

**District of Squamish
Certified Professional Program Supplementary Manual & Inserts**

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Introduction of Certified Professional Program:

1.1 General Information:

The Certified Professional Program is recognized as an alternative program to the conventional plan review, field review, and occupancy permit processes of building permit applications in the District of Squamish. The use of the Certified Professional Program for permit issuance is not mandatory.

The Certified Professional (CP) which will be called CP in this manual. The CP provides his or her professional assurance to the District of Squamish that he or she will take 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 District of Squamish shall rely on the CP's assurances in issuing Building Permits and Occupancy for a project constructed under the CP program. CP services are provided in addition to the services provided by the Registered Professional of Records (RPRs) and the Coordinate Registered Professional (CRP). The CP acts on behalf of the Authority Having Jurisdiction (AHJ) with respect to plan review and site review services. The introduction of a CP into a project substantially reduces the reviewing activities of the AHJ.

To become a 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 (EGBC) and Architectural Institute of British Columbia (AIBC).

CPs shall recognize terms and conditions of the District of Squamish's Certified Professional Program Supplementary Manual & Inserts to submit a building permit application under the program.

1.2 District of Squamish Building Bylaw:

On March 1, 2022, the District of Squamish Council passed an amendment to the Building Bylaw to allow an alternative plan, field review, and occupancy process using CPs to review a building permit application.

In accordance with the District of Squamish Building Bylaw, a Certified Professional may be disqualified from practicing in the District for not meeting District requirements.

1.3 Certified Professional Program:

The Certified Professional in Squamish will follow the requirements outlined in the British Columbia Certified Professional Practice and Procedure Manual. Refer to the following web links for the Provisional Manual and Building Code Checklist of the EGBC & AIBC:

<https://www.egbc.ca/getmedia/a3750a0a-7e68-497a-8edc-900ed6025e37/CP-Practice-and-Procedure-Manual-BC-Edition-2-November-2018.pdf.aspx>

<https://www.egbc.ca/getmedia/b53b4880-5b34-4a02-a7d5-ec2698343034/BCBC-2018-Checklist-fillable-PDF-2020-05-28.pdf.aspx>

2 District of Squamish Certified Professional Program Requirements:

2.1 General Information:

In general, this section outlines specific requirements and provides necessary information for CPs to practice in Squamish in addition to their job responsibilities mentioned in the British Columbia Certified Professional Practice and Procedure Manual of the EGBC and AIBC.

2.2 Application of the CP Program:

The CP Program is applicable to design, construction, and occupancy of any new building that falls under scope of Section 1.3.3.2(1) of Division A of the BCBC. This program specifically applies to all new buildings of Part-3 Division-B of the BCBC.

2.3 Submission Package of Permit Applications:

A checklist for the permit application submission is provided in the Appendix. Submission of the permit application must include a Building and Servicing Application Form. Note that the permit submission drawings must include 2 physical sets of code compliance drawings, a detailed building code compliance report including any alternative solutions, the short building code checklist, and design submissions of registered professionals including a submission of the civil engineer for Off-Site & On-Site Services. The submission shall include a digital copy of the permit application package. The digital submission shall be authenticated in accordance with AIBC and EGBC requirements. Once the permit package is complete and ready for submission, the CP can schedule an Application Intake Meeting with the Building and Engineering Department to go over the particulars of the project and documents of the submission for verification of the submission completeness with respect to the District's Certified Professional Manual and Inserts.

Refer to the following web links for the Building Permit and Plan Revision Application Form:

https://squamish.ca/assets/BLDG/BP-Application-Form_2021-v3.pdf

https://squamish.ca/assets/BLDG/BP-Revision-Application-Form-Fillable_Complex-June-2018.pdf

Refer to the following web links for the Servicing Agreement for Land Development & Document Checklist:

<https://squamish.ca/assets/Land-Development/Service-Agreements/dba6d2da7e/201703-LD-Application-Form-servicing-agreement.pdf>

<https://squamish.ca/assets/Land-Development/Service-Agreements/5711c97355/201703-LD-Document-Checklist-servicing-agreement.pdf>

2.4 Correct Civic Address:

Prior to making a building permit application, the CP should confirm 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 are to have correct civic address noted thereon.

The Building Permit Application form must have the owner's signature.

2.5 Construction Value:

The CP must obtain a construction value from the owner to be declared at the time of a building permit application.

2.6 Building Permit Fees:

A building permit application processing fee is payable at the time of an application submission per the District's Fees & Charges Bylaw. The final fees and other applicable district charges will be calculated and forwarded for payment after completion of the final review or approval of required departments prior to permit issuance. Refer the below links for Building Permit Fees & Charges, and Development Cost Charges Bylaw:

<https://squamish.civicweb.net/filepro/documents/19302?preview=200514>

<https://squamish.civicweb.net/filepro/documents/19302?preview=136127>

2.7 Staged Building Permits:

Staged building permits can be issued for the excavation, foundation & above grade structural components. However, the design submission of the project work must be complete per the BC Building Code, District Bylaws and any other enactments. Specifically, Staged Building Permits will only be considered when an associated Servicing Agreement Application has been submitted to and accepted by the Engineering Department, the review of that application has been initiated and the application substantially complies with District servicing requirements. A full payment of the building permit application fees and charges will be payable prior to issuance of the staged permit per the District Fees & Charges Bylaw and Development Cost Charges Bylaw.

2.8 Tenant Improvements (TI):

If a building, which is permitted under the CP program, has not yet been granted final occupancy by the District, any tenant permit application requires involvement of the CP of the project. The CP must either include the work in the base building documents and include it in Schedule CP-1 or review the tenant work for compatibility with the base building by providing Schedule CP-3.

2.9 Other Departmental Reviews:

In addition to the Building Department review, separate departmental reviews of Planning, Engineering, and other applicable District departments may occur during the building permit application process. The CP is the main point of contact with the District.

i) Planning Department Approval

A building permit will not be issued without an issued Development Permit (DP) if a project requires that approval. However, a building permit application may be submitted prior to issuance of the DP provided a complete DP application has been submitted.

A CP is required to ascertain that the submitted landscape drawings have been reviewed by the architect for the building for compliance with the approved DP. A certificate is required from the landscape architect prior to Final Occupancy.

ii) Engineering Department Requirements

It should be noted that completion of the Servicing Agreement, environmental clearance and approval of other related permits including Soil Management permit, Tree Management permit, and Work Permit (Street Use permit) are required prior to issuance of the full building permit.

iii) Public Works Department Requirements

A CP is required to ascertain that the CRP and RPRs have coordinated with the Public Works department to confirm the installation of backflow preventers, pressure reduce valves, an approved water meter(s), and services connection of the building are as per the requirements of the Public Works department.

iv) Structural Design

A letter of undertaking from a qualified independent reviewer is required for structural designs of the registered professional on record as per the attached form in the Appendix.

2.10 Alternative Solutions:

Any Alternative Solution(s) to the BCBC must be submitted in writing by a Registered Professional(s) for review and acceptance to the District with the building permit application. An exterior reviewer payment will be payable for the submitted Alternative Solution(s) if applicable prior to issuance of the building permit.

2.11 Plumbing and Sprinkler Trade Permit:

The plumbing and sprinkler submission are a part of the building permit application submission. Hence, no separate trade permit application will apply for these submissions.

2.12 Electrical, Elevator and Gas Trade Permit:

The CP should confirm with the CRP and RPRs that any Safety Authority of British Columbia requirements for Electrical, Gas and Elevator Permits have been addressed.

A certification of Safety Authority of British Columbia is required prior to the Final Occupancy permit for the Electrical, Gas & Elevator installation.

2.13 Sign Permit:

A separate sign permit application will apply if applicable for installation of signs. Refer the link below for Sign Bylaw of the District:

<https://squamish.civicweb.net/filepro/documents/19302?preview=105354>

2.14 Liability Insurance:

Prior to the issuance of a building permit, a CP must provide a certificate of insurance for his/her professional liability insurance, as well as a certificate of insurance for each registered professional of record. Each of them must carry a minimum liability insurance of \$1,000,000 for each occurrence. Refer the following web page for an insurance coverage proof of registered professionals Form 2:

<https://squamish.ca/assets/BLDG/b79f86e925/Form2.pdf>

2.15 Coordination for Submission of Other Permit Documents:

A Site Safety Plan and Fire Safety Plan, provided by the contractor, are required before building permit issue. per Section 8.2 of the BC Building Code and Section 5.6 of the BC Fire Code respectively.

2.16 Revision Submission:

Revisions must be submitted to reflect any changes made to the approved permit drawings. No separate permit will be applied to revisions. However, there will be an application submission and administrative fee for revisions. Revisions stay with the original building permit. Revisions must be marked clearly on the respective applicable drawing sheets with note clouds and description. Some examples of changes in the approved permit drawings of when a revision permit is required are as follows:

- permitted use,
- floor plan,

- structural design,
- fire safety system or fire separation,
- main entrance or public corridor on a floor,
- exit to a public thoroughfare or to the exterior,
- type of construction, location or openings of an exterior wall,
- addition of useable floor space, either within or outside of the building envelope, or
- other designs that do not substantially comply with the accepted building permit drawings.
- Change to DP conditions

It is the responsibility of the CP to ascertain from the RPRs if any changes have taken place that require revised drawings to be submitted. The drawings and any supporting documents must be amalgamated into a complete building permit revision package and provided to the District.

2.17 Building Inspections and Occupancy:

The CP is required to notify the District of the construction start date within one week's time once construction has started.

The CP is required to perform minimum monthly site reviews and submit a report to the District as per the Appendix form.

The District building official may visit the project site to monitor construction status.

The CP is to collect all the completed documents for an occupancy permit and put them in a dedicated binder. The CP will then call a document meeting with the building official prior to coordinating final walkthrough.

Prior to calling a final walkthrough inspection for the Occupancy Permit, the CP is required to complete demonstration of a functional and operational testing of fire and life safety systems of the building to the District.

The CP recommends issuance of the Occupancy Permit.

2.18 Final Design Drawings (Record Drawings):

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, or the revised drawings submitted and approved.

3. Appendix- District of Squamish Certified Professional Program Inserts:

- Schedule CP1: Confirmation of Commitment by Owner and Certified Professional(3-pages)
- Schedule CP2: Confirmation of Completion of Code Coordination (1-page)
- Schedule CP3: Confirmation of Tenant Improvement Compatibility-Schedule(1-page)
- Project Directory (2-pages)
- Permit Application Submission Checklist (2- pages)
- Building Information Sheet(1-page)
- Independent Review of Structural Design (1-page)
- Alternative Solutions Summary Information Sheet(1-page)
- Authorized Staged Construction Form (2-pages)
- Development Permit Compliance Letter (1-page)
- Monthly Progress Report (1 page)
- Occupancy Inspection Documentation Checklist (2-pages)