

# Certified Professional Program

## District of West Vancouver

### DISTRICT OF WEST VANCOUVER CERTIFIED PROFESSIONAL MANUAL

April 2021

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Please note, this document may be periodically updated in order to ensure the most current information are in place. When referring to the CP Manual, be sure it is the most current version.

# Certified Professional Program

## District of West Vancouver

### 1. Introduction

#### 1.1 General

The Certified Professional Program is recognized as an alternative program to the building permit plan and field review processes in the District of West Vancouver. To become a Certified Professional (CP), Registered Architects and Professional Engineers must successfully complete the Certified Professional Course and pass its examinations as administered by Engineers and Geoscientists British Columbia and Architectural Institute of British Columbia.

#### 1.2 District of West Vancouver Building Bylaw

In 2021, District of West Vancouver Council passed an amendment to the Building Bylaw to allow for an alternative plan and field review process using the Certified Professional Program.

CPs have an obligation to the District to monitor and ensure that projects are designed and built in accordance with the BC Building Code, District of West Vancouver Building Bylaw, District of West Vancouver Zoning Bylaw, related development permit, and other applicable enactments. **In accordance with the District of West Vancouver Building Bylaw, a CP may be disqualified from practicing in the District for not meeting District requirements.**

#### 1.3 Certified Professional Program

The Certified Professional Program in West Vancouver will essentially follow the requirements outlined in the British Columbia Certified Professional Program Practice and Procedure Manual. Refer to the resources in the link below:

<https://www.egbc.ca/Practice-Resources/Programs-Resources/Certified-Professional-Program>

# Certified Professional Program

## District of West Vancouver

## 2. District of West Vancouver Certified Professional Program Requirements

### 2.1 General

In general, the Certified Professional Program in West Vancouver follows the procedures outlined in the British Columbia Certified Professional Program Practice and Procedure Manual. This section outlines specific requirements and provides necessary information for CPs to practice in West Vancouver.

### 2.2 Application of the CP Program

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 or Temporary Building as defined in the District of West Vancouver Building Bylaw No. 4400 2004.

### 2.3 Building Permit Application

The CP must submit the building permit application and all supporting documents. The submission requirements are as outlined in the Certified Professional Program Building Permit Application Checklist in the Appendix.

Once the permit package is complete and ready for submission, the CP can schedule a meeting with the Permits and Inspections Department to go over the particulars of the project and the submission.

For additional requirements refer to the following web page:

<https://westvancouver.ca/home-building-property/permits-licences/permits-inspections>

### 2.4 Civic Address

Prior to making a building permit application, the CP should confirm with Permits & Inspections Department that the correct civic address of the project is used. If a new legal description is pending, it must be registered at the Land Title Office before a building permit will be issued. All Letters of Assurance and drawings are to be complete with the correct civic address noted thereon.

### 2.5 Construction Value

The CP must obtain a construction value from the owner or owner's representative to be declared at the time of building permit application. The District may verify the declared construction value with a third party valuation source prior to building permit issuance. The higher of the values will be used to determine the building permit fees (see also Section 2.7).

# Certified Professional Program

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From the District of West Vancouver Building Bylaw:

Construction Value means the greater of declared value of the work provided by the applicant or the value of the work calculated by the Manager of Permits and Inspections using accepted current costing guides such as the Altus Helyar Construction Cost Guide. In the event the applicant does not agree with the value determined by the Manager of Permits and Inspections, the applicant may, prior to payment of the fees and issuance of the Permit, retain a professional Quantity Surveyor registered in British Columbia to provide a written estimate of the value of the work, in which event “Construction Value” will mean the value of the work as estimated by the Quantity Surveyor.

### 2.6 Development Permit

The Development Permit must be approved in order to initiate the building permit application process through the CP Program.

### 2.7 Building Permit Fees

The building permit application fees are required to be paid at the time of application. The balance of the permit fees will be calculated and forwarded after the final review has been completed.

For an estimate of the permit fees, refer to the District of West Vancouver Fees and Charges Bylaw:

<https://westvancouver.ca/government/bylaws-strategies-reports/bylaws/fees-and-charges-bylaw>

For CP projects, the building permit fee (based on the Construction Value table) is reduced by 5% to a maximum of \$10,000 per Building if a CP certifies Building Code compliance.

### 2.8 Staged Building Permits

The Building Inspector may issue a permit for a portion of a building, such as excavation and foundation to grade, before the documentation for the entire building has been accepted, provided sufficient information has been submitted to the District to demonstrate to the Building Inspector that the portion of the building accepted for construction substantially complies with the BC Building Code, District of West Vancouver Zoning Bylaw, District of West Vancouver Building Bylaw, related development permit, and other applicable enactments.

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### 2.9 Tenant or Landlord Improvements

If a building has not yet been granted final occupancy by the District, any tenant or landlord work and permits requires involvement of the CP. The CP must either take overall responsibility (CP-1) or review the improvement for compatibility with the base building (CP-3).

Prior to base building being granted occupancy, we require the Registered Professionals for the tenant or landlord improvement to be the same as the ones used for the base building. However, we will accept a sealed letter from the base building Certified Registered Professional stating that he/she has discussed the proposed improvements with the base building registered professionals and that it is acceptable for the work to be done by other consultants prior to the base building receiving occupancy.

### 2.10 Departmental Reviews

In addition to the Building Permit review, separate departmental reviews (e.g. Planning, Land Development, Plumbing, etc.) occur during the building permit review process. The CP is the main point of contact with the District and is required to ensure that consultants are providing the District departments with requested information and requirements.

### 2.11 Energy Step Code Requirements

The District has adopted the BC Energy Step Code District requirements. New buildings are required to meet the Step Code Provisions. Refer to the Building Bylaw and the following web page:

<https://westvancouver.ca/home-building-property/permits-licences/building-renovation/building-permits/step>

### 2.12 Special Mechanical Systems

The CP is required to ensure that mechanically related fire emergency systems (such as commercial kitchen exhaust systems, dust collectors, paint spray booths) and fire suppression system drawings have been submitted to the Permits and Inspections Department for review and that all pertinent information is exchanged between the District and the consultant/designer.

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### 2.13 Alternative Solutions

Any Alternative Solutions to the requirements of the BC Building Code must be proposed in writing, preferably with the building permit application. The alternative solution must be reviewed and stamped by the CP prior to submission to the District.

For more information, refer to the following web page:

<https://westvancouver.ca/home-building-property/permits-licences/additional-forms>

### 2.14 Revision Permits

Revisions must be submitted to reflect changes made to the approved building permit drawings. However, we do not require a separate permit application to be made for revisions. Revisions stay with the original building permit. The CP must review all drawings and supporting documents to ensure the revisions substantially comply with the BC Building Code, District of West Vancouver Building Bylaw, District of West Vancouver Zoning Bylaw, related development permit, and other applicable enactments. All related drawings and documents submitted are required to bear the stamp of the CP. It is the responsibility of the CP to collect the drawings and supporting documents and amalgamate them into a complete building permit revision package to be submitted to the District.

### 2.15 Trade Permits

Trade permits are required for electrical, mechanical/plumbing, and fire sprinkler works. The District does not issue trade permits for gas which are reviewed by Technical Safety BC. The CP must make sure these permits are in place prior to the contractor starting work.

### 2.16 Sign Permits

A separate permit application is required for signs. Signs are required to meet the Sign Bylaw and Development Permit. Refer to the following web page:

<https://westvancouver.ca/home-building-property/permits-licences/bylaw-licensing/sign-permits>

### 2.17 Liability Insurance

The CP must provide a copy of their liability insurance and must carry a minimum \$1,000,000 per claim.

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### 2.18 BC Housing – Residential Projects

BC Housing declaration (warranty approval or exemption) is required for all residential projects.

### 2.19 Building Inspections and Occupancy

The CP is required to perform monthly site reviews and submit a report to the Building Inspector.

The CP should invite the Building Inspector to site at various times throughout the project so that the inspector is familiar with the project.

The Building Inspector may also make random site visits to review the status of the building relative to the CP's site review reports.

Prior to final occupancy, the CP is required to submit the Final Building Inspection Document List (see Appendix) to the District in a binder. Once all required documents are confirmed the CP will coordinate with the Building Inspector on a final walkthrough.

**The Certified Professional can recommend Final Occupancy and/or issuance of Occupancy Permit but cannot authorize occupancy of a building.**

### 2.20 Final Design Drawings (Record Drawing)

**Final design drawings are not required to be submitted to the District if the CP verifies that the accepted building permit drawings were complete and the final design substantially complies with the original building permit drawings.**

If the final design does not substantially comply with the accepted building permit drawings, the CP shall not request a final inspection until revised drawings and a list of changes are submitted and accepted by the District. Revised drawings shall be submitted for each discipline in which the changes are applicable. All revised drawings must comply with the conditions of the approved Development Permit for the project.

# Certified Professional Program

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### 3. Appendix

#### Certified Professional Program Forms:

- ❖ Confirmation of Commitment by Owner and Certified Professional (Schedule CP-1)
- ❖ Confirmation of Completion of Code Coordination (Schedule CP-2)
- ❖ Confirmation of Tenant Improvement Compatibility (Schedule CP-3)
- ❖ Building Permit Application Checklist
- ❖ Building Permit Application
- ❖ Building Code Checklist
- ❖ Project Directory
- ❖ Development Permit Compliance Letter
- ❖ Development Permit Confirmation of Changes Letter
- ❖ Monthly Progress Report
- ❖ Final Building Inspection Document Checklist



# Certified Professional Program

## District of West Vancouver

### Confirmation of Commitment by *Owner* and “Certified Professional”

Certified Professional Program  
An Alternate Building Permit Process

### Schedule CP-1

For jurisdictions regulated by the  
British Columbia Building Code

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and Engineers and Geoscientists British Columbia.
  2. The phrase “Building Code” where used in this letter means the British Columbia Building Code.
  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: **Senior Manager, Permits, Inspections, and Land Development**

District of West Vancouver

750 17th Street

West Vancouver, BC V7V 3T3

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* 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*;

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“Code coordination” (cont’d):

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.

“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*.

# Certified Professional Program

## District of West Vancouver

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 of, 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 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 Engineers and Geoscientists 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)

# Certified Professional Program

## District of West Vancouver

### Confirmation of Completion of Code Coordination

Certified Professional Program  
An Alternate Building Permit Process

### Schedule CP-2

For jurisdictions regulated by the  
British Columbia Building Code

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and Engineers and Geoscientists British Columbia.
  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: **Senior Manager, Permits, Inspections, and Land Development** Date: \_\_\_\_\_  
District of West Vancouver  
750 17th Street  
West Vancouver, BC V7V 3T3

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 Engineers and Geoscientists 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)

# Certified Professional Program

## District of West Vancouver

### Confirmation of Tenant Improvement Compatibility

Certified Professional Program  
An Alternate Building Permit Process

### Schedule CP-3

For jurisdictions regulated by the  
British Columbia Building Code

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and Engineers and Geoscientists British Columbia.
  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: **Senior Manager, Permits, Inspections, and Land Development**  
District of West Vancouver  
750 17th Street  
West Vancouver, BC V7V 3T3

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 Engineers and Geoscientists 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)

# Certified Professional Program

## Building Permit Application Checklist

Name of CP: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

NOTE: Checklist represents minimum requirements for full building permit applications. Further review may reveal additional requirements. Registered Professionals shall sign and seal documents where required.

| A  | BUILDING DEPARTMENT  | CP | DWV |
|----|--|----|-----|
|    | The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A. Submit documents electronically with one hard copy set.  |    |     |
| 1  | Development Permit Approval Letter   |    |     |
| 2  | CP Program Building Permit Application Form  |    |     |
| 3  | DWV Registered Owner's Authorization Letter  |    |     |
| 4  | Building Permit Application Fee  |    |     |
| 5  | BC Housing New Home Registration Form or Exemption, residential project only (required prior to permit issuance)   |    |     |
| 6  | Land Title Search (retrieved within the last 30 days, must include copies of all covenants, easements, rights-of way, and any other encumbrances)  |    |     |
| 7  | B.C. Building Code Checklist (EGBC/AIBC)   |    |     |
| 8  | Building Code Report and Code Compliance drawings  |    |     |
| 9  | Confirmation of Commitment by <i>Owner</i> and "Certified Professional" Schedule CP-1  |    |     |
| 10 | Confirmation of Tenant Improvement Compatibility Schedule CP-3   |    |     |
| 11 | CP's Liability Insurance and DWV Declaration of Insurance Coverage for Registered Professionals  |    |     |
| 12 | DWV Owner's Acknowledgement for Part 3 Buildings   |    |     |
| 13 | CP Program Project Directory   |    |     |
| 14 | CP Program Development Permit Compliance Letter or Confirmation of Change Letter   |    |     |
| 15 | Alternative Solution(s) Report and DWV Alternative Solution Form, if applicable  |    |     |
| 16 | Geotechnical Report prepared by a Professional Engineer  |    |     |
| 17 | BC Energy Step Code<br><input type="checkbox"/> DWV Design Intent Letter<br><input type="checkbox"/> DWV Verification Report<br><input type="checkbox"/> BC Energy Design Report<br><input type="checkbox"/> Low carbon energy system (LCES) option, Qualified Engineer must provide written verification LCES is met  |    |     |
| 18 | DWV Development Cost Charges Form  |    |     |
| 19 | Architect to provide 11" x 17" floor plans of each level with the type of development (defined by Regional Transportation DCC Bylaw), sq. m. of floor area for each use, and number of apartment/townhouse dwelling  |    |     |
| 20 | Construction Fire Safety Plan. Contact DWV Fire & Rescue 604-925-7370  |    |     |
| 21 | Vancouver Coastal Health construction permit letter/stamped plans, if applicable   |    |     |
| 22 | Metro Vancouver grease interceptor compliance letter, if applicable. Projects installing and connecting fixtures to a grease interceptor   |    |     |
| 23 | Letter of Assurance Schedule A   |    |     |
| 24 | Letters of Assurance Schedule B or Schedule L, where applicable by scope of work   |    |     |
| 25 | DWV Declaration of Insurance Coverage for Registered Professionals, each discipline  |    |     |
| 26 | Topographical Site Survey sealed or stamped within 6 months of application date  |    |     |
| 27 | Site Plan minimum scale: 1:100 or 1/8" = 1'-0"<br><ul style="list-style-type: none"> <li>▪ All dimensions</li> <li>▪ Setbacks must be shown perpendicular to property lines, and must be in meters</li> <li>▪ Finished and natural grade elevations at all building corners</li> <li>▪ Elevations of intermediate points wherever the grade slope changes</li> <li>▪ Driveway location, including slope, and area</li> <li>▪ All cantilevers and overhangs, including roof overhangs, to be clearly shown and dimensioned</li> </ul> |    |     |

# Certified Professional Program

## Building Permit Application Checklist

| <b>A BUILDING DEPARTMENT</b>   |  |                          |                          |                          |                          | <b>CP</b> | <b>DWV</b> |
|--|--|--------------------------|--------------------------|--------------------------|--------------------------|-----------|------------|
| The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A.  |  |                          |                          |                          |                          |           |            |
| 28   | Complete sets of architectural, structural, mechanical, plumbing, fire suppression, electrical, and landscape drawings to an appropriate scale (minimum ¼" = 1'- 0" or 1:50, except site plan). Maximum page size ARCH D (24" x 36" or 610mm x 914mm). |                          |                          |                          |                          |           |            |
| <b>A Document Submission</b><br>Certified Professional to check <input checked="" type="checkbox"/>  |  |                          |                          |                          |                          |           |            |
|  | <b>RPR</b>   | <b>Schedule A</b>        | <b>Schedule B or L</b>   | <b>DWV Insurance</b>     | <b>RPR Drawings</b>      |           |            |
|  | Architectural  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |           |            |
|  | Structural   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |           |            |
|  | Mechanical   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |           |            |
|  | Plumbing   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |           |            |
|  | Fire Suppression   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |           |            |
|  | Electrical   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |           |            |
|  | Geotechnical   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |           |            |
|  | Landscaping  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |           |            |
| <b>B LAND DEVELOPMENT</b>  |  |                          |                          |                          |                          |           |            |
| Refer to the link <a href="#">Land Development</a> for resources.<br>The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A.<br>Submit documents electronically. |  |                          |                          |                          |                          | <b>CP</b> | <b>DWV</b> |
| 1  | Landscape and Grading Plan   |                          |                          |                          |                          |           |            |
| 2  | Stormwater Management Plan   |                          |                          |                          |                          |           |            |
| 3  | Erosion and Sediment Control   |                          |                          |                          |                          |           |            |
| 4  | Traffic Management Plan  |                          |                          |                          |                          |           |            |
| 5  | Civil Offsite Service Drawings prepared in compliance with MMC & DWV Engineering Standards   |                          |                          |                          |                          |           |            |
| 6  | Excavation, Shoring, and Piling Drawings   |                          |                          |                          |                          |           |            |
| 7  | Legal Documents to address underpinning and tower crane erection   |                          |                          |                          |                          |           |            |
| 8  | Works and Services Agreement   |                          |                          |                          |                          |           |            |
| 9  | Flood Hazard Assessment Report prepared by a Qualified Professional, if applicable   |                          |                          |                          |                          |           |            |

# Certified Professional Program

## Building Permit Application

|  |  |
|--|--|
| <b>Civic Address:</b> _____  | <b>Application Date:</b> _____   |
| <b>Proposed Work:</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family<br><input type="checkbox"/> Institutional <input type="checkbox"/> Other _____<br><input type="checkbox"/> New Building(s) Part 3 only <input type="checkbox"/> Tenant Improvement<br><input type="checkbox"/> Other _____<br>Are you demolishing an existing building? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Are you aware of any contaminated soils on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Is your property within a Wildfire Hazard Development Permit Area? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>BCBC Occupancy Class (check) <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/> B1 <input type="checkbox"/> B2<br><input type="checkbox"/> B3 <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3 | Zone: _____<br>Building Permit: BP _____<br>Demolition Permit: BP _____<br>DP/DVP/LUC: _____<br>Environment DP: _____<br>Wildfire Hazard DP: _____<br>Received By: _____<br><br><b>Construction Value: \$</b><br>Subject to correction after plan review |

|  |   |        |
|--|---|--------|
| <b>Description of Work:</b>  |   |        |
| Business Name on Premise:<br><small>(if applicable)</small>  | Business Operation:<br><small>(if applicable)</small> |        |
| Certified Professional:  | Business Name:  |        |
| Address:   | Postal:   |        |
| Phone:   | E-mail:   |        |
| <b>Registered Property Owner(s) Name:</b>  |   |        |
| Address:   | Postal:   |        |
| Phone:   | Email:  |        |
| <b>Authorized Agent for Owner:</b><br><small>(if applicable)</small>   | Business Name:  |        |
| Address:   | Postal:   |        |
| Phone:   | Email:  |        |
| <input type="checkbox"/> Applicant other than owner must submit a Registered Owner's Authorization Letter  |   |        |
| <b>Contractor (site contact name):</b>   | Business Name:  |        |
| Address:   | Postal:   |        |
| Phone:   | Email:  |        |
| <b>Applicant Acknowledgement</b> I, the Applicant, certify that, to the best of my knowledge, the information provided in this application and supplemental documentation submitted in support of the issuance of Building Permits by the District of West Vancouver is true and correct. I, the Applicant, certify that this application is being made with the full knowledge and consent of all Owners of the property in question. |   |        |
| <b>Applicant's Name:</b>   | Business Name:  |        |
| <b>Applicant's Signature:</b>  | Email:  | Phone: |

*THE PERMIT APPLICATION FEE IS NON-REFUNDABLE. THIS APPLICATION IS VOID IF A PERMIT IS NOT OBTAINED WITHIN 6 MONTHS OF THE DATE OF APPLICATION.  
Freedom of Information and Protection of Privacy Act: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and the Community Charter and will be used for the purpose of processing your permit application. If you have any questions about the collection, use or disclosure of this information, please call the Legislative Services Department at 604-921-3497.*



## 2018 B.C. Building Code Checklist (Division B – Part 3)

**Project Name:**.....

**Civic Address:**.....

**Permit Application No.:**..... **Date:** .....

**Certified Professional:**..... **CRP:** .....

|          |                                 |   |
|----------|---------------------------------|---|
| <b>1</b> | Value of Construction: \$ _____ | Developed Site Area: _____ m <sup>2</sup> |
|----------|---------------------------------|---|

|          |                       |
|----------|-----------------------|
| <b>2</b> | <b>BUILDING DATA:</b> |
|----------|-----------------------|

|  |                               |
|--|-------------------------------|
| Building Area: .....m <sup>2</sup>   | Major Occupancy (ies): .....  |
| Number of Streets: .....   | Building Height: ..... Storey |
| Construction Type Classification: <input type="checkbox"/> COMBUSTIBLE / <input type="checkbox"/> NON-COMBUSTIBLE  |                               |
| <input type="checkbox"/> Construction Articles/Part 3: (3.2.2...../...../...../.....) <input type="checkbox"/> 3.2.2.50/58 requirements  |                               |
| <input type="checkbox"/> Fire Wall: <input type="checkbox"/> 2 hr / <input type="checkbox"/> 4 hr <input type="checkbox"/> Mezzanine(s) <input type="checkbox"/> 3.2.1.2. Horizontal Fire Separation |                               |
| <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Standpipe System <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> High Building 3.2.6.                         |                               |
| Fire Resistance Rating: FLOOR: ..... hr/ MEZZ.: ..... hr/ ROOF: ..... hr/LOAD BEARING: ..... hr  |                               |

|          |                            |
|----------|----------------------------|
| <b>3</b> | <b>SPATIAL SEPARATION:</b> |
|----------|----------------------------|

| Wall  |                   |                             |           |                  |                   |                      |             |          |
|---|-------------------|-----------------------------|-----------|------------------|-------------------|----------------------|-------------|----------|
|   | Limiting Distance | Area Exposing Building Face | L/H Ratio | % Opening Actual | % Opening Allowed | Type of Construction | Fire Rating | Cladding |
| North   |                   |                             |           |                  |                   |                      |             |          |
| South   |                   |                             |           |                  |                   |                      |             |          |
| East  |                   |                             |           |                  |                   |                      |             |          |
| West  |                   |                             |           |                  |                   |                      |             |          |
|   |                   |                             |           |                  |                   |                      |             |          |
|   |                   |                             |           |                  |                   |                      |             |          |
| <input type="checkbox"/> Openings protected L.D. <1.2 m                 |                   |                             |           |                  | 3.2.3.5.          |                      |             |          |
| <input type="checkbox"/> Combustible projections within 1.2 m of the PL |                   |                             |           |                  | 3.2.3.6.(1)       |                      |             |          |
| <input type="checkbox"/> Projecting roof soffits                        |                   |                             |           |                  | 3.2.3.6.          |                      |             |          |
| <input type="checkbox"/> Maximum size opening where L.D. ≤ 2.0 m        |                   |                             |           |                  | 3.2.3.1.(5)       |                      |             |          |
| <input type="checkbox"/> Spacing of openings 2 m                        |                   |                             |           |                  | 3.2.3.1.(6)       |                      |             |          |
| <input type="checkbox"/> Protection of exit facilities                  |                   |                             |           |                  | 3.2.3.13.         |                      |             |          |
| <input type="checkbox"/> Wall exposed to another wall                   |                   |                             |           |                  | 3.2.3.14.         |                      |             |          |

|          |  |   |
|----------|--|---|
|          | <input type="checkbox"/> Protection of exposed soffit (if permitted by 3.2.3.6)              | 3.2.3.16. / 3.2.3.6.                    |
|          | <input type="checkbox"/> Wall exposed to adjoining roof                                      | 3.2.3.15.                               |
|          | <input type="checkbox"/> Class A, B or C roof covering                                       | 3.1.15.2.                               |
| <b>4</b> | <b>PROVISIONS FOR FIRE FIGHTING:</b>   |   |
|          | <input type="checkbox"/> Access above grade / <input type="checkbox"/> Access below grade    | 3.2.5.1. / 3.2.5.2.                     |
|          | <input type="checkbox"/> Sprinklers required / <input type="checkbox"/> Sprinkler standards  | 3.2.2.18. / 3.2.5.12.                   |
|          | <input type="checkbox"/> Access route location and design                                    | 3.2.5.4. to 3.2.5.6.                    |
|          | <input type="checkbox"/> Access to roof for buildings > 3 storeys                            | 3.2.5.3.                                |
|          | <input type="checkbox"/> Standpipes and hose connections                                     | 3.2.5.8. to 3.2.5.11.                   |
| <b>5</b> | <b>FIRE SEPARATION BETWEEN OCCUPANCIES AND TENANTS, FLOOR AREAS AND SHAFTS:</b>              |   |
|          | <input type="checkbox"/> Separation of major occupancies                                     | 3.1.3.1. / Table 3.1.3.1.               |
|          | <input type="checkbox"/> Prohibited combination of occupancies                               | 3.1.3.2.                                |
|          | <input type="checkbox"/> Fire separation between suites                                      | 3.3.1.1.                                |
|          | <input type="checkbox"/> Fire separation for public corridor                                 | 3.3.1.4.                                |
|          | <input type="checkbox"/> Fire separation for corridors serving an Assembly occupancy         | 3.3.2.6.                                |
|          | <input type="checkbox"/> Fire separation for Residential occupancy                           | 3.3.4.2.                                |
|          | <input type="checkbox"/> Fire separation of Group A, Division 1 occupancy (OL > 200 persons) | 3.3.2.2.                                |
|          | <input type="checkbox"/> Fire separation of roof supporting occupancy                        | 3.2.2.13.                               |
|          | <input type="checkbox"/> Walkway between buildings   | 3.2.3.19.                               |
|          | <input type="checkbox"/> Underground walkways  | 3.2.3.20.                               |
|          | <input type="checkbox"/> Fire separation of repair garages and storage garages               | 3.3.5.5. / 3.3.5.6.                     |
|          | <input type="checkbox"/> Vestibule requirements for storage garages                          | 3.3.5.4.(1) / 3.3.5.7.                  |
|          | <input type="checkbox"/> Hazardous substances  | 3.3.1.2. / BCFC                         |
| <b>6</b> | <b>CONSTRUCTION OF FIRE SEPARATIONS AND CLOSURES:</b>  |   |
|          | <input type="checkbox"/> Basis for fire separations (ULC/cUL/WH listings and Appendix D)     | 3.1.7. / Appendix D                     |
|          | <input type="checkbox"/> Protection of openings  | 3.1.8.1.                                |
|          | <input type="checkbox"/> Support of fire separations   | 3.1.8.2.                                |
|          | <input type="checkbox"/> Continuity of separations   | 3.1.8.3.                                |
|          | <input type="checkbox"/> FPR requirements for closures                                       | 3.1.8.4. / 3.1.8.12.                    |
|          | <input type="checkbox"/> Maximum openings in firewalls                                       | 3.1.10.5.                               |
|          | <input type="checkbox"/> Combustible projections beyond firewalls                            | 3.1.10.7.                               |
|          | <input type="checkbox"/> Maximum dimensions of openings                                      | 3.1.8.6.                                |
|          | <input type="checkbox"/> Self closing devices  | 3.1.8.13.                               |
|          | <input type="checkbox"/> Hold open devices   | 3.1.8.14.                               |
|          | <input type="checkbox"/> Latches required on swing doors                                     | 3.1.8.15.                               |
|          | <input type="checkbox"/> Wired glass and glass block in exit enclosures                      | 3.1.8.18. / 3.1.8.19. / Table 3.1.8.17. |
|          | <input type="checkbox"/> Wired glass and glass block in fire separations                     | 3.1.8.16.                               |
|          | <input type="checkbox"/> Temperature rise rated doors  | 3.1.8.17. / 3.1.8.19. / Table 3.1.8.17. |
|          | <input type="checkbox"/> Fire and smoke dampers  | 3.1.8.7. to 3.1.8.11.                   |

|  |                                 |   |  |                |
|--|---------------------------------|---|--|----------------|
| 7  | <b>EXITS:</b>                   |   |  |                |
| <b>Occupant Load 3.1.17.1.</b>   |                                 |   |  |                |
| <i>Room</i>  | <i>Area<br/>(m<sup>2</sup>)</i> | ÷ | <i>Area/person<br/>(m<sup>2</sup>)</i>                 | = <i>Total</i> |
|  |                                 |   |  |                |
|  |                                 |   |  |                |
|  |                                 |   |  |                |
|  |                                 |   |  |                |
|  |                                 |   |  |                |
|  |                                 |   |  |                |
|  |                                 |   |  |                |
| <input type="checkbox"/> Types of exits  |                                 |   | 3.4.1.4.   |                |
| <input type="checkbox"/> Minimum of 2 exits  |                                 |   | 3.4.2.1.   |                |
| <input type="checkbox"/> Distance between exits  |                                 |   | 3.4.2.3.   |                |
| <input type="checkbox"/> Travel distance   |                                 |   | 3.4.2.4.   |                |
| <input type="checkbox"/> Travel distance and location of exits                                     |                                 |   | 3.4.2.5.   |                |
| <input type="checkbox"/> Travel distance to exit in service space maximum 50 m                     |                                 |   | 3.4.2.4.(3) / 3.2.1.1.(8)                              |                |
| <input type="checkbox"/> Clear width of exit, corridor, stair, ramp and door                       |                                 |   | 3.4.3.2. / Table 3.4.3.2.-A and Table 3.4.3.2.-B       |                |
| <u>Exit capacity:</u>  |                                 |   |  |                |
| <input type="checkbox"/> 6.1. mm/person for: ramps ≤ 1 in 8, doorways, corridors and passageways   |                                 |   | 3.4.3.2.   |                |
| <input type="checkbox"/> 9.2 mm/person for: ramps > 1 in 8, stairs (rise > 180 mm or run < 280 mm) |                                 |   |  |                |
| <input type="checkbox"/> 8 mm/person for stairs (rise ≤ 180 mm and run ≤ 280 mm)                   |                                 |   |  |                |
| <input type="checkbox"/> Exit width encroachments permitted  |                                 |   | 3.4.3.3.   |                |
| <input type="checkbox"/> Headroom  |                                 |   | 3.4.3.4.   |                |
| <input type="checkbox"/> Flame spread rating for exits   |                                 |   | Tables 3.1.13.2. and 3.1.13.7. (Exception 3.1.3.7.(2)) |                |
| <input type="checkbox"/> Fire separation of exits  |                                 |   | 3.4.4.1. / 3.4.4.2. / 3.4.4.3.                         |                |
| <input type="checkbox"/> Integrity of exits  |                                 |   | 3.4.4.4.   |                |
| <input type="checkbox"/> Minimum 3 risers  |                                 |   | 3.4.6.2. (Exception 3.3.2.15.)                         |                |
| <input type="checkbox"/> Treads and risers   |                                 |   | 3.4.6.8.   |                |
| <input type="checkbox"/> Maximum of 3.7 m per flight, except Group B2                              |                                 |   | 3.4.6.3.   |                |
| <input type="checkbox"/> Length and width of landing   |                                 |   | 3.4.6.4.   |                |
| <input type="checkbox"/> Handrails – number/height/graspable/continuity/horizontal extensions      |                                 |   | 3.4.6.5.   |                |
| <input type="checkbox"/> Guards – height/climbability/openings                                     |                                 |   | 3.4.6.6.   |                |
| <input type="checkbox"/> Exit signs  |                                 |   | 3.4.5.1.   |                |
| <input type="checkbox"/> Sign for stair below lowest exit level                                    |                                 |   | 3.4.5.2.   |                |
| <input type="checkbox"/> Gradients for ramps   |                                 |   | 3.4.6.7. / 3.8.3.5.                                    |                |
| <input type="checkbox"/> Curved flights in stairs  |                                 |   | 3.4.6.9.   |                |
| <input type="checkbox"/> Horizontal exits  |                                 |   | 3.4.6.10.  |                |
| <input type="checkbox"/> Exterior passageways  |                                 |   | 3.4.1.5. / 3.4.4.3.                                    |                |
| <input type="checkbox"/> Exit at interconnected floor spaces                                       |                                 |   | 3.4.3.2.(6)  |                |

|          |  |                                |
|----------|--|--------------------------------|
|          | <input type="checkbox"/> Landings 300 mm wider and longer than door  | 3.4.6.11.                      |
|          | <input type="checkbox"/> Doors and Direction of Door swing   | 3.4.6.11. / 3.4.6.12.          |
|          | <input type="checkbox"/> Sliding doors in exits  | 3.4.6.14.                      |
|          | <input type="checkbox"/> Exit doors to be self-closing   | 3.4.6.13.                      |
|          | <input type="checkbox"/> Release hardware, openable from inside w/o key  | 3.4.6.16. / 3.3.2.7.           |
|          | <input type="checkbox"/> Electromagnetic locks   | 3.4.6.16.(4) & (5)             |
|          | <input type="checkbox"/> Emergency crossover access > 3 storeys above grade and > 2 storeys below grade  | 3.4.6.18.                      |
|          | <input type="checkbox"/> Floor numbering   | 3.4.6.19.                      |
| <b>8</b> | <b>SAFETY REQUIREMENTS WITHIN FLOOR AREAS:</b>   |                                |
|          | <input type="checkbox"/> Means of egress from roof and terraces  | 3.3.1.3.(3) & (4)              |
|          | <input type="checkbox"/> Doors into public corridor, exit in opposite direction  | 3.3.1.3.(12)                   |
|          | <input type="checkbox"/> Roof top enclosure > 200 m <sup>2</sup> , 2 means of egress   | 3.3.1.3.(6)                    |
|          | <input type="checkbox"/> Means of egress for service spaces  | 3.3.1.3.(7)                    |
|          | <input type="checkbox"/> 2 egress doorways; min. 1/3 diagonal separation   | 3.3.1.5.                       |
|          | <input type="checkbox"/> Travel distance   | 3.3.1.6.                       |
|          | <u>Doors in access to exit:</u><br><input type="checkbox"/> Minimum 800 mm for single leaf clear opening<br><input type="checkbox"/> Minimum 800 mm for active leaf in double door<br><input type="checkbox"/> Minimum 850 mm for doors requiring access<br><input type="checkbox"/> Minimum 850 mm for care facilities<br><input type="checkbox"/> Minimum 1050 mm to move patients in beds<br><input type="checkbox"/> Readily openable without use of keys<br><input type="checkbox"/> Not open onto a step | 3.3.1.13. / 3.3.3.4.           |
|          | <input type="checkbox"/> Hazardous substances  | 3.3.1.2. / BCFC                |
|          | <input type="checkbox"/> Design of hazardous areas   | 3.3.6. / BCFC                  |
|          | <input type="checkbox"/> Door swing : Occupant load > 60 or F1 occupancy must swing in direction of exit travel  | 3.3.1.11.                      |
|          | <input type="checkbox"/> Minimum width of corridor   | 3.3.1.9. / 3.3.3.3.(3)         |
|          | <u>Capacity of access to exit:</u><br><input type="checkbox"/> Corridors, passageways, doorways, and ramps not more than 1 in 8 – 6.1 mm/person<br><input type="checkbox"/> Stairs<br><input type="checkbox"/> Ramps > 1 in 8 – 9.2 mm/person<br><input type="checkbox"/> B2 and B3 occupancies – 18.4 mm/person<br><input type="checkbox"/> Unsprinklered Dance and LB occupancies with OL > 250 requires 50% capacity at main entrance   | 3.3.1.17. / 3.4.3.2.(1) to (3) |
|          | <input type="checkbox"/> Guards at raised floors, roof, shaft, balcony   | 3.3.1.18.                      |
|          | <input type="checkbox"/> Tapered treads in curved stair  | 3.3.1.16.                      |
|          | <input type="checkbox"/> Protection of openable windows  | 3.3.4.8.                       |
|          | <input type="checkbox"/> Explosion venting   | 3.3.1.20.                      |
|          | <input type="checkbox"/> Flame spread rating   | 3.1.13.2. / Table 3.1.13.2.    |
|          | <input type="checkbox"/> Flame spread rating in elevator cars  | 3.1.13.11.                     |

|           |  |  |
|-----------|--|--|
|           | <input type="checkbox"/> Ventilation for commercial cooking equipment                                      | 3.3.1.2.(2)  |
|           | <input type="checkbox"/> Daycare facilities  | 3.3.2.17. / 3.1.2.8.                               |
|           | <input type="checkbox"/> Protected zones in accessible floor areas   | 3.3.1.7.   |
|           | <input type="checkbox"/> Foam plastics protection - combustible construction                               | 3.1.4.2.   |
|           | <input type="checkbox"/> Foam plastics protection – noncomb. construction                                  | 3.1.5.15.  |
|           | <u>Specific Requirements</u>   |  |
|           | <input type="checkbox"/> Assembly A1, A2, A3, A4 requirements  | 3.3.2.   |
|           | <input type="checkbox"/> Detention B1, Treatment B2, Care B3 requirements                                  | 3.3.3.   |
|           | <input type="checkbox"/> Residential C requirements  | 3.3.4.   |
|           | <input type="checkbox"/> Industrial F1, F2, F3 requirements  | 3.3.5.   |
| <b>9</b>  | <b>LIGHTING AND EMERGENCY POWER:</b>   |  |
|           | <input type="checkbox"/> Lighting for exits, public corridors, and rooms                                   | 3.2.7.1.   |
|           | <input type="checkbox"/> Emergency lighting  | 3.2.7.3.   |
|           | <input type="checkbox"/> Emergency power for lighting  | 3.2.7.4. (1 hr for buildings under 3.2.2.50. & 58) |
|           | <input type="checkbox"/> Emergency power for fire alarm systems  | 3.2.7.8. (1 hr for buildings under 3.2.2.50. & 58) |
|           | <input type="checkbox"/> Emergency power for B2 occupancies  | 3.2.7.6.   |
|           | <input type="checkbox"/> Emergency power for building services   | 3.2.7.9.   |
|           | <input type="checkbox"/> Emergency conductor protection  | 3.2.7.10.  |
| <b>10</b> | <b>FIRE ALARMS:</b>  |  |
|           | <input type="checkbox"/> Buildings requiring a fire alarm system   | 3.2.4.1.   |
|           | <input type="checkbox"/> Continuity of fire alarm systems  | 3.2.4.2.   |
|           | <input type="checkbox"/> Types of systems  | 3.2.4.3. / 3.2.4.4.                                |
|           | <input type="checkbox"/> Signals to fire department  | 3.2.4.7.   |
|           | <input type="checkbox"/> Zoning of fire alarm systems  | 3.2.4.8.   |
|           | <input type="checkbox"/> Fire detectors  | 3.2.4.10.  |
|           | <input type="checkbox"/> Smoke detectors   | 3.2.4.11.  |
|           | <input type="checkbox"/> Sprinkler system monitoring   | 3.2.4.15.  |
|           | <input type="checkbox"/> Manual pull stations  | 3.2.4.16.  |
|           | <input type="checkbox"/> Visible signal devices and visible warning systems                                | 3.2.4.19.  |
|           | <input type="checkbox"/> Smoke alarms  | 3.2.4.20.  |
|           | <input type="checkbox"/> Residential Fire Warning Systems  | 3.2.4.21.  |
|           | <input type="checkbox"/> Voice communication systems   | 3.2.4.22.  |
| <b>11</b> | <b>REQUIREMENTS FOR MEZZANINES, INTERCONNECTED FLOOR SPACES, HIGH BUILDINGS:</b>                           |  |
|           | <input type="checkbox"/> Exception in bldg. height; mezz/roof top/under tiers                              | 3.2.1.1.   |
|           | <input type="checkbox"/> Termination at vertical fire separation   | 3.2.8.1.(1)  |
|           | <input type="checkbox"/> Mezzanine egress  | 3.4.2.2.   |
|           | <input type="checkbox"/> Interconnected floor space not permitted in B2 occupancy with sleeping rooms      | 3.2.8.1.(3)  |
|           | <input type="checkbox"/> Openings through horizontal fire separation for vehicular ramps in storage garage | 3.2.8.2.(2)  |
|           | <input type="checkbox"/> Openings in fire separation for manufacturing process                             | 3.2.8.2.(3)  |

|           |   |                               |
|-----------|---|-------------------------------|
|           | <input type="checkbox"/> Openings for stairways, escalators, moving walkways              | 3.2.8.2.(5) & (6)             |
|           | <input type="checkbox"/> Interconnected first floor and floor below or above              | 3.2.8.2.(6)                   |
|           | <input type="checkbox"/> Exit width for stairs serving interconnected floors              | 3.4.3.2.(6)                   |
|           | <input type="checkbox"/> Elevator openings  | 3.2.8.4.(3)                   |
|           | <input type="checkbox"/> Sprinkler system   | 3.2.8.3.                      |
|           | <input type="checkbox"/> Draft stops  | 3.2.8.6.                      |
|           | <input type="checkbox"/> Mechanical Exhaust System  | 3.2.8.7.                      |
|           | <input type="checkbox"/> High buildings   | 3.2.6.                        |
| <b>12</b> | <b>SERVICES FACILITIES:</b>   |                               |
|           | <input type="checkbox"/> No storage in services spaces                                    | 3.6.1.4.                      |
|           | <input type="checkbox"/> Fire separation of service rooms                                 | 3.6.2.1.                      |
|           | <input type="checkbox"/> Fire separation for service room with fire safety system         | 3.6.2.1.(8)                   |
|           | <input type="checkbox"/> No boiler under exit   | 3.6.2.2.                      |
|           | <input type="checkbox"/> Door swing for service rooms                                     | 3.6.2.6.                      |
|           | <input type="checkbox"/> Fire separation of janitor rooms                                 | 3.3.1.21.                     |
|           | <input type="checkbox"/> Fire separation of laundry rooms                                 | 3.3.1.22.                     |
|           | <input type="checkbox"/> Fire separation & sprinklers for residential storage room        | 3.3.4.3.                      |
|           | <input type="checkbox"/> Recall and alternate floor recall                                | 3.5.2.1.(1)                   |
|           | <input type="checkbox"/> Fire separation for elevator shafts                              | 3.5.3.1. / Table 3.5.3.1.     |
|           | <input type="checkbox"/> Fire separation for combustible refuge storage rooms             | 3.6.2.5.                      |
|           | <input type="checkbox"/> Fire separation of electrical equipment vaults                   | 3.6.2.7.                      |
|           | <input type="checkbox"/> Fire separation for vertical services spaces                     | 3.6.3.1. / Table 3.6.3.1.     |
|           | <input type="checkbox"/> Prohibition on combustible vent pipes in vertical service spaces | 3.1.5.4.(1) / 3.1.5.19.(3)(b) |
|           | <input type="checkbox"/> Fire separation at top/bottom of vertical service space          | 3.6.3.1.                      |
|           | <input type="checkbox"/> Fire separation of horizontal service spaces                     | 3.6.4.2.                      |
|           | <input type="checkbox"/> Fire separation of fuel fired service                            | 3.6.2.1.                      |
|           | <input type="checkbox"/> Fire separation and sprinklers for garbage rooms                 | 3.6.2.5.                      |
|           | <input type="checkbox"/> Linen and garbage chutes and rooms                               | 3.6.3.3.                      |
|           | <input type="checkbox"/> Negative pressure required for vertical service space            | 3.6.3.4.                      |
|           | <input type="checkbox"/> Grease duct enclosures   | 3.6.3.5.                      |
|           | <input type="checkbox"/> Plenums, fire stop flaps   | 3.6.4.3.                      |
|           | <input type="checkbox"/> Access to attic or roof space                                    | 3.6.4.4.                      |
|           | <input type="checkbox"/> Access to horizontal service space                               | 3.6.4.5.                      |
|           | <input type="checkbox"/> Access to crawl space  | 3.6.4.6.                      |
| <b>13</b> | <b>HEALTH REQUIREMENTS:</b>   |                               |
|           | <input type="checkbox"/> Room and space height  | 3.7.1.1. / 9.5.3.             |
|           | <input type="checkbox"/> Room ventilation   | 6.3.1.1. / 6.3.1.3.           |
|           | <input type="checkbox"/> Medical gas piping systems                                       | 3.7.3.1. / CSA Z7396.1        |

| <b>Plumbing Facilities 3.7.2.:</b>   |   |                                    |                                    |
|--|---|------------------------------------|------------------------------------|
| <i>Occupancy</i>   | <i># of persons of each sex</i>                             | <i># of water closets required</i> | <i># of water closets provided</i> |
|  |   |                                    |                                    |
|  |   |                                    |                                    |
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|  |   |                                    |                                    |
| <b>14</b>  | <b>ACCESSIBILITY:</b>                                       |                                    |                                    |
| <input type="checkbox"/>   | Accessible design standard option Section 3.8 or CSA B651   | 3.8.3.1.                           |                                    |
| <input type="checkbox"/>   | Application and exemptions to buildings                     | 3.8.2.1.(1).                       |                                    |
| <input type="checkbox"/>   | Areas requiring access                                      | 3.8.2.3.                           |                                    |
| <input type="checkbox"/>   | Existing buildings  | 3.8.4.1.                           |                                    |
| <input type="checkbox"/>   | Main entrances  | 3.8.2.2.                           |                                    |
| <input type="checkbox"/>   | Width of path of travel, ground and floor surfaces          | 3.8.3.2                            |                                    |
| <input type="checkbox"/>   | Exterior walks  | 3.8.3.3.                           |                                    |
| <input type="checkbox"/>   | Wheelchair spaces   | 3.8.2.3.(3) / 3.8.3.21.            |                                    |
| <input type="checkbox"/>   | Adaptable dwelling units                                    | 3.8.5.                             |                                    |
| <input type="checkbox"/>   | Access to parking areas                                     | 3.8.2.5.                           |                                    |
| <input type="checkbox"/>   | Where accessible washroom required                          | 3.8.2.1.(1)                        |                                    |
| <input type="checkbox"/>   | Water closet stalls   | 3.8.3.11.                          |                                    |
| <input type="checkbox"/>   | Water closets   | 3.8.3.13.                          |                                    |
| <input type="checkbox"/>   | Urinals   | 3.8.3.14.                          |                                    |
| <input type="checkbox"/>   | Lavatories and mirrors                                      | 3.8.3.15.                          |                                    |
| <input type="checkbox"/>   | Drinking fountains  | 3.8.3.10.                          |                                    |
| <input type="checkbox"/>   | Universal washrooms   | 3.8.3.12.                          |                                    |
| <input type="checkbox"/>   | Showers / <input type="checkbox"/> Bathtubs                 | 3.8.3.16. / 3.8.3.17.              |                                    |
| <input type="checkbox"/>   | Doorways and doors providing access                         | 3.8.3.6.                           |                                    |
| <input type="checkbox"/>   | Power doors in hotels, B2, or A/B3/D/E > 500 m <sup>2</sup> | 3.8.2.7.                           |                                    |
| <input type="checkbox"/>   | Ramp minimum width/maximum slope/handrails/guards           | 3.8.3.5.                           |                                    |
| <input type="checkbox"/>   | Elevating devices (elevators CSA B44 and lifts CSA B355)    | 3.8.3.7. / 3.5.2.1. / 3.5.4.1.     |                                    |
| <b>15</b>  | <b>ALTERNATIVE SOLUTIONS:</b>                               |                                    |                                    |
| Alternative Solutions Report: <input type="checkbox"/> Submitted / <input type="checkbox"/> Required / <input type="checkbox"/> Not Required |   |                                    |                                    |
| <b><u>Summary of the Alternative Solution(s):</u></b>  |   |                                    |                                    |
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# Certified Professional Program

## Project Directory

**Name of CP:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Building Permit No.:** \_\_\_\_\_

|                                   |                |
|-----------------------------------|----------------|
| <b>Registered Owner:</b>          | Business Name: |
| Address:                          | Postal:        |
| Phone:                            | E-mail:        |
| <b>Certified Professional:</b>    | Business Name: |
| Address:                          | Postal:        |
| Phone:                            | E-mail:        |
| <b>Architect:</b>                 | Business Name: |
| Address:                          | Postal:        |
| Phone:                            | E-mail:        |
| <b>Structural Engineer:</b>       | Business Name: |
| Address:                          | Postal:        |
| Phone:                            | E-mail:        |
| <b>Mechanical Engineer:</b>       | Business Name: |
| Address:                          | Postal:        |
| Phone:                            | E-mail:        |
| <b>Plumbing Engineer:</b>         | Business Name: |
| Address:                          | Postal:        |
| Phone:                            | E-mail:        |
| <b>Fire Suppression Engineer:</b> | Business Name: |
| Address:                          | Postal:        |
| Phone:                            | E-mail:        |

# Certified Professional Program

## Project Directory

Name of CP: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

|                      |                |
|----------------------|----------------|
| Electrical Engineer: | Business Name: |
| Mailing Address:     | Postal:        |
| Phone:               | E-mail:        |

|                        |                |
|------------------------|----------------|
| Geotechnical Engineer: | Business Name: |
| Mailing Address:       | Postal:        |
| Phone:                 | E-mail:        |

|  |                |
|--|----------------|
| Other:<br><small>(specify engineer's role)</small> | Business Name: |
| Mailing Address:                                   | Postal:        |
| Phone:   | E-mail:        |

|  |                |
|--|----------------|
| Other:<br><small>(specify engineer's role)</small> | Business Name: |
| Mailing Address:                                   | Postal:        |
| Phone:   | E-mail:        |

CP Signature: \_\_\_\_\_ Business Name: \_\_\_\_\_

CP Stamp:



# Certified Professional Program

## Development Permit Compliance Letter

Name of CP: \_\_\_\_\_

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

I, \_\_\_\_\_ (CRP/Architect of Record), hereby confirm that the drawings submitted for this stage of construction under the above noted Building Permit substantially comply with Development Permit drawings as issued. I also confirm that I understand this project may be audited by District staff for compliance with the Development Permit.

Signed by: \_\_\_\_\_

CRP/Architect of Record

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Professional Seal:



Submitted by: \_\_\_\_\_

Certified Professional

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

CP Stamp:



# Certified Professional Program

## Development Permit Confirmation of Changes Letter

Name of CP: \_\_\_\_\_

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

I, \_\_\_\_\_ (CRP/Architect of Record), hereby confirm that the drawings submitted for this stage of construction under the above noted Building Permit do not comply with the Development Permit drawings.

NOTE: All changes must be noted in the Table on Page 2. Particular attention should be paid to the following:

1. Permitted use(s).
2. Building exterior (e.g. doors, windows, siding, rooftop units, venting, change in overall building form including height).
3. Floor area(s) (e.g. additional floors, enclosed balconies, mezzanines, lofts, storage rooms).
4. On-site parking (e.g. add or delete parking stalls, layout changes) and loading and bicycles (e.g. configuration, dimensions, and vertical clearances).
5. Landscape.
6. Number of dwelling units or tenancies.

Plans and details must be submitted to illustrate the listed changes.

Further, I understand that it will be determined by staff at the District of West Vancouver whether an amendment to the Development Permit is required as a result of these changes.

I also confirm that I understand this project may be audited by District staff for compliance with the Development Permit as issued.

# Certified Professional Program

## Development Permit Confirmation of Changes Letter

**NOTE:** Submit plans and details that illustrate the listed changes. Cloud changes on the drawings to reference the list.

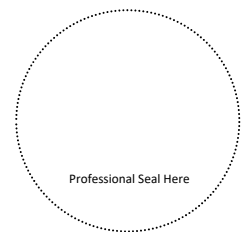
| DRAWING NO. | CHANGE DESCRIPTION<br>Attach a separate sheet if required | REVISION NO. |
|-------------|---|--------------|
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|             |   |              |

Signed by: \_\_\_\_\_  
CRP/Architect of Record

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Professional Seal:



Submitted by: \_\_\_\_\_  
Certified Professional

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

CP Stamp:



# Certified Professional Program

## Final Building Inspection Document Checklist

Name of CP: \_\_\_\_\_

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

NOTE: The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A (not applicable). The Certified Professional is to collect all the completed documents and put them in a binder with the section TABs noted below. The Certified Professional will then call a document meeting with the building inspector prior to the coordinated final walkthrough.

|              | ITEMS   | CP | DWV |
|--------------|---|----|-----|
|              | Table of Contents   |    |     |
| <b>TAB 1</b> | <b>CONFIRMATION OF REQUIRED DOCUMENT LIST</b>   |    |     |
| <b>TAB 2</b> | <b>DIRECTORY OF PRINCIPALS</b> (include role, firm, name, telephone, email)                                     |    |     |
|              | Owner   |    |     |
|              | Certified Professional  |    |     |
|              | Co-ordinating Registered Professional   |    |     |
|              | Registered Professionals  |    |     |
|              | Warranty Provider   |    |     |
|              | General and Sub Contractors   |    |     |
| <b>TAB 3</b> | <b>LETTERS OF ASSURANCE (CP-2, A,B,CA,CB)</b>   |    |     |
|              | Certified Professional Schedule CP-2  |    |     |
|              | Coordinating Registered Professional Schedule C-A   |    |     |
|              | Architectural   |    |     |
|              | Structural  |    |     |
|              | Mechanical  |    |     |
|              | Plumbing  |    |     |
|              | Fire Suppression  |    |     |
|              | Electrical  |    |     |
|              | Geotechnical Temporary  |    |     |
|              | Geotechnical Permanent  |    |     |
|              | Other   |    |     |
| <b>TAB 4</b> | <b>PROFESSIONAL REVIEW LETTERS AND DOCUMENTS</b>  |    |     |
|              | Code Consultant Alternative Solution Letter of Professional Certification Compliance                            |    |     |
|              | Code Consultant – Life Safety Demonstration Protocol for final building inspection                              |    |     |
|              | CRP Confirmation of Development Permit Requirements (directly reference and comment on each DP condition)       |    |     |
|              | Final Registered Strata Plan including Civic Address  |    |     |
|              | Final Survey (Sealed and Signed) (including siting and height of all buildings/structures and grade elevations) |    |     |
|              | Site Services – Civil Engineer  |    |     |
|              | Building Envelope Consultant  |    |     |
|              | Roofing Consultant  |    |     |
|              | Generator Test Report/Certificate   |    |     |
|              | Confirmation of Fire Stop Materials/Systems Used  |    |     |
|              | Other   |    |     |
| <b>TAB 5</b> | <b>FIRE ALARM</b>   |    |     |
|              | Fire Alarm Verification Certificate (include field work sheets)   |    |     |
|              | Fire Protective Signaling Certificate confirming alarm monitoring and service companies                         |    |     |
|              | Other   |    |     |

# Certified Professional Program

## Final Building Inspection Document Checklist

|              | ITEMS  | CP | DWV |
|--------------|--|----|-----|
| <b>TAB 6</b> | <b>SPRINKLER SYSTEM</b>  |    |     |
|              | Material and Test Certificate – Aboveground Piping   |    |     |
|              | Material and Test Certificate – Underground Piping   |    |     |
|              | Other  |    |     |
| <b>TAB 7</b> | <b>PROVINCIAL APPROVALS</b>  |    |     |
|              | Certificate to Operate Elevating Device (one per each device)  |    |     |
|              | Technical Safety BC - Gas Approval   |    |     |
|              | Technical Safety BC - Electrical Approval  |    |     |
|              | Vancouver Coastal Health Approval – Pools/Hot Tubs   |    |     |
|              | Vancouver Coastal Health Approval – Food Services  |    |     |
|              | Other  |    |     |
| <b>TAB 8</b> | <b>DISTRICT OF WEST VANCOUVER FINAL INSPECTIONS AND APPROVALS</b>  |    |     |
|              | Electrical final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)      |    |     |
|              | Plumbing final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)        |    |     |
|              | Drainage final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)        |    |     |
|              | Fire Sprinklers final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8) |    |     |
|              | Acceptance from Planning Department to conduct Final Building Inspection (email confirmation acceptable)         |    |     |
|              | Acceptance of Pre-Incident Plan – Fire Department (email confirmation acceptable)                                |    |     |
|              | Acceptance of Fire Safety Plan – Fire Department (email confirmation acceptable)                                 |    |     |
|              | Copy of Permit - Electrical Operating Permit (for service exceeding 250Kva)                                      |    |     |
|              | Copy of permit - DWV Sign Permit(s)  |    |     |
|              | Other  |    |     |

CP Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

CP Stamp:

