be familiar with procedures as outlined in this Manual. The AHJ places a high level of expectation on the CP, as a result, CP projects are given significantly less oversight than conventional projects by local government staff.
1.2 History of the Certified Professional Program

The Certified Professional Program was originally conceived for Vancouver in late 1978. It was recognized at that time that in many instances designers were relying too heavily on the AHJ’s plan reviewers and inspectors for complete verification of project compliance with the building code. The program was intended to give appropriate responsibility and authority for building code conformance and the underlying responsibility for ensuring public health and safety in and around Buildings, to registered Architects and Professional Engineers.

A joint committee of the Architectural Institute of B.C. (AIBC), Engineers and Geoscientists BC and Building Officials’ Association of B.C. (BOABC) was formed to create and coordinate the implementation of the program.

In 1980 an educational course on “Use and Occupancy”, Part 3 of the B.C. Building Code and the Vancouver Building By-law, was established through the University of B.C. Centre for Continuing Education. Certified Professional candidates were required to attend and pass this course. Subsequent courses and examinations have been offered on a regular basis to expand the program to a wider number of participants. Although a large number of participants have taken this course over the years, only a small handful have gone on to take on the responsibilities of a CP on a project in Vancouver and other Participating Local Governments.

1.3 Purpose of this Manual

This Practice and Procedure Manual will provide guidance to Certified Professionals in their day-to-day activities while fulfilling their role as a CP on a Project. The intent of the Manual is to establish a minimum baseline of performance to which all CPs must adhere. This minimum baseline will improve the uniformity and consistency of the application of CP services throughout the building construction industry. It is important to note that this minimum baseline of performance is not intended to define the ceiling of expectations for CPs, only the floor.
1.4 Qualifications to Become and Remain a CP

A “Certified Professional” means an Architect or Professional Engineer registered to practice in British Columbia who has taken and passed the Certified Professional Course and been recognized as a CP by either AIBC or Engineers and Geoscientists BC and has been accepted by the AHJ as qualified as a CP.

A Registered Professional shall maintain their registration as a CP by the following:

- Maintenance of professional registration with AIBC or Engineers and Geoscientists BC;
- Mandatory CP continuing education;
- Demonstration of satisfactory knowledge of the provisions of the Building Code; and
- Fulfillment of the obligations described in the letter of assurance Schedule CP-1 when practicing as a CP.

Failure to comply with any of the above may result in removal of the CP’s registration.

2.0 Application of the CP Program

2.1 Introduction

This Section outlines the types of projects to which the CP Program can be applied.

2.2 New Buildings

The CP Program is applicable to the design and construction of any new building that falls under the scope of Sentence 1.3.3.2.(1) of Division A of the building code.

2.3 Existing and Heritage Buildings

The CP Program can be utilized for renovations and additions to existing buildings.

Since the BC Building Code does not have any specific guidelines for the level of upgrades that may be required to an existing building when it is being renovated or expanded, the CP must review with the AHJ during the initial design stages as to the expectation of the AHJ.

Due to the wide variety of conditions that could occur with existing buildings, the CP will prepare a Building Code Report that includes the recommended level of upgrades. This Building Code Report will also identify any significant non-code conforming existing conditions for those portions of the existing building that will not be upgraded (e.g. retention of existing stairs that do not meet the current requirements for stair rise and run).
The CP will also coordinate with the RPRs to determine if there are any unsafe conditions within the existing building that need to be corrected as part of the renovation or addition project. The existing unsafe conditions and the proposed remedial measures will be included in the CP’s Building Code Report.

The CP will confer with the AHJ prior to the building permit application to obtain acceptance in principle of the proposed level of upgrades, retention of existing non-code conforming items and correction of unsafe conditions.

2.4 New Housing and Small Buildings

The CP Program was originally conceived to apply to Part 3 of Division B buildings only.

Since the CP Educational Program does not include any modules on Part 9 of Division B of the building code, the use of Part 9 for evaluating the building code requirements under the CP Program is limited.

When a building meets the size, height, and occupancy requirements for Part 9 of Division B, but the owner wishes to deliver the project using the CP Program, the building must be evaluated using Part 3 of Division B of the building code.

The CP may elect to implement certain provisions of Part 9 for applicable buildings, provided that these Part 9 provisions are clearly described in the CP’s Building Code Report or code compliance drawings. Alternative Solution Reports are not required in order to implement the Part 9 provisions.

The following Part 9 provisions may be utilized for applicable CP projects, subject to the above procedure and acceptance by the AHJ. This list of provisions is not exhaustive and other items from Part 9 may be applicable on a case-by-case basis.

- Waiver of fire separations within dwelling units where the uppermost floor is greater than 6 metres above the lowest floor level;
- Spatial separation and exposure protection tables from Part 9; and
- Provisions for egress from a dwelling unit.
2.5 Tenant Improvements (for CP Projects under Construction)

The CP Program can be used for tenant improvement (TI) projects within a building shell, where the base building shell has not received its occupancy permit. This section outlines the procedures required for the issuance of a tenant improvement building permit within the base building that has been issued a building permit under the CP program.

The specific procedure for tenant improvement building permits is dependent upon the status of the base building occupancy permit. The most common examples of the status of occupancy permit clearance are outlined below:

a. The base building shell for the tenant space is not complete and no occupancy permit has been issued for the base building. [See 2.5.1.]

b. The base building shell for the tenant space is “essentially complete” with the specific exceptions of fire alarm verification, material test certificates for sprinklers, and functional testing of the fire and life safety systems; no occupancy permit has been issued for the base building. [See 2.5.2]

c. The base building is partially complete and an occupancy permit has been issued for a portion of the base building that does not include the tenant space. [See 2.5.3]

d. The base building is partially complete, and an occupancy permit has been issued for a portion of the base building that includes the tenant space (shell only). [See 2.5.4]

e. The base building shell is complete and an occupancy permit has been issued for the entire building as shell space only (e.g. non-residential buildings). [See 2.5.4]

f. The base building shell is complete, and a final occupancy permit has been issued that includes the completed portions of the base building and the shell spaces for the incomplete tenant portions. [See 2.5.4]

The CP should discuss the consequences of the different scenarios for tenant improvement work up-front with the building owner and the AHJ in order to facilitate the best plan for the anticipated building permit process. The owner should explain to potential tenants their obligations for the building permit process under the CP Program.

2.5.1 Base Building Shell is Not Complete [Example 2.5(a)]

If tenant improvement construction commences prior to the completion of the base building shell, there is only one option for processing the tenant improvement Building permit:

a. The base building CP submits a separate building permit application under the CP program for the tenant improvement work (following standard CP submission requirements as applicable for the tenant space). For this Option, the tenant must retain a CRP and RPRs for all applicable disciplines. The CRP and RPRs can be the same RPs as the base building, or they can be independent RPs.
2.5.2 Base Building Shell is “Essentially Complete” [example 2.5(b)]

There are three possible options for tenant improvement building permit applications for work within a base building when the building shell space is “essentially complete” (with the specific exception of fire alarm verification, material test certificates for sprinklers, and functional testing of the fire and life safety systems) but has not yet been issued an occupancy permit by the AHJ under the CP program:

a. The base building CP submits a separate building permit application under the CP program for the tenant improvement work (following standard CP submission requirements as applicable for the tenant space) For this Option, the tenant must retain a CRP and RPRs for all applicable disciplines. The CRP and RPRs can be the same RPs as the base building, or they can be independent RPs; or

b. The tenant submits a separate building permit application, not under the CP program, for the tenant improvement work. As outlined in Schedule CP-3, the tenant must retain the base building CP to provide a review of the plans and supporting documents that have been prepared by the TI RPRs for certification of “tenant improvement compatibility” with the base building. The CP provides a Schedule CP-3 to the TI permit’s CRP, including a list of TI drawings that the CP reviewed, and a list of minor items within the base building shell that are not yet complete (e.g. fire alarm verification), as accepted by the CP and the AHJ. The tenant improvement’s CRP makes the building permit application to the City under the non-CP building permit process, including the original signed and sealed Schedule CP-3 in their submission (note that if the base building shell space is not “essentially complete” at the time of the TI BP application, the submission of the Schedule CP-3 can be delayed until just prior to the issuance of the TI BP). The procedure and timing for permit issuance for these types of TI permits will follow the normal non-CP permit procedure. The CP does not need to apply his or her CP stamp on the TI drawings, and the CP does not provide any site review during construction of the TI work; or

c. Tenant has their own CP. The tenant submits a separate building permit application under the CP Program, but using a different CP from the base building. The role of the base building CP under this scenario is identical to that described in Item 2.5.2.(b) above.

“Tenant improvement compatibility”, as noted above, means that the CP has taken the necessary steps to ascertain that the RPRs for the tenant improvement as shown on their plans and supporting documents for the project have provided substantial compatibility with the original building code concepts for the base building.

The AHJ will not release the Occupancy Permit for the TI work until the base building shell obtains an Occupancy Permit.
2.5.3 Occupancy Permit has been Issued for the Shell of the Base Building Excluding the Area of the Tenant Space [example 2.5(c)]

The options for a tenant improvement building permit application in a building that has been issued an occupancy permit for the shell space excluding the tenant space are the same as those outlined in section 2.5.2.

2.5.4 Occupancy Permit Has Been Issued for the Shell of the Base Building That Includes the Area of the Tenant Space for the Proposed Work [Examples 2.5(d), (e) or (f)]

Where the base building or base building shell has been issued an occupancy permit, building permit applications for TIs do not require any involvement of the CP responsible for the base building permit. The tenant may submit a TI building permit application directly to the AHJ or may obtain the services of a CP.

All tenant improvement work must be carried out under a new TI building permit that is separate from the base building permit. The tenant improvement work cannot be done under a revision to the base building permit once base building shell occupancy is given.
3.0 Responsibilities of the Building Owner and Design Team

3.1 Introduction

The responsibilities of the building owner and design team as described in the building code are unchanged whether or not a CP is involved in the construction project. This Section outlines the responsibilities of each party, in the context of a CP project.

3.2 Owner

The ultimate responsibility for code compliance rests with the owner, as stated in Article 1.2.1.2. of Division A.

As described in Subsection 2.2.7. of Division C and Schedule CP-1, the duties of the owner include the following:

- Retain a CP to undertake “Code Coordination”;
- Retain a CRP to coordinate all design work and field reviews of the RPRs;
- Prior to issuance of a building permit, have the CP deliver letters of assurance to the AHJ in the form of Schedule CP-1 from the CP, Schedule A from the Coordinating Registered Professional, and Schedules B from each of the registered professionals of record (architectural, structural, mechanical, plumbing, fire suppression, electrical, geotechnical);
- Prior to issuance of the occupancy permit, have the CP deliver to the AHJ letters of assurance in the form of Schedule CP-2 from the CP, Schedules C-A from the Coordinating Registered Professional, and Schedules C-B from the registered professionals of record (architectural, structural, mechanical, plumbing, fire suppression, electrical, geotechnical).

When the Owner chooses to use this alternate building permit process, he or she must understand the roles and responsibilities of the AHJ, CP, CRP and RPRs, and other participants of the building project. The owner often chooses this alternative process so that the building permit can be expedited, and does not realize there are other obligations of all the participants beyond the permit issuance. CPs are advised to have their contractual agreements with the Owners reflect the responsibilities and expectations as outlined in this Practice and Procedure Manual.
3.3 Coordinating Registered Professional

The obligations of the CRP, when part of the design team on a CP project, are the same as for a non-CP project. The coordinating registered professional is responsible for coordinating the design and field review of the RPRs for the building project in order to meet the objectives of the building code. This coordination must be undertaken throughout the duration of the design and construction process. Each individual registered professional is responsible for his or her own design and field review. The coordinating registered professional is responsible for coordinating the work of each registered professional of record, and for the review and checking of all design documents prepared by the RPRs for the project throughout the term of the project. The coordinating registered professional is the contact point between the CP, the Owner, and each registered professional of record, and, as such, is responsible for ensuring communication between all parties.

It is the coordinating registered professional’s responsibility to ensure that all Letters of Assurance for the project are completed properly. The coordinating registered professional submits the signed and sealed Letters of Assurance to the CP on the Owner’s behalf.

By signing Schedule A, the coordinating registered professional confirms that he or she

- will coordinate the design work and Field Reviews of all registered professionals of record retained for the project in order to ascertain that the design substantially complies with the Building code,
- will notify the AHJ immediately if he or she ceases to be retained on the project,
- will provide the CP with the Schedule B for each registered professional of record retained on the project, complete with the CRP initials on each page of the Schedules, and
- will notify the CP immediately of any registered professional of record who ceases to be retained on the project, even if the firm does not change.

The coordinating registered professional is responsible for ensuring that a registered professional of record for each discipline for which a registered professional of record is required completes a Schedule B and a Schedule C-B at the appropriate times during the project. The coordinating registered professional must initial all Schedules and submit them to the CP.

By signing Schedule C-A at the end of the project, the coordinating registered professional confirms that:

- he or she has fulfilled his or her responsibilities for coordination of Field Review by all the registered professionals of record,
- he or she has fulfilled his or her responsibilities for coordination of the functional testing of fire protection and life safety systems (see Division C Appendix A-2.2.7.3. for further details), and that
- these systems substantially comply with both the Building code and with the plans and supporting documents that were submitted with the Building permit application Clause A-2.2.7.2.(1)(a), Sentence A-2.2.7.2.(2), and Article A-2.2.7.3. of Division C - Appendix A of the Building code provide further guidance on the roles and responsibilities of the coordinating registered professional.
3.4 Registered Professional of Record

The registered professional of record is the registered professional retained by the Owner for the provision of the major part of the professional services within a particular discipline. The registered professional of record is also responsible for the review and checking of all design documents prepared by any supporting registered professionals retained on the project within that discipline.

The registered professional of record for each discipline must complete Schedule B at the time of Building permit application. By signing Schedule B, the registered professional of record:

- Identifies the professional discipline (i.e., architectural, structural, mechanical, plumbing, fire suppression systems, electrical, or geotechnical) for which he or she is responsible (see A-2.2.7.3. of Appendix A of Division C - Section C for further details),
- Confirms that the design that he or she has prepared substantially complies with the requirements of the building code, except for construction safety aspects (see A-2.2.7.3. of Appendix A of Division C - Section 1.0 for further details),
- Confirms that he or she will take responsibility for the field reviews during construction within the respective discipline,
- Confirms his or her responsibility for determining that field reviews have been undertaken on the work of any supporting registered professionals retained on the project within that discipline, and
- Commits to notifying the authority having jurisdiction immediately if he or she ceases to be retained on the project, even if the firm that retained that registered professional is still on the project.

Except under special circumstances, only one Schedule B and one Schedule C-B should be completed and submitted by one registered professional of record for each discipline. Refer to the latest version of the “Guide to the Letters of Assurance in the BC Building Code” for further information.

If a staged building permit process is utilized for the project, the RPRs will submit his or her Schedule B at the appropriate Stage when his or her plans and supporting documents are complete and submitted to the AHJ for such stage.

Appendix A of Division C of the BC Building Code provides further guidance on the roles and responsibilities of registered professionals of record.

3.5 Contractor

The role of the contractor is to construct the building project in accordance with the contract documents provided by the RPRs and to request clarification of the intent where the requirements of the contract documents are not clear.

The responsibility for construction safety as described in Part 8 of Division B rests with the contractor.
3.6 Authority Having Jurisdiction (AHJ)

The responsibility of the AHJ is to provide the necessary administrative procedures to facilitate the CP Program, including review of the building permit submission documents, issuance of building permits, periodic monitoring of construction with the CP, witnessing of functional testing of fire and life safety systems, review of occupancy permit documents and issuance of occupancy permit.

The responsibility of the AHJ also includes the issuance of information bulletins from time to time in order to inform the CPs, CRPs, and RPRs of recent interpretations or policies by the AHJ.

The AHJ will provide easy access to key staff who have the authority to make decisions.

The CP will make arrangements to meet with the AHJ at the project site on a regular basis at critical times during construction. The frequency of such site visits will be determined by the CP and the AHJ based on the complexity of the project and type of activities that are underway.

Electrical, Plumbing and Gas Inspectors (where applicable) will provide the same level of monitoring of construction on CP project as they do on non-CP projects.

4.0 Responsibilities of the CP

4.1 Introduction

The CP is the main point of contact for the AHJ with respect to coordination of the various permits that are required for building projects. This permit coordination duty includes communication with the owner and the design team on specific building code issues and solutions and conveying any conditions or requirements of the building permit.

Levels of responsibility for substantial code compliance are multi-faceted and complex. The building code has three Divisions, 10 Parts, plus numerous other referenced standards.

Is the CP expected to be an expert on all these codes and referenced standards?

The simple answer is “of course not”. However, the CP is expected to have a thorough knowledge of Division A; Parts 1 and 3 of Division B; and Division C. The CP is also expected to have working knowledge of certain standards such as NFPA 10, 13, 13R, 14, 80 and 96. In addition, the CP is expected to have knowledge of when to apply other referenced standards and when to obtain advice from other RPs.

The CP provides an independent review of the design and field review process as a “check and balance” to the services provided by the RPRs and the CRP, which is intended to replace monitoring that is traditionally carried out by the AHJ. The CP acts on behalf of the AHJ with respect to plan review and site review services. The introduction of a CP into a project substantially reduces the monitoring and reviewing activities of the AHJ.
4.2 Code Coordination from the CP's Point of View

The role of the CP is to provide “Code Coordination” for Building projects. “Code Coordination”, as defined in Schedule CP-1, includes the following tasks:

1. act on behalf of the owner as the owner’s representative in matters involving the authority having jurisdiction in relation to the building permit, related project construction and related occupancy permit;

2. ascertain that the required registered professionals of record (RPR) for the project have been retained to provide design and field review in accordance with the “Building Code”;

3. obtain the necessary letters of Assurance of Professional Design and Commitment for Field Review from the registered professionals of record for the project and deliver the originals of same to the authority having jurisdiction when applying for the building permit for the project;

4. obtain the other necessary documents required to support the building permit application and deliver same to the authority having jurisdiction when applying for the Building permit for the project;

5. apply for and obtain a Building permit for the project in accordance with the process as described in the authority having jurisdiction’s Building By-law;

6. provide “design review” of the plans and supporting documents prepared by each of the registered professionals of record for the project;

7. ascertain that the registered professionals of record have incorporated in their plans and supporting documents, the requirements of the “Building Code” Division A; Division B Parts 1 and 3; and Division C;

8. ascertain that the Division A; Division B, Parts 1 and 3; and Division C “Building Code” requirements governing the project are compatible between the plans and supporting documents prepared by each registered professionals of record;

9. provide “site review” of the components of the plans and supporting documents prepared by each of the registered professionals of record for the project;

10. keep records of all “site reviews” by the “CP” and of any corrective action required and taken as a result of these “site reviews”. Discrepancies noted during “site reviews” must be tracked and the resolution of these discrepancies noted such that a list of significant known unresolved discrepancies can be provided at the request of the authority having jurisdiction;

11. “monitor field review activities” of the registered professionals of record;

12. monitor and report on significant events and changes in the project;

13. submit a monthly summary progress report to the authority having jurisdiction during construction of the project;

14. consult with the authority having jurisdiction if any unresolved variances in interpretation of the “Building Code” arise between the “CP” and the registered professionals of record;
15. consult with the *authority having jurisdiction* if any unresolved issues with respect to the “Building Code” arise between the “CP” and the contractor.

16. review relevant shop drawings with respect to the requirements of Division A, Division B, Parts 1 and 3 and Division C of the “Building Code”;

17. notify the *authority having jurisdiction* in a timely manner of any significant known, unresolved contraventions of the “Building Code” or building permit requirements;

18. obtain the necessary letters of Assurance of Professional *Field Review* and Compliance from the *registered professionals of record* or the project and deliver the originals of same to the *authority having jurisdiction* when applying for occupancy for the project;

19. obtain the other necessary documents required to support the occupancy application and deliver same to the *authority having jurisdiction* when applying for occupancy for the project;

20. apply for the occupancy approval for the project in accordance with the process as described in the *authority having jurisdiction’s Building By-law*; and

21. apply the “CP” stamp to all relevant documents that are submitted to the *authority having jurisdiction*. Affixing his or her “CP” stamp to a document confirms that the “CP” has provided the relevant portion of “code coordination” applicable to that document.

Schedule CP-1 includes the following defined terms:

“Design review” means the activities necessary to ascertain that the design of the project will substantially comply, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the “Building Code”.

“Monitoring *Field Review* activities” means ascertaining that the “registered professionals of record” are providing *field reviews* as required by Div C, Part 2 of the “Building Code”, and includes keeping records of the *field review* reports prepared by the “registered professionals of record”. The owner will instruct each “*registered professional of record*” to highlight in his or her *field review* reports any significant variation from the documents accepted in support of the *building permit* and any corrective action as needed. The CP will review the variations highlighted in the *field review* reports and notify the AHJ, in a timely manner, of significant known unresolved variations from the documents accepted in support of the *building permit*.

“*Registered Professional of Record*” means a *registered professional* retained to undertake design work and *field reviews* pursuant to Schedules B and C-B of Subsection 2.2.7 in Division C of the “Building Code”.

“Site review” means the activities necessary in the CP’s professional judgment to ascertain that the construction of the project substantially complies, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the “Building Code” and the requirements of the *building* permit and monitoring for compliance with the development permit issued for the project.
The CP’s fundamental role is to ascertain that the RPRs have been retained for the design and field review of all code related aspects (Parts 1 to 7 inclusive and relevant portions of Part 9 in Division B) and to monitor that they are fulfilling their specific roles and responsibilities with respect to the project.

The role of the CP is different from the RPs of record in that traditionally the CP does not produce drawings that form part of the construction documents. They bring to the project a specialized knowledge of the Building Code in order to coordinate and monitor the implementation of such code requirements by the RPRs.

The CP does not relieve the CRP of their responsibility in the first instance for substantial compliance with all relevant Parts of the Building Code, and for coordination of all design documentation and field reviews by the RPRs. The CP has an authoritative role in the review and interpretation of items related to the requirements of Parts 1 and 3 in Division B of the Building Code. The CRP also carries this responsibility, but is expected that the CRP will confer with the CP in matters related to Parts 1 and 3 of Division B.

4.2.1 Parts 4, 5, 6 and 7 of Division B

The CP education course does not contain any sessions on Parts 4 through 7 of Division B in the Building Code. It is not a fundamental requirement of being a Certified Professional that the CP is an expert in any or all of these Parts of the Code. The CP’s responsibility for Code-related matters in Parts 4 to 7 is described below.

The CP is required to carry out a detailed review of the design to assure compliance with Parts 1 and 3 of Division B in the Building Code, and also has a responsibility for “Code Coordination” with Parts 4 to 7 of Division B.

It is not intended that the CP assume responsibility for the compliance of either the technical design or subsequent Field Reviews with Parts 4, 5, 6, or 7 of Division B. However, because the CP is effectively “standing in the shoes of the AHJ”, the CP needs to provide a level of overview beyond simply obtaining drawings and Letters of Assurance. These overview activities should typically include:

- Providing “design review” of the drawings prepared by the RPRs as defined in Schedule CP-1;
- Reviewing the drawings to assess their general level of completeness and establishing that the requirements of Division C, Section 2.2 - “Administration” have been followed;
- Collecting the Checklist for Professional Structural Concept Review where applicable by the Engineers and Geoscientists BC Quality Management Guidelines and submit it to the AHJ with the Building permit application;
- Review the design documents of the specialty design disciplines under Parts 4, 5, 6 and 7 of Division B for compatibility with the Fire Protection, Occupant Safety, and Accessibility provisions of Part 3 and the general requirements of Parts 1, 2 and 3 of Division A;
- Submitting any peer review reports requested by the AHJ;
• Bringing to the attention of the RPRs any code coordination issues observed on site and checking that these are appropriately addressed; and

• Applying for and obtaining the necessary revisions to the building permit as required for design changes during construction and as documented by the appropriate RPR(s).

In addition to the general overview function, the CP shall carry out the following specific tasks:

• Ascertain that the CRP has confirmed that the owner has retained RPRs to provide design and field review services;

• Collect signed and sealed plans and supporting documents from the RPRs and submit such plans and supporting documents to the AHJ with the building permit application;

• Collect letters of assurance (Schedules A, B) from the CRP for the confirmation of their design and commitment for Field Review and submit such letters to the AHJ at the appropriate stage of building permit application;

• Confirm that the documentation received from the RPRs meets the minimum requirements set forth in the CP Practice and Procedures Manual before making the building permit application;

• Review to confirm that the applicable items for the project have RPRs in place;

• Monitor the field review activities of the RPRs as defined in Schedule CP-1;

• Confirm that the appropriate trade, street occupancy, and hoarding permits have been taken out and review the arrangements with the contractor to call out the inspectors at the appropriate times;

• Report to and consult with the AHJ as described in Schedule CP-1;

• At the end of the project, collect letters of assurance (Schedules C-A and C-B) from the CRP; and

• Collect other occupancy permit submission documents and submit to the AHJ.

4.2.2. Part 10 - Energy and Water Efficiency

The responsibility of the CP is to collect the appropriate documents to verify substantial compliance to the requirements of Part 10 from the design team and submit them to the AHJ along with the building permit application documents.

4.3 Use of CP Stamp and Professional Seal

The CP will apply his or her CP stamp, complete with the CP’s initials and date, to the following documents:

• Every drawing from the CP, CRP and RPR, that is submitted for building permit;
Every page of the letters of assurance from the CP, CRP and RPR that are submitted for Building permit;

The first page of other building permit submission documents (e.g., detail books, door schedules);

The first page of drawings submitted for trade permits (plumbing, fire suppression and electrical permits);

The first page of each alternative solution request form; and

The first page of other required correspondence to the AHJ.

The purpose of the CP stamp is to signify that these documents form part of the CP Project and shall not constitute an approval of design services rendered by others.

The CP will apply their professional seal as prescribed by their respective professional association as described below:

- Section 20 (9) of the Engineers and Geoscientists Act requires that professional engineers apply their professional seal, signature and date to documents as follows:

  “A member or licensee receiving a seal or stamp under this section must use it, with signature and date, to seal or stamp estimates, specifications, reports, documents, plans or things that have been prepared and delivered by the member or licensee in the member’s or licensee's professional capacity or that have been prepared and delivered under the member’s or licensee’s direct supervision.”
• Section 77 of the Architect’s Act require that architects apply their professional seal, signature and date to documents as described below:

“An architect must apply a seal, with signature and date, to letters of assurance, certificates, drawings and specifications prepared by or under the architect’s supervision, direction or control if the architect practices architecture
(a) as a member of the institute holding a current certificate of practice
(b) as a sole proprietor or partner of an architectural firm, or
(c) on behalf of an architectural corporation as a continuing employee or shareholder of the corporation”

The CP will apply his or her professional seal to the following documents:

• at least one page of Building Code checklist or Building Code report that is prepared by the CP;
• every page of the letters of assurance prepared by the CP;
• the first page of alternative solution request forms that are prepared by the CP;
• for CPs who are professional engineers - every page of the code compliance drawings prepared by the CP; and
• for CPs who are architects - code compliance drawings do not require a professional seal by the CP.

4.4 Delegation of Responsibility

When the CP Program was first implemented back in the early 1980s, it was envisioned that the CP would personally review the drawings and supporting documents for the projects in which he or she was engaged. It was also envisioned that the CP would personally liaise with the AHJ and the rest of the design and construction team over the course of the project. As the business aspect of CP services developed, it became increasingly common for the CP to enlist the aid of non-CPs and in some cases, non-Registered Professionals, to aid them in their activities. Although this practice may be acceptable, the following general principles apply:

• The CP is the primary point of contact for the project in the eyes of the AHJ. Whenever a code issue arises where the CP requires input from the AHJ, the CP must personally be at the forefront of all communications.

It is acceptable for non-CP staff to make non-code related inquiries to the AHJ in regards to the project. For example, if information is required about the status of a permit application and what, if any, review groups have outstanding items, non-CP supporting staff are free to pursue this information.

• A CP can delegate activities to others, but cannot delegate his or her ultimate responsibility for the obligations described in Schedule CP-1.

Guidelines regarding delegation of the CPs authority during construction are provided in Article 7.4.1.1. of this Manual.
5.0 Responsibilities During Building Design Development

5.1 Introduction

The CP must review appropriate drawings and supporting documents at various stages of design development to ascertain substantial compliance with the building code for documents to be submitted for building permit. The CP must also assist the design team through provision of Building Code interpretations and clarifications.

The CP must be aware of the many interdisciplinary aspects of the building code:

- Part 3 of Division B directly or indirectly has several references to other Parts of the Building Code including Parts 4, 5, 6, 7, 9 and 10 of Division B;
- Division B, Part 3 requirements often involve several disciplines beyond architectural design, including structural, mechanical, plumbing, fire suppression, electrical, geotechnical, landscape, etc.; and
- Division C, Appendix A-2.2.7, identifies the interdependency and roles of registered professionals of record for fire and life safety systems.

The responsibility that each component design substantially complies with the building code rests with the RPR for such component (i.e., the architect is responsible for architectural components, structural engineer for structural components, etc.).

The CP can reasonably rely upon the RPRs for substantial code compliance of their designs; however, the CP provides an independent review of plans and supporting documents prepared by the RPRs as a “check and balance” to ascertain that the design substantially complies with Part 3 of Division B.

Confirmation that the design has been coordinated by the CRP is documented by the letter of assurance Schedule A.

Confirmation that the design substantially complies with the building code is documented by the series of letters of assurance Schedule B from the various RPRs.

Confirmation that the CP has undertaken “Code Coordination” of the design is documented by the letter of assurance Schedule CP-1.
5.2 Review of Plans and Supporting Documents

5.2.1 Architectural

The CP must review the architectural plans and supporting documents for the following:

- Reference to the building code in effect;
- General level of completeness and adequacy to provide sufficient information for construction and instructions as outlined in Division C, Subsections 2.2.2. and 2.2.3. of the building code; and
- Detailed review to ascertain substantial compliance to Division A; Parts 1 and 3 of Division B; and Division C in the Building code; and review for “Code Coordination” with other disciplines, including alternative solutions.

5.2.2 Structural

The CP must review the structural plans and supporting documents for the following:

- Reference to the building code in effect;
- General level of completeness and adequacy to provide sufficient information for construction and instructions as outlined in Division C, Subsections 2.2.1. and 2.2.4.;
- Review for “Code Coordination” with other disciplines, including alternative solutions;
- Provision of basic design criteria for live, dead, wind and seismic loads;
- Reference the geotechnical report provided; and
- Criteria relative to rebar concrete cover.

5.2.3 Mechanical, Plumbing and Fire Suppression

The CP must review the mechanical, plumbing, fire suppression drawings and supporting documents for the following:

- Reference to the Building code in effect;
- General overview as outlined in Division C, Subsections 2.2.3., 2.2.6. of Book 1 of the Building code and Section 2.2 of Division B of Book 2 of the building code as they pertain to Part 3 of Division B;
- Review to ascertain that the appropriate design standards have been utilized (e.g., NFPA 10, 13, 13R, 14, 96);
- Review for “Code Coordination” with other disciplines, including alternative solutions;
• Review sequence of operations of fire and life safety systems;
• Review penetrations of fire-resistance rated assemblies for required fire dampers and fire stop systems;
• Ascertain that the standpipe hose connections are indicated and correctly located on both the plumbing/sprinkler drawings and the architectural drawings;
• Review the fire department connection location;
• Ascertain that the mechanical systems for high building requirements are incorporated into the drawings and supporting documents; and
• Review that the drawings indicate fire rated duct enclosures and check that services are not indicated in exits unless they serve such exit.

5.2.4 Electrical

The CP must review the electrical drawings and supporting documents for the following:

• Reference to the building code in effect;
• General overview as outlined in Division C, Subsection 2.2.3. of the building code, as they pertain to Part 3 of Division B;
• Review to ascertain that the appropriate design standards have been utilized (e.g. CAN/ULC-S524);
• Review for “Code Coordination” with other disciplines, including alternative solutions
• Review for placement of fire alarm devices and general design criteria (i.e. Subsections 3.2.4 and 3.2.6 of Division B);
• Review for location of exit signs for consistency with code compliance drawings;
• Review for coordination of emergency lighting and power provisions; and
• Review the sequence of operation of fire and life safety systems.

5.2.5 Specialist Consultants

The CP must review the specialist consultants’ (e.g., geotechnical, landscape, interior design) drawings and supporting documents for the following:

• General overview to determine the impact on the building permit application (e.g., soil anchors across property lines, flame spread rating of interior wall finishes); and
• Review for “Code Coordination” with other disciplines, including alternative solutions.
5.2.6 Alternative Solutions

Alternative solutions, formerly known as “equivalencies”, allow for flexibility in building construction. They provide the design team with a means to employ innovative construction materials and design methods in their building projects. Frequently, specialty RPs are called upon to prepare alternative solution submissions to the AHJ for review and acceptance. In these instances, the alternative solution must be reviewed and stamped by the CP prior to submission to the AHJ.

The CP must review an alternative solution submission for the following:

- Correct project address;
- Proper project description;
- Overall check that the requirements outlined in Subsections 2.3.1. and 2.3.2. of Division C are incorporated into the submission;
- Correct objective and functional statements; and
- Confirm that the alternative solution has been incorporated into the drawings and supporting documents.

5.2.7 Code Compliance Drawings

The Code compliance drawings are the primary tool that the CP must prepare in advance of the building permit submission. The code compliance drawings are also a useful to the design team to aid in development of an approach to code compliance of the building design.

All information on the drawings must be legible and clearly presented. The physical drawings must be of a size that can be readily reviewed and reproduced.

The typical code information to be documented on the code compliance drawings is listed below. Depending on the simplicity of the project some of these may not be required.

- Project address
- Building permit number (if available)
- Development permit number (if applicable)
- Building Code data sheet
- Occupancy classification(s)
- Firewalls
- Classification for Subsection 3.2.2 of Division B
- Spatial separation analysis
- Fire department access route location(s), fire department response point(s)
- Fire separations (clearly distinguishable and including a legend)
- Fire resistance ratings (clearly distinguishable and including a legend)
- Occupant loads
- Exits
- Exit capacity
- Exit remoteness
- Exit exposure
- Travel distance
- Siamese connections
- Standpipe connections
- Accessibility
- Washroom fixture analysis
- List of proposed alternative solutions and fallback solutions
- Identification on the plans of the location where alternative solutions apply

In addition to this information, it is beneficial if any “contentious” Code issues that require discussion are clearly identified on the drawings. This will aid in resolution of problem areas in a timely fashion.
6.0 Responsibilities of the CP During the Building Permit Application Stage

6.1 Introduction

It is the responsibility of the CP to take a lead role in collecting all of the required building permit submission documents and amalgamating them into a complete building permit submission package. The CP will review the building permit submission documents prior to making the building permit application.

The CP must also include with the permit application evidence that he or she holds Professional Liability insurance in the amount of not less than $1,000,000 per claim.

6.2 Permit Application Procedure

The CP and AHJ’s Building permit processing staff together are responsible for identifying the project specific required clearances.

The AHJ is responsible for an overall cursory examination of the code compliance drawings, the completeness of the submitted documentation, the verification of the required departmental clearances and the issuance of the building permit and associated documentation.

6.3 Documentation Submission Requirements

The CP must submit the building permit application with all the related drawings and documents required for the CP building permit application. The building permit application and all supporting documents are required to bear the stamp of the CP as outlined in Section 4.3. The submission requirements are as outlined in the “Certified Professional Program - Building Permit Application Submission List” by each AHJ.
6.4 Staged Building Permits

In order to expedite the building permit process, the AHJ may issue a staged building permit. The AHJ will commonly authorize up to three stages. Typical stages include excavation and shoring; foundation to grade; and remainder of the work. Due to the complexity of some projects, variation of stages or additional stages may be authorized by the AHJ. The CP and AHJ should determine the number of stages prior to the issuance of the building permit.

For staged permit applications the CP will need to complete and submit, to the AHJ the “Certified Professional Program - Authorized Staged Construction Form” and the “Certified Professional Program - Development Permit Confirmation Letter” or “Certified Professional Program - Development Permit Confirmation of Changes Letter”, as applicable, for each stage.

For staged permit applications, the drawing and document submission for each stage must be able to stand alone as a complete package. Each stage must be accompanied by a separate “Certified Professional Program - Authorized Staged Construction Form”. The CP and AHJ will jointly confirm the submission requirements at the code compliance meeting.
7.0 Responsibilities of the CP during the Building Construction Stage

7.1 Introduction

Issuance of the building permit is typically followed by immediate commencement of construction. At this time, the CP’s role transitions from monitoring the design process to monitoring the construction process. The CP continues to be the primary liaison between the design team and the AHJ in the resolution of code compliance issues.

The CP’s responsibilities during the construction stage include the following:

- The CP and CRP will schedule an initial site meeting with all consultants and prime contractors to clarify each party’s roles and responsibilities.
- Prior to construction the CP will establish with the Building Official a protocol of anticipated joint field reviews leading up to the City Demonstration [refer to Subsection 8.2.3. of this manual].
- Field review reports from all consultants shall be forwarded to the CP and CRP so that both the CP and CRP can monitor the field reviews by the consultants to determine if any code related issues arise.
- The CP and CRP will prepare and submit monthly summary reports of the project construction progress to the AHJ. These reports will identify any major code-related issues that have arisen during construction.
- The CP has an ongoing obligation to consult with the AHJ on any unresolved By-law issues or interpretation variances, as outlined in Schedule CP-1.

7.2 Trade Permits

The CP shall confirm with the contractor that all required electrical, sprinkler, plumbing and gas trade permits are obtained prior to the applicable trade commencing work. The CP shall review the electrical, plumbing and fire suppression drawings that are submitted for trade permits to determine if there are any variations from the building permit set of drawings that would conflict with the original design intent or the accepted alternative solutions.

The CP must advise the contractor that prior to submitting any drawings to the AHJ for trade permits, the drawings must be sent to the CP for review and for application of the CP stamp.
7.3 Construction Safety

Construction safety is the responsibility of the contractor and their construction safety officer. The CP should not assume responsibility for, nor give instructions with respect to, worksite safety.

The CP’s responsibilities with respect to Part 8 of the building code (Safety Measures at Construction Sites) is limited to ascertaining that the construction safety officer and construction safety plan are in place where required.

7.4 Field Reviews during Construction Conducted by the RPRs

The responsibility for ascertaining that the construction substantially complies with their plans and supporting documents rests with each RPR for their relevant project components.

The responsibility for constructing the project in accordance with the contract documents rests with the contractors.

If required by the AHJ, the CP will submit final design drawings to the AHJ for their records prior to issuance of the occupancy permit. Refer to Section 8.5.

7.4.1. Site Reviews during Construction Conducted by the CP

The responsibility of the CP during construction is to provide “Code coordination” of the field reviews that are performed by the RPRs. Furthermore the CP provides his or her own site reviews to supplement the field reviews that are provided by the RPRs, as a secondary check and balance to ascertain that the construction substantially complies with Division A; Parts 1 and 3 of Division B; and Division C of the building code. The CP’s site reviews are undertaken in lieu of the reviews by the AHJ.

The CP’s site review is an overview of the Division B, Parts 1 and 3 requirements, whereas the RPRs provide a detailed technical review of components in their particular discipline. Each RPR is required to keep a record of each field review and any corrective action taken as a result of the field review (see building code Sentence 2.2.7.3.(2) of Division C).

The difference in the scope of site review by a CP and a field review by an RPR is illustrated in the following examples:

- The CP reviews guards relative to location, height, and climbability in conjunction with the architect; The architect (RPR), in conjunction with the structural engineer or speciality engineer, reviews guards for installation and structural capacity; and the architect (RPR) and building envelope practitioner review exterior guard installation details relative to technical building envelope details.

- The CP, in conjunction with the architect (RPR), reviews fire separations (e.g., shaft walls, party walls, public corridors, etc.) and closures (e.g., fire doors, shutters, glass, firestopping, etc.).
The CP takes a lead role in the coordination of the functional testing of the fire and life safety systems in cooperation with the CRP (refer to Schedule A for the role of the CRP).

Confirmation that the field reviews and the functional testing of the fire and life safety systems have been coordinated by the CP and CRP is documented by the letters of assurance Schedules CP-2 and C-A.

Confirmation that the field reviews have been undertaken to ascertain that the construction substantially complies with the building code and supporting documents is documented by the series of letters of assurance Schedules C-B from the various RPRs.

Confirmation that the CP has undertaken “code coordination” of field reviews by the registered professionals is documented by the letter of assurance Schedule CP-2.

7.4.1.1 Extent to Which CP Site Reviews May be Delegated

When the CP program was originally developed in the early 1980s, it was envisioned that the CP would be personally conducting the critical code-related site reviews on the project plus personally monitoring field reviews by other registered professionals of record. As the business aspect of the CP services has developed, it has changed so that some site reviews are being undertaken by non-CPs and in some cases non-registered professionals. Although this procedure may be acceptable, the following guidelines outline the extent to which non-CPs and non-registered professionals can conduct site reviews:

- It is expected that the CP or his or her delegate will be present on site a minimum of once per month;
- The CP is expected to have an overall knowledge of the code-related site reviews conducted by his or her staff;
- It is expected that the CP will be made aware of any changes, deviations, etc. by his or her delegate;
- The CP will make arrangements to meet with the Building Official at the project site on a regular basis at critical times during construction (i.e., first storey framing, first stair handrail, etc.). The frequency of such site meetings will be determined by the CP and the building Official based on the complexity of the project and the type of activities that are underway; and
- A CP can delegate site review activities to others, but cannot delegate his or her ultimate responsibility for the obligations described in Schedule CP-1.

Specific scenarios regarding delegation of site reviews are outlined in the following sections.
7.4.1.2 Delegation of CP Detailed Site Reviews to other CPs

The CP may delegate site reviews to another CP within their same firm. Delegation to CPs from outside of their own firm will only be permitted under special circumstances (e.g. holidays or illness of the CP of record). The CP of Record shall inform this other CP of any special design characteristics of the project. The CP of Record shall maintain overall knowledge of the site review status. The CP of Record will notify the AHJ or any delegations of CP site review responsibilities to other CPs.

7.4.1.3 Delegation of CP Detailed Site Reviews to Non-CPs

Many architectural and engineering firms have non-CP staff members who routinely conduct site reviews on projects. If a CP intends to delegate any site review to a non-CP, the CP must be confident the reviewer is knowledgeable and experienced in the particular aspects of the building components that are to be reviewed. The CP must not delegate site reviews to non-CPs outside his or her firm.

7.4.2 Field Review Conducted by RPRs

Each RPR is expected to conduct field reviews of the building components for which he or she is responsible as outlined in the submitted Schedule B. The field reviews by each RPR are an integral part of the field review process and are independent of the site review responsibilities of the CP.

The RPRs are expected to conduct their field reviews prior to the site review by the CP or CP staff.

The CP can reasonably rely upon the RPRs to ascertain that the technical aspects of their designs have been constructed in substantial conformance with their plans and supporting documents.
7.4.3 CP’s Monitoring of Field Reviews Undertaken by the Project Team

Prior to construction the CP and CRP shall establish a process for monitoring the submission of field review reports. This includes having the RPRs provide a written field review report of each field review and transmitting this report to both the CRP and the CP immediately after such field review. The CP will review these reports to determine if there are any Part 3 Code-related issues have arisen. The CP will then monitor - and initiate as necessary - any corrective action necessary to address such Part 3 code-related issues. Should corrective action not be followed through, the CP will notify the AHJ for appropriate action. If necessary, the CP may have to recommend to the AHJ that a stop work order be placed on the project.

The CP’s monthly summary reports will include the following details:

- Project name;
- Project address;
- Project building permit number;
- Date of monthly report;
- Detailed description of the job progress to date;
- Detailed listing of shop drawings that have been reviewed by the CP for the month;
- Listing of any critical code issues that were identified for the month;
- Listing of any changes to the design that warrants a minor amendment to the DP or BP; and
- Status of minor amendments to DP and BP (if applicable).

The CP can reasonably rely upon the expertise of the other RPRs on the project to conduct the appropriate field review for construction elements related to Parts 4, 5, 6, 7 and 10 of Division B. If, in the opinion of the CP, the field review reports provided by the other RPRs seem to be insufficient or inappropriate for the particular stage of construction, the CP shall review these concerns with the CRP and the RPR in question. In the event that a satisfactory resolution is not forthcoming, the CP shall notify both the owner and the AHJ.
The frequency of field reviews by the RPRs and site reviews by the CPs is entirely at the discretion of each individual RPR and CP and can vary from project to project to address various factors:

- Level and nature of risk, complexity, unknown conditions and duration of the construction,
- Standard of practice for the type and nature of work to be reviewed,
- Detail of architectural and engineering documentation prepared for the project,
- Experience, reputation and method of selection (e.g., public tender, pre-qualified bidders or negotiated) of those constructing the project (i.e. builders), and
- Number of deficiencies found early in the project.

**Table 1: Sample field review Components**

<table>
<thead>
<tr>
<th>Project Component</th>
<th>Applicable RPR (field review)</th>
<th>CP (Site Review)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excavation &amp; shoring</td>
<td>For the purposes of preparing the monthly report</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Damproofing</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Drain tile</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Plumbing site servicing</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Electrical site servicing</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Backfill</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Structural (prior to each pour)</td>
<td></td>
<td>For the purposes of preparing the monthly report</td>
</tr>
<tr>
<td>Interior walls and closures</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Rough in plumbing</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Rough in sprinklers</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Rough in mechanical</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Rough in electrical</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Exterior wall system</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Firestopping of penetrations</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Insulation</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Drywalling</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Finish plumbing</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Finish mechanical</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Finish electrical</td>
<td></td>
<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Architectural finishes/millwork</td>
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<td>Code coordination per Schedule CP-1</td>
</tr>
<tr>
<td>Commissioning</td>
<td></td>
<td>Primary responsibility</td>
</tr>
<tr>
<td>Consultant demonstration</td>
<td></td>
<td>Primary responsibility</td>
</tr>
<tr>
<td>City demonstration</td>
<td></td>
<td>Primary responsibility</td>
</tr>
</tbody>
</table>

**Notes:**
1. The role of the CRP is not reflected in this table; refer to 3.3 for further details.
2. Refer to 4.2.2 for a discussion of Parts 4, 5, 6, and 7.
3. Refer to 7.4.1.1 for an explanation of when CP site reviews can be delegated.

Table 1 is provided as a sample guide for field reviews by the RPRs and site reviews by the CP. Each project is unique and may warrant variation from this sample guide. It is at the discretion of each RPR and each CP to determine the appropriate frequency of field reviews and site reviews to suit the unique circumstances of each project.
7.5 Review of Shop Drawings

The CRP has overall control over the distribution of shop drawings. The CP will identify to the CRP which shop drawings he or she wants to review. The CRP should keep the CP informed as to the status of shop drawings in the event that the CP considers it necessary to review certain shop drawings that were not included in their original list. The CP will review the relevant shop drawings with respect to Division A; Division B Parts 1 and 3; and Division C requirements.

Table 2 provides a sample of shop drawings and related documents review that can be used as a guide to identify roles and responsibilities of the various participants (as applicable to the project, including alternative solutions).

Table 2: Sample Review of Shop Drawings

<table>
<thead>
<tr>
<th></th>
<th>RPR</th>
<th>CRP</th>
<th>CP</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Architectural</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior cladding systems</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>BCBC reference #s</td>
</tr>
<tr>
<td>Windows</td>
<td></td>
<td></td>
<td></td>
<td>3.1.5, 3.2.3</td>
</tr>
<tr>
<td>Fire shutters</td>
<td>X</td>
<td></td>
<td></td>
<td>3.1.8</td>
</tr>
<tr>
<td>Fire doors and frames</td>
<td>X</td>
<td>X</td>
<td></td>
<td>3.1.8, 3.4.6.16</td>
</tr>
<tr>
<td>Hardware</td>
<td>X</td>
<td></td>
<td></td>
<td>3.1.8</td>
</tr>
<tr>
<td>Elevators</td>
<td></td>
<td>X</td>
<td></td>
<td>3.5.4.1, 3.8.3.19</td>
</tr>
<tr>
<td>Escalators</td>
<td>X</td>
<td>X</td>
<td></td>
<td>3.1.13.2., 3.4.4.2.(2)</td>
</tr>
<tr>
<td>Architectural finishes</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3.3 and 3.4</td>
</tr>
<tr>
<td>Millwork</td>
<td>X</td>
<td></td>
<td></td>
<td>At discretion of CP</td>
</tr>
<tr>
<td>Handrails/guards</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Firestopping</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire and sound separation assemblies</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>For ULC listed assemblies</td>
</tr>
<tr>
<td>Interior signage</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Structural</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural steel</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufactured wood products</td>
<td>X</td>
<td></td>
<td>X</td>
<td>For ULC listed assemblies</td>
</tr>
<tr>
<td>Roof trusses</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Precast concrete</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete mix designs</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete test reports</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unbonded post tensioned slabs</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Mechanical</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC equipment</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot water tanks</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boilers and furnaces</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire dampers</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grills &amp; Diffusers</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balancing reports</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 2: Sample Review of Shop Drawings (Cont’d)

<table>
<thead>
<tr>
<th></th>
<th>RPR</th>
<th>CRP</th>
<th>CP</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire Suppression</strong></td>
<td></td>
<td></td>
<td></td>
<td>BCBC reference #s</td>
</tr>
<tr>
<td>Sprinklers</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Appropriate system design, etc.</td>
</tr>
<tr>
<td>Hydraulic calculations</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Stamp only</td>
</tr>
<tr>
<td>Firestopping service penetrations</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural capacity</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Plumbing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing fixtures</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing equipment</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Backflow prevention devices</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pumps</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firestopping service penetrations</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural capacity</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electrical</strong></td>
<td></td>
<td></td>
<td></td>
<td>3.2.4 and 3.2.6</td>
</tr>
<tr>
<td>Fire alarm system</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Coordinate with fire department</td>
</tr>
<tr>
<td>Fire alarm graphic annunciator</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit signs</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting fixtures</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency lighting</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency generator</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric heating</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firestopping service penetrations</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural capacity</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7.6 Changes During Construction

The CRP must coordinate design changes during construction with the RPRs and advise the CP to review for code issues/implications. The CRP must confirm whether the changes are significantly sufficient that DP minor amendments and/or BP revisions are required, as described below. If BP revisions are required the CRP must collect the appropriate documents from the RPRs and submit to the CP for submission to the AHJ. Delay in obtaining required DP minor amendments and/or BP revisions may result in a stop work order until the issues are resolved.

It is recognized that changes can and do occur during construction. Changes can be of varying significance with respect to the Code and/or the issued development permit. The CP, in consultation with the CRP, must determine whether a change warrants further discussion with the AHJ. Major design/construction changes will require consultation with the AHJ prior to proceeding and may lead to a BP revision, request for acceptance of an alternative solution and/or a required DP amendment. Construction and/or occupancy may be delayed where these issues are not identified and dealt with at the appropriate stage.
For guidance, the following is a list of items that might be considered minor design/construction changes:

- Re-location of a suite entry door within a public corridor;
- Minor interior re-configuration of the suite (without changing the permitted use); and
- Floor finishes (except for enclosed balconies).

For guidance, the following is a list of items that might be considered major design/construction changes:

- Permitted use;
- *building* exterior (e.g., doors, windows, siding, rooftop units, venting, change in overall *building* form or dimensions including height);
- Floor area (e.g., mezzanine, loft, storage rooms, additional floors, enclosing balconies);
- On-site parking, loading and bicycles - e.g., configuration, dimensions and vertical clearances (e.g., parking added or deleted, layout changes);
- Number of dwelling units or tenancies.

### 7.7 Public Access to Display Suite(s) and Sales Centre within a Building Under Construction

An *owner* may require access by the public to a *building* that is under construction in order to view a display suite(s) or sales centre within the *building*. A separate *building* permit is not required in this situation. The *CP* and the *owner* will coordinate the safety provisions with the contractor and the *AHJ*. The contractor is to implement and enforce the necessary safety procedures required to allow access by the public.

Not all of the fire and life safety systems are required to be completed. However, the following safety principles are applicable to a display suite(s) or sales centre within a *building* under construction:

- Provide safe access to and egress from the proposed display area(s) (e.g., handrails, guards, etc.), including access for persons with disabilities on ground floor suites. If the display suite(s) or sales centre is located above the ground floor the *CP* will discuss with the *Building* Official the appropriate level of accessibility;
- Provide overhead protection if access to or egress from the proposed display area(s) is beneath or adjacent to overhead construction activities;
- Provide hoarding or similar physical protection to access the display area(s) and to separate and secure the display area(s) from the construction zones;
- Provide “Construction Zone - Do Not Enter” signage to separate the display area(s) from the construction zones;
- Provide temporary emergency lighting and temporary signage (including exit signage) within the display area(s) providing access and egress for the public; and
- Post a graphic plan within the display suite(s) or sales centre to indicate the egress route(s).

### 8.0 Responsibilities of the CP during the Building Occupancy Stage

#### 8.1 Introduction

The construction process invariably gives way to the occupancy process. Any new construction or a change of use requires a new occupancy permit. In addition, the issuing of this permit shall not relieve the owner or occupier from the responsibility of complying with the Zoning and Development By-law or any other pertinent By-law, Acts or Regulations. This permit is not a representation or warranty that the By-laws of the Local Government or other enactments have been complied with, since resources at the AHJ only permit random review and inspection. The AHJ will accept no responsibility or legal liability should any person suffer loss, injury or damage as a result of the building not complying with relevant local By-laws and the building code. Accordingly, persons should make such independent investigations or inquiries as they see fit to determine whether the building complies with all relevant local By-laws or enactments.

The purpose of this section is to provide guidelines for the preparation and submission of supporting documents to the AHJ for the occupancy permit under the Certified Professional Program.

There are various types of occupancy permits available:

- Base building shell occupancy permit (e.g. non-residential buildings where tenant improvements are not part of the base building permit);
- Occupancy permit for a portion of the building that is complete and base building shell occupancy permit for the unfinished portion (e.g. residential tower where penthouse units not completed, or mixed-use building where lower floor(s) commercial units are not completed);
- Occupancy permit for a portion of the building that is complete without shell occupancy for the remainder (e.g. major complex with multiple occupancy components one or more of which may be occupied safely while work continues on the balance of the building (refer to Section 8.6);
- Occupancy permit with Work Required (e.g. safe to occupy with minor building code work still required) [refer to Section 8.4]; and
- Occupancy permit when the entire building is safe to occupy and substantially complete (e.g. all required building code work is complete).
8.2 Fundamental Principles and Mechanisms for Obtaining an Occupancy Permit

The CP takes the lead role, in cooperation with the CRP, for the “Code Coordination” aspects of the occupancy permit procedures including the coordination of the functional testing of the fire and life safety systems.

RPRs must only release their letters of assurance when all elements are substantially complete. Both Engineers and Geoscientists BC and AIBC have strict policies that a RPR must not issue his or her letters of assurance (Schedule C-A, C-B) until the defined portion of the project as described in the occupancy permit application is substantially complete.

The CP must not request the AHJ Coordinated Fire and Life Safety Systems Demonstration (AHJ Demonstration) until the Consultant Coordinated Fire and Life Safety Demonstration (Consultant Demonstration) has been satisfactorily completed as described in Appendix A-2.2.7.3 of Division C in the building code.

All applicable Schedules C-B must be completed by the RPRs and collected and initialled by the CRP. The CP must not release a Schedule CP-2 until the receipt of the Schedule C-A from the CRP plus all the Schedules C-B from the RPRs.

Minor construction deficiencies are common on all construction projects. Where accepted by the AHJ, an “Occupancy Permit with Work Required” (or “Provisional Occupancy Permit”) can be issued to cover minor work. The CP must confirm in writing to the AHJ once all “Work Required” has been substantially completed. [Refer to Section 8.4 on outstanding non-life safety issues]

Under the CP program, the mechanism for obtaining an occupancy permit has been altered from the method described in the building code Division C Appendix Reference A-2.2.7. in order to reduce the pressure on RPRs to release their Schedule C-B prematurely. This alternate method includes seven steps as follows:

1. Test Protocol - the CP prepares and submits to the AHJ a project specific test protocol that will be used for the functional testing of the fire and life safety systems.
2. Consultant Demonstration - trade contractors demonstrate to the CP, CRP and RPRs that the fire and life safety systems are functional and operational as designed.
3. AHJ Demonstration - CP coordinates the CRP, RPRs and trade contractors in demonstrating to the AHJ representatives (i.e., building Official/Plumbing/Sprinkler/Gas, Electrical Inspectors, and Fire Prevention Officer) that the fire and life safety systems are functional and operational as designed.
4. Consultant Final - the CP, CRP and RPRs conduct final field reviews and prepare deficiency lists. The trade contractors complete the work identified in the deficiency lists. The contractors responsible for the applicable trade permits must obtain final clearance cards from the applicable AHJ Trade Inspectors (i.e., plumbing/sprinkler/gas and electrical) and submit a copy to the CP.
5. Prior to Final AHJ Clearance, the CP is required to submit all applicable occupancy permit submission documents.
6. Final AHJ Clearance - the CP will undertake a final review with the Building Official. The CP will confirm with the Occupancy Clerk that other City Departments and Government agencies (e.g., Ministry of Environment, Ministry of Highways, BC Safety Authority, Health Authority, etc.) have provided their final clearance, as appropriate.

7. Once all Departments have cleared, the AHJ will issue the occupancy permit.

Steps 3, 4, 5 and 6 can happen simultaneously.

The above steps form an overview of the Occupancy Permit procedures.

**8.2.1 Test Protocol**

The CP will deliver to the AHJ a project-specific test protocol for the functional testing of the fire and life safety systems. The CP will submit this test protocol to the AHJ 48 hours prior to the AHJ Demonstration.

The test protocol will include the following features:

- Date and time for the Consultant Demonstration
- Required attendees for the Consultant Demonstration
- Required status of completion of the fire and life safety systems
- Required equipment for the functional testing
- Description of the intended operation of the fire and life safety systems
- Required equipment for the functional testing
- Description of preliminary set up for the functional test
- Description of the procedure for the functional test
- Description of the expected integration and operation of the various fire and life safety systems (fire alarm sequence, fire alarm matrix, mechanical fan operation, etc.)

Note that for a high building with scissor stairs, the test protocol must include a smoke test of the scissor stairs to demonstrate that the smoke does not leak between the adjacent stair shafts. This test should be completed prior to the AHJ Demonstration. The Building Official should attend this test.
8.2.2 Consultant Demonstration

The CP, in conjunction with the CRP, shall coordinate and conduct a Consultant Demonstration of the functional testing of the fire and life safety systems in accordance with the established project-specific test protocol. The trade contractors are to fully demonstrate to the Consultants that the fire and life safety systems are functionally integrated and perform as required by the applicable By-laws, codes and standards. The CP will prepare a detailed report of the results of the Consultant Demonstration. Any deficiencies identified in the Consultant Demonstration of the fire and life safety systems shall be corrected and retested prior to the AHJ Demonstration. Upon satisfactory completion of the Consultant Demonstration, the CP will request the AHJ Demonstration.

8.2.3 AHJ Demonstration

The CP should submit an occupancy permit application to the AHJ at least three weeks prior to the AHJ Demonstration. The CP shall contact the AHJ one week prior to the scheduled date for the AHJ Demonstration.

The CP, in conjunction with the CRP, shall coordinate and conduct the AHJ Demonstration of the functional testing of the fire and life safety systems based on the test protocol that was previously submitted to the AHJ. The Building Official may request an additional test of any part of the fire and life safety systems to demonstrate the operation of such systems. The CP will prepare a detailed report of the results of the AHJ Demonstration.

Any deficiencies identified in the AHJ Demonstration of the fire and life safety systems shall be corrected and retested in the presence of the appropriate RPs. Once all deficiencies have been corrected, the CP will coordinate a subsequent demonstration to the appropriate AHJ Officials.

8.2.4 Consultant Final Field Reviews

Irrespective of the timing of the AHJ Demonstration, when a Project is nearing completion, the CP will conduct a site review and the RPRs will conduct field reviews of the building components that are within their scope of responsibility. Each RPR will prepare a deficiency list (both building code and non-building code requirements) for the components within their particular discipline and submit to the CP and CRP for their records. The CP will prepare a deficiency list that focuses on the fire and life safety components that must be corrected.

Once all of the deficiencies have been corrected to substantially comply in all material respects with the building code and other applicable enactments respecting safety (not including construction safety aspects), the CP will collect all of the occupancy permit submission documents from the CRP and schedule an AHJ Final Review.

Under special circumstances, minor building envelope deficiencies can be outstanding provided that the owner provides sufficient security to complete the deficiencies.

There may be other deficiencies, such as landscaping and off-street parking, which can be completed within specified time frames as detailed on the issued Development Permit.
8.2.5 AHJ Final Occupancy Reviews

The CP will conduct an AHJ Final Occupancy Review with the Building Official to review the completion of building code requirements in relation to the accepted building permit documentation.

The CP will review the documentation with the Building Official with respect to the remedy of any deficiencies that were identified during the AHJ Demonstration.

The CP will prepare a report of such AHJ Final Occupancy Review, including a list of outstanding building code related deficiencies, if any.

The trade contractors, being the trade permit holders, must arrange for a final review with the appropriate AHJ Trade Inspectors or Provincial safety authority and obtain the final clearance forms (sign-off cards) from AHJ and Provincial safety authorities for electrical, plumbing, sprinkler and standpipe systems, gas, elevators, etc.

The CP will confirm with the AHJ’s staff that all relevant AHJ Departments and Government agencies (e.g., Ministry of Environment, Ministry of Highways, BC Safety Authority, Health Authority, etc.) have provided their final clearance, as appropriate.

8.3 Occupancy Submission Documentation

Refer to the sample checklist of Occupancy Permit submission documents included as Attachment 2, “Occupancy Permit Submission Checklist” for the appropriate application of RPR’s professional seal and CP’s stamp.

Note that the timing of the submission of documents to the AHJ varies according to the occupancy permit submission list. The purpose of submitting certain documents early is to allow the AHJ Departments to complete their review. Timely submission of documents is critical in order to achieve the anticipated occupancy date.

Also note that occupancy permit submission list identifies certain documents that are not necessary to submit to the AHJ but can be submitted at the discretion of the RPR or CP (e.g., Schedules S-B and S-C from trade contractors’ SRPs).

8.4 Occupancy Permit with Work Required (Provisional Occupancy)

The AHJ may issue an Occupancy Permit with work required (Provisional Occupancy) when the status of the project is sufficiently complete that it is safe to occupy with minor building code work still required.

The AHJ relies on the CP to coordinate with the owner the completion of all outstanding work within a reasonable period. The AHJ may require a letter of undertaking from the owner, with additional security as deemed appropriate. When all outstanding work is complete, the CP may request a reissued occupancy permit deleting any reference to outstanding work.
8.5 Final Design Drawings (formerly called Record Drawings)

In some Participating Local Governments that utilize the Certified Professional Program, Final Design Drawings are not required to be submitted to the AHJ for projects that are designed to the BC Building Code. The CP should confirm with the AHJ as to whether or not Final Design Drawings are required to be submitted.

For those Participating Local Governments that do required final design drawings, the following description outlines the requirements for final design drawings.

Final Design Drawings are drawings that are based on “issued for construction” drawings that have been updated to incorporate major design changes during construction. Final Design Drawings are NOT “as-built” drawings. The final design drawings are intended to incorporate addenda, change orders and other significant design changes, but not necessarily site instructions used to make minor adjustments to designed conditions. The final design drawings must be sealed by the RPRs.

If required by the AHJ, the CP needs to submit Final Design Drawings and supporting documents consisting of materials referenced in the “Certified Professional Program - Occupancy Permit Submission Documents Checklist” [refer to Attachment 12]. Final Design Drawings must be clearly marked as “Final Design Drawings”.

If there are no changes to the building permit drawings then the Final Design Drawings are not required. In this case the CRP must submit a letter to the City through the CP confirming that there have been no substantial changes from the issued building permit and trade permit drawings.

The final design drawings must be substantially consistent with the approved DE plans and incorporate any Minor Amendments that have been accepted by the City. These drawings may be audited for compliance with the issued DE plans. Inconsistency will delay the occupancy permit process.

The CRP must submit a letter to the CP prior to occupancy permit confirming that the Final Design Drawings and the project as constructed “substantially comply with the approved Development Permit plans incorporating any approved Minor Amendments”.

8.6 Occupancy Permits for Partially Completed Buildings

An owner may require an occupancy permit for partially completed buildings which can take on several different variations as described below. Refer to the “Guide to the Letters of Assurance for the BC Building Code” (http://www.bccodes.ca/2006GuideLoA.pdf) for further details.
8.6.1 Partial Occupancy with Minor Areas Excluded

Where the base building shell is complete, but there are individual suites or small portions of the building that are incomplete (e.g., individual suites, amenity rooms, etc.), the CP will inform the Building Official and Occupancy Staff as to the extent of the occupancy exclusions.

The CP will discuss with the Building Official specific measures that are required to maintain safety for the occupants and the public.

Schedules CP-2, C-A and C-B may be used for minor partial occupancy permits provided they clearly state on such Schedules the extent of the area(s) within the building to be excluded from the occupancy permit.

8.6.2 Partial Occupancy with Major Areas Excluded

Where the base building is not totally complete (a shell occupancy permit has not been granted), or with complex projects that have major areas which have not been completed, the CP will coordinate a project-specific occupancy protocol for partially completed buildings (including a construction safety plan) to maintain an adequate level of safety for occupants and the public in a partial occupancy. The CP must submit such protocol to the AHJ for review and acceptance.

Schedules CP-2, C-A and C-B may be used for partial Occupancy Permits provided they clearly state on such Schedules the extent of the area to be occupied.

8.6.3 Occupancy of One Building in a Project with Multiple building Components

For some large building projects with multiple building components (e.g., multiple buildings above a common underground parking garage, etc.) the construction phasing may allow the occupancy of one building component prior to the completion of the other building components. The CP should discuss with the owner if they intend to occupy buildings sequentially. The CP will request that the AHJ issue separate building permits for each component to match the proposed sequential occupancies. The CP will coordinate a project-specific occupancy protocol for partially completed buildings (including a construction safety plan) to maintain an adequate level of safety for occupants and the public in a partial occupancy. The CP must submit such protocol to the AHJ for review and acceptance.
8.6.4 Occupancy of Base Building Shell

In some cases, the base building shell occupancy permit is issued by the AHJ upon completion and acceptance of the shell only (e.g., multi-tenant office building with no pre-leasing, shopping centre with no pre-leasing, etc.). All fire and life safety systems for the base building shell must be complete prior to issuance of the base building shell occupancy permit.

The unfinished tenant spaces will require separate building permits (tenant improvement permits) and subsequent occupancy permits.

Building permits for tenant improvement work are described in detail in Section 2.5.

8.6.5 Principles and Procedures for Partially Completed Buildings

The following principles are provided to assist CPs, CRPs and RPRs in determining the appropriate procedures when seeking occupancies for partially completed buildings:

- CP will prepare an occupancy protocol document dealing with the safety measures required to accommodate the occupants in a building that has portion(s) under construction;
- CP will review the occupancy protocol document with the AHJ prior to the AHJ Demonstration;
- The area(s) to be occupied must be substantially complete;
- Access routes to the occupied area(s) must be substantially complete and must be maintained clear and accessible at all times;
- Egress routes from the occupied area(s) to an acceptable open space must be substantially complete and must be maintained clear and accessible at all times;
- Fire and life safety systems within the occupied area(s) and within all floor levels below the occupied floor(s) must be substantially complete. Fire and life safety systems are required to be commissioned;
- The CP must meet with the Building Official on site to confirm that the occupancy protocol document incorporates appropriate site specific safety measures for public protection;
- Provide overhead protection if access to or egress from the occupied area(s) is beneath or adjacent to overhead construction activities;
- Provide hoarding or similar physical protection to separate and secure the occupied area(s), including access and egress routes, from the construction zone(s);
- Provide “Construction Zone – Do Not Enter” signage to separate the occupied area(s) from the construction zone(s).
The contractor will submit a site specific Fire Safety Plan for the occupied portion(s) of the partially completed building to the Fire Department to reflect the special requirements to accommodate the occupied zone(s).

9.0 Responsibilities of the CP after Building Occupancy

9.1 Introduction

This Section outlines the responsibilities of the CP after the occupancy permit has been issued.

9.2 Refund of Permit Fees

Some Participating Local Governments may refund a portion of the permit fees where the quality of services provided by the CP substantially reduces the involvement of AHJ Staff.

The CP will apply to the AHJ on behalf of the owner if CP refunds are applicable.

CP refunds or other letters of credit refund will not be released until all outstanding items are completed, including landscaping.

9.3 Complaints Post Occupancy

Post occupancy, code compliance issues may arise that generate complaints which are subsequently brought forward to the AHJ. In these instances, the AHJ may request information from the CP to determine what occurred on the site during construction. The AHJ will manage the resolution of the complaint.
10.0 Further Resources

This practice and procedure manual for the CP program has provided a detailed description of the role and responsibility of the Certified Professional on building construction projects in the Participating Local Governments in the Province of BC. In order to successfully practice as a CP, it is essential that knowledge be maintained and upgraded on an ongoing basis. To aid in the day to day practice of CPs, the following is a summary of resources available to provide support and information.

1. City of Surrey Website (http://www.surrey.ca) - available resources include:
   a. Certified Professional Program - Municipal Insert
   b. CP By-law
   c. Building permit application forms and other documentation
   d. Short and Long Building Code checklists
   e. Contact information for the CP Advisory Committee

2. Province of BC Building Safety and Standards Branch (http://www.housing.gov.bc.ca/building) - available resources include:
   a. Purchases information for the BC Building Code, and other relevant supporting documents
   b. BC Building Code Appeal decisions
   c. Links to National building By-law information and resources


4. Society of Fire Protection Engineers (http://www.sfpe.org)

5. National Fire Protection Association (http://www.nfpa.org)

For any questions related to the CP Program, not answerable through the above resources, please contact AIBC or Engineers and Geoscientists BC.
List of Attachments

Attachment 1 - *Certified Professional Program: Occupancy Procedures for CP Projects*

Attachment 2 - *Certified Professional Program: Occupancy Permit Submission Document Checklist*

Attachment 3 - *Certified Professional Program: Schedules CP-1, CP-2, CP-3*
Attachment 1

Certified Professional Program

Occupancy Procedures for CP Projects
The Occupancy Procedure for CP Projects generally includes the following steps:

1) The CP will work in close association with the CRP and RPRs in order to establish the project specific criteria for occupancy, including the list of submission documents and the test protocol.

2) The CP will make an application for occupancy permit to the AHJ at least 3 weeks in advance of the desired date of occupancy.

3) The trade contractors will submit to the CP the fire alarm verification certificate (including ULC Appendix C), the material and test certificates, the emergency generator test, the ULC protective signalling service certificate, the elevating devices inspection report, and the fire pump start up and flow test data sheet.

4) CP will coordinate the Consultant Demonstration of the fire and life safety systems (e.g. fire alarm, sprinklers, standpipes, EM generator, exit lighting, EM lighting, HVAC, etc.)

5) CP, CRP and RPRs will witness functional testing of the fire and life safety systems as part of the Consultant Demonstration and prepare a deficiency report of such tests.

6) One week prior to the desired AHJ Demonstration date, the CP will coordinate with the AHJ the date and time of the AHJ Demonstration.

7) Trade contractors will correct all of the deficiencies and witness the re-testing of fire and life safety systems as required.

8) RPRs will review correction of the deficiencies and witness the re-testing of fire and life safety systems as required.

9) The CP will submit to the AHJ a project specific test protocol and supporting documents at least 24 hours in advance of the AHJ Demonstration.

10) Trade contractors will submit their occupancy permit submission documents to the CRP and the documents are forwarded to the CP (See Attachment 2 for Occupancy Permit Submission Documents Checklist).

11) The CP will review the submitted documents with the CRP and RPRs for completeness and accuracy.

12) CP will coordinate and conduct the AHJ Demonstration of the fire and life safety systems.

13) CP, CRP and RPRs will create a deficiency list resulting from the AHJ Demonstration.

14) Trade contractors will correct the items on this deficiency list.

15) CP will coordinate with the general contractor, trade contractors, CRP, the RPRs and the appropriate Building Officials to demonstrate retesting of the deficiencies (this is not necessarily a Coordinated AHJ Demonstration).
16) The trade contractors, being the trade permit holders, must arrange for a final review with the appropriate AHJ Trade Inspectors or Provincial safety authority and obtain the final clearance forms (sign-off cards) from AHJ and Provincial safety authorities for electrical, plumbing, sprinkler and standpipe systems, gas, elevators, etc. (This may happen before or after submission of the schedule C-Bs from the RPRs.)

17) CP will coordinate with the CRP the Consultant Final field reviews of all of the other fire and life safety components (e.g. guards, handrails, exit routes, etc.) and non-life safety components (e.g., building envelope, interior finishing, etc.) of the project.

18) CP & RPRs create final deficiency lists of all components resulting from the Consultant Final field reviews.

19) Trade contractors correct the items on these final deficiency lists.

20) The CP obtains confirmation from the RPRs that the deficiencies have been satisfactorily corrected.

21) When all deficiencies are satisfactorily corrected, the RPRs submit their schedules C-B to the CRP, and the CRP submits their Schedule C-A and the collected C-Bs to the CP.

22) CP collects the schedule C-A and schedules C-B and submits the complete package (see Attachment 2) to the Building Official no less than one day in advance of the AHJ final review.

23) CP meets onsite with the Building Official for a final review to confirm that the project is substantially complete and is considered safe to occupy.

24) CP prepares a deficiency list, if required, resulting from the AHJ final review.

25) CP monitors correction of the deficiencies and reviews such correction with the Building Official.

26) The CP will review with the AHJ Occupancy Staff the status of clearance from other AHJ Departments (Law, Engineering, Environmental, Waterworks, Health, Fire, etc.) and assist to obtain clearances if required.

27) The AHJ will issue an Occupancy Permit when all clearances have been obtained.
Attachment 2

Certified Professional Program

Occupancy Permit Submission Documents Checklist
# Occupancy Permit Submission Documents Checklist

(Sample for typical complex building)

## Project Name

## Project Address

## Building Permit Number

### Legend:

- **AHJ** = Authority Having Jurisdiction
- **BI** = Building Inspector
- **CP** = Certified Professional
- **CRP** = Coordinating Registered Professional
- **FD** = Fire Department
- **SRP** = Supporting Registered Professional
- **RPR** = Registered Professional of Record

<table>
<thead>
<tr>
<th>Document</th>
<th>Action by</th>
<th>Submit Prior to AHJ</th>
<th>Submit Final</th>
<th>Mandatory Submissions to AHJ</th>
<th>Submissions to RP/CRP/CP Optional to AHJ</th>
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<td>to BI</td>
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</table>
Attachment 3

Certified Professional Program

Schedules CP-1, CP-2, CP-3
Notes: 1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of British Columbia, also doing business as Engineers and Geoscientists BC.
   3. Words in italics are given the same meaning as defined in the British Columbia Building Code.
   4. Words in “quotations” are defined herein.

To: Authority having jurisdiction  Date: ________________

Project Address: ____________________________  Building Permit No. ____________________________

In signing and submitting this document to the authority having jurisdiction the owner confirms that the owner has authorized the “Certified Professional (CP)”, to undertake “code coordination” and the undersigned “CP” confirms that the “CP” will undertake “code coordination” with respect to the above noted project for which a building permit is sought.

“Code coordination” includes the following tasks:

1. act on behalf of the owner as the owner’s representative in matters involving the authority having jurisdiction in relation to the building permit, related project construction and related occupancy;
2. ascertain that the required registered professionals of record (RPR) for the project have been retained to provide design and field review in accordance with the “Building Code”;
3. obtain the necessary letters of Assurance of Professional Design and Commitment for Field Review from the registered professionals of record for the project and deliver the originals of same to the authority having jurisdiction when applying for the building permit for the project;
4. obtain the other necessary documents required to support the building permit application and deliver same to the authority having jurisdiction for the project; 
5. apply for and obtain a building permit for the project in accordance with the process as described in the authority having jurisdiction’s Building By-law;
6. provide “design review” of the plans and supporting documents prepared by each of the registered professionals of record for the project;
7. ascertain that the registered professionals of record have incorporated in their plans and supporting documents, the requirements of the “Building Code” Division A; Division B Parts 1 and 3; and Division C;
8. ascertain that the Division A; Division B, Parts 1 and 3; and Division C “Building Code” requirements governing the project are compatible between the plans and supporting documents prepared by each registered professionals of record;
9. provide “site review” of the components of the plans and supporting documents prepared by each of the registered professionals of record for the project;
10. keep records of all “site reviews” by the “CP” and of any corrective action required and taken as a result of these “site reviews”. Discrepancies noted during “site reviews” must be tracked and the resolution of these discrepancies noted such that a list of significant known unresolved discrepancies can be provided at the request of the authority having jurisdiction;
11. “monitor field review activities” of the registered professionals of record;
12. monitor and report on significant events and changes in the project;
13. submit a monthly summary progress report to the authority having jurisdiction during construction of the project;
14. consult with the authority having jurisdiction if any unresolved variances in interpretation of the “Building Code” arise between the “CP” and the registered professionals of record;
15. consult with the authority having jurisdiction if any unresolved issues with respect to the “Building Code” arise between the “CP” and the contractor.
"Code coordination" (cont’d):

16. review relevant shop drawings with respect to the requirements of Division A, Division B, Parts 1 and 3 and Division C of the “Building Code”;
17. notify the authority having jurisdiction in a timely manner of any significant known, unresolved contraventions of the “Building Code” or building permit requirements;
18. obtain the necessary letters of Assurance of Professional Field Review and Compliance from the registered professionals of record or the project and deliver the originals of same to the authority having jurisdiction when applying for occupancy for the project;
19. obtain the other necessary documents required to support the occupancy application and deliver same to the authority having jurisdiction’s Building By-law; and
20. apply for the occupancy approval for the project in accordance with the process as described in the authority having jurisdiction’s Building By-law; and
21. apply the “CP” stamp to all relevant documents that are submitted to the authority having jurisdiction. Affixing his or her “CP” stamp to a document confirms that the “CP” has provided the relevant portion of “code coordination” applicable to that document.

“Design review” means the activities necessary to ascertain that the design of the project will substantially comply, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the “Building Code”.

“Monitoring field review activities” means ascertaining that the registered professionals of record are providing field reviews as required by Div C, Part 2 of the “Building Code”, and includes keeping records of the field review reports prepared by the registered professionals of record. The owner will instruct each registered professionals of record to highlight in the RPR’s field review reports any significant variation from the documents accepted in support of the building permit and any corrective action as needed. The “CP” will review the variations highlighted in the field review reports and notify the authority having jurisdiction, in a timely manner, of significant known unresolved contraventions from the documents accepted in support of the building permit.

“Site review” means the activities necessary in the “CP’s” professional judgment to ascertain that the construction of the project substantially complies, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the “Building Code” and the requirements of the building permit and monitors for compliance with the development permit issued for the project.

In addition to “code coordination” the undersigned owner and “CP” also acknowledge that:

1. If the project involves future tenant improvement works, and the base building occupancy is not achieved prior to commencement of the tenant improvement works, the involvement of a “CP” may be required; and,
2. The owner and the “CP” are each required to notify the authority having jurisdiction on or before the date the “CP” ceases to be retained by the owner. It is understood that work on the above project will cease as of the effective date of such termination, until such time as a new appointment is made, and a Stop Work Order shall be posted upon the said project by the authority having jurisdiction.
Schedule CP-1 Continued

Date: __________________________

Project Address: ____________________________________________ Building Permit No. __________________________

NOTE: This letter must be signed by the owner or the owner’s appointed agent and by the “CP”. An agent’s letter of appointment must be attached. If the owner is a corporation, the letter must be signed by a signing officer of the corporation and the signing officer must set forth his or her position in the corporation.

Owner Information (please print):

Owner’s Name: __________________________ Name and title of Signing Officer, or Agent (if Applicable): __________________________

Address: __________________________ Tel: __________________________

City: __________________________ Email: __________________________

Postal Code: __________________________ Signature: __________________________

Owner’s or Owner’s appointed agent’s Signature (If owner is a corporation the signature of a signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.)

NOTE: A “Certified Professional” means an Architect or Professional Engineer who has been recognized as qualified as a “Certified Professional” by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

“Certified Professional” (please print):

Name: __________________________ Name of Firm: __________________________

Address: __________________________ Tel: __________________________

City: __________________________ Email: __________________________

Postal Code: __________________________ Signature: __________________________

(Affix “Certified Professional’s” stamp here) (Affix “Certified Professional’s” professional seal here)
For jurisdictions regulated by the British Columbia Building Code

Schedule CP-2
Confirmation of Completion of Code Coordination
Certified Professional Program
An Alternate Building Permit Process

Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of British Columbia, also doing business as Engineers and Geoscientists BC.
2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
3. Words in quotations are defined in Schedule CP-1.

To: Authority having jurisdiction

Project Address: ________________________________

Building Permit No. __________________________

I confirm that I have fulfilled my obligations for “code coordination” as outlined in my previously submitted Schedule CP-1 entitled Confirmation of Commitment by Owner and “Certified Professional”.

I enclose the relevant occupancy documents as listed on the attached Occupancy Submission Documents Checklist.

NOTE: A “Certified Professional” means an Architect or Professional Engineer who has been recognized as qualified as a “Certified Professional” by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

“Certified Professional”:

Name: ________________________________ Name of Firm: ________________________________

Address: ________________________________ Tel: ________________________________

City: ________________________________ Email: ________________________________

Postal Code: ________________________________ Signature: ________________________________

(Affix “Certified Professional’s” stamp here) (Affix “Certified Professional’s” professional seal here)
For jurisdictions regulated by the British Columbia Building Code

Schedule CP-3
Confirmation of Tenant Improvement Compatibility
Certified Professional Program
An Alternate Building Permit Process

Notes: 1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of British Columbia, also doing business as Engineers and Geoscientists BC.
2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
3. Words in quotations are defined in Schedule CP-1.

To: Authority having jurisdiction Date: ______________________
Base Building Project Address: _________________________________ Base Building Permit No. ______________________

Specific Location of Tenant Improvement: __________________________

I confirm that I have reviewed the drawings on the attached list to ascertain that the tenant improvement design is substantially compatible with the original building code concepts for the base building.

I confirm that the construction of the base building shell space for this tenant improvement is essentially complete with the exception of the items indicated on the attached list.

NOTE: A “Certified Professional” means an Architect or Professional Engineer who has been recognized as qualified as a “Certified Professional” by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

“Certified Professional”:

Name: __________________________ Name of Firm: __________________________
Address: __________________________ Tel: __________________________
City: __________________________ Email: __________________________
Postal Code: __________________________ Signature: __________________________

(Affix “Certified Professional’s” stamp here) (Affix “Certified Professional’s” professional seal here)