

SUBMISSION FORM INSTRUCTION SHEET

The Building Codes and Historic Places – Making Connections project focuses on the identification and documentation of cases where balancing the application of the building code with the protection of heritage values has been a challenge.

In the Submission Form representatives are requested to submit basic building information along with a brief description of the project and the building code challenge(s) faced. The objective of the Submission form is to identify possible case studies that illustrate the following:

- A range of building types from different eras;
- A range of challenges relating to the application of building codes to historic buildings;
- Different building sizes (in terms of floor area and number of storeys);
and,
- Different ownerships.

Projects submitted should focus on creative alternative solutions, however, a small number of cases will also be selected to illustrate a less than ideal solution. Particular issues regarding the application of building codes to historic places without a specific building example may be identified in the Submission Form. In this case only sections 2 and 3 should be completed.

Please note that unless instructed otherwise, all Submission Forms will be included in the final report. If your building or project is of a sensitive nature that would preclude them from being included in either the report or developed as a case study, please indicate this in section 3.2 of the form.

The schedule for the Submission Forms is as follows:

Status Report Conference Call: December 4, 2009
Receipt of completed Submission Forms: December 12, 2009

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INSTRUCTIONS TO COMPLETE THE SUBMISSION FORM

Building Name

Include the most appropriate name for the building /structure. It could be a common name used to identify the building or refer to its location (such as street no. and street name), owner, or function.

Is the building listed on the Canadian Register of Historic Places?

If the building is listed on the Canadian Register, please include a web link. There is no requirement for buildings to be on the register in order to be included in this study.

SECTION 1: BUILDING SUMMARY

1.1 Location

Include name of City and Province/ Territory the building is situated in.

1.2 Date(s) of Construction

Include specific or approximate date when the building was constructed. Also indicate any major additions identified as character-defining.

1.3 Is the building formally recognised/designated?

Formal recognition/ designation: Include the heritage designation assigned to the building/ structure by the federal, provincial/ territorial, or municipal jurisdiction.
Formal recognition authority: Include the name of the federal, provincial/ territorial, or municipal authority that recognized the building (e.g. Province of Alberta, City of Victoria, Government of Canada)

1.4 Ownership

Identify the current ownership of the building/structure from the following list:

- Private – Individual, Institutional, or Commercial,
- Public – Government of Canada, Provincial/ Territorial, or Municipal,
- Non-profit Organization, OR,
- Other (please specify)

1.5 Use/Occupancy

Identify the original use of the building, the use of the building prior to the project that initiated the code related intervention, and the current (or proposed) use.

1.6 Size of building

Include information that provides a general sense of the size of the building such as the approximate total floor area of the building and/or number of stories.

1.7 Heritage Value and Character-Defining Elements

If the building is not on the Canadian Register, indicate what document or process (if any) was used to determine heritage values and identify character-defining elements.

1.8 Primary Construction Materials

Please list the primary materials used in the construction of the building.

1.9 Photo

If the building is not on the Canadian Register, provide a photograph, in electronic format, of the front elevation of the building if available. Please attach with email the photo and the completed submission form.

SECTION 2: PROJECT SUMMARY

2.1 Description of Project

Include a brief description of the overall project of which the code intervention was a part.

2.2 Date of Project

If known, indicate the year that the project took place.

2.3 Specific code-related subject area illustrated by the project

Clearly identify from the following list the code-related subject area that the project illustrates:

- Fire protection (introduction of sprinklers, exiting, door modifications,
- Accessibility,
- Structural design (non-seismic such as occupancy loading, wind, snow, etc.),
- Structural design (seismic), and,
- Heating, Ventilation, & Air Conditioning (HVAC).
- Other (please specify)

2.4 Code- Related Challenge

Briefly describe the code-related intervention, why it was initiated, and the challenge faced in resolving it. This is a description of the story that would be told in the case study. Examples include: challenges with code officials, fire enclosing a stairway, providing an accessible washroom, undertaking seismic upgrades, etc.

2.5 Building code(s) applied

If known, identify the building code(s) that either initiated the code-related intervention or formed the basis for the development of the solution.

2.6 Were the Standards and Guidelines used?

If known, indicate if the Standards and Guidelines for Historic Places in Canada were used by the project team in the development of the design solution. There is no requirement for the Standards and Guidelines to have been used in order to be included in this study.

SECTION 3: POTENTIAL AS A CASE STUDY

3.1 Supporting documentation to prepare case study

Documentation such as architectural, structural, mechanical & electrical drawings; photographs; and, information regarding analysis of challenges will be required to illustrate the code-related intervention. Indicate if this information is available.

3.2 Does the project include any copyrights or sensitive information that may prevent its publication? Identify any issues relating to the building itself or the code-related intervention that is subject to copyright or may be sensitive or classified information.

3.3 Do you anticipate being able to obtain consent from the owner/ architect/ engineer for the use of this project as case study? We will require permission from both the owner and consultant in order to use their project as a case study.

3.4 How well, on a scale of 1 to 5, does the project illustrate the identified subject area? 1 being not a good example and 5 being an excellent example.

Rate the suitability of the project in illustrating the identified subject area identified in question 2.2?

SECTION 4: ADDITIONAL COMMENTS

Include any information pertaining to the project and the identified code-related subject area that has not been covered in the above sections. Please note that basic information about the building and project is being requested to identify the case studies. Additional building and project related information will be requested if a submission is selected for a case study.