BRITISH COLUMBIA BUILDING CODE

GUIDE TO THE CERTIFIED PROFESSIONAL PROGRAM

VERSION 1.1 September 16, 2026

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

ENGINEERS & GEOSCIENTISTS BRITISH COLUMBIA

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List of Abbreviations

AIBC Architectural Institute of British Columbia

AHJ Authority Having Jurisdiction

BC British Columbia

BP Building Permit

CP Certified Professional

CRP Coordinating Registered Professional

DP Development Permit

FD Fire Department

SRP Supporting Registered Professional

RP Registered Professional

RPR Registered Professional of Record

TI Tenant Improvement

The term ‘building code’ is used throughout this document and references the current British Columbia Building Code.

All building code reference numbers in this Guide refer to the 2024 British Columbia Building Code. All terms appearing in this document that appear as a defined term in Subsection 1.4.1. of Division A of the building code have the same definition as the building code.

Version History

VERSION NUMBER	PUBLISHED DATE	DESCRIPTION OF CHANGES
1.0	May 26, 2025	’CP Program Manual’, published by others, transitioned to AIBC/EGBC and renamed ‘Guide to the Certified Professional Program.’
1.1	September 16, 2026	Revised to include P.L.Eng; revised to include AIBC_EGBC issued CP letters

1.0 Introduction

1.1 General

The Certified Professional (CP) Program is offered as an alternative building permit (BP) process in participating Authorities Having Jurisdiction (AHJs) throughout British Columbia (BC). Prior to being recognized as a CP AHJ, a jurisdiction wishing to adopt the CP program must work with the regulators (Architectural Institute of British Columbia (AIBC) and Engineers and Geoscientists BC (EGBC) to adopt the *Guide to the Certified Professional Program* and the CP-1, CP-2,CP-3, CP-4 and CP-4A schedules, issued by AIBC and EGBC, without modification. Any associated CP program material and/or bylaws developed by the jurisdiction must be reviewed and approved by the regulators. Where the CP AHJ provides a CP Program Administrative Supplement, that document is to be read as an administrative addition to this Guide. Where there is a conflict or discrepancy between the CP AHJ's CP Program Administrative Supplement and this Guide, this document governs.

This *Guide to the Certified Professional Program* is applicable for use within participating AHJs and First Nations lands in BC, outside the City of Vancouver, and is jointly published by AIBC and Engineers and Geoscientists BC, in the public interest. This Guide will be updated periodically to reflect changes to the CP Program and/or the building code.

The CP Program is an alternative to the conventional local government BP and monitoring of the construction process. As part of this alternative process, the CP provides their professional assurance to the AHJ that they will take all of the 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 (DP). The Chief Building Official (or equivalent) in each local government relies upon the CP's assurances when issuing BPs and Occupancy Permits for a project constructed under the CP Program. This Guide is intended to be used as a reference in executing the CP Program in British Columbia (excluding the City of Vancouver) where local governments and First Nations have adopted the CP Program. The City of Vancouver maintains a separate manual for the operation of the CP Program within its jurisdiction.

There are many reasons why a property owner may choose to use this alternate BP process, typically to expedite BP issuance, subject to compliance with requirements of the applicable AHJ. The CP permit process may allow for staged permitting and construction, which can be attractive to fast-track projects.

The property owner has an expectation that the CP is looking after their best interests. Since the CP is also acting on behalf of the AHJ in undertaking plan reviews and site reviews, the CP has an obligation to the AHJ in respect to code coordination [refer to Section 4.2]. Although there may be a perceived conflict of interest in these two roles of the CP, there is no actual conflict. The CP is bound by the *Professional Governance Act*, and the bylaws, Code of Ethics, and professional standards of their professional regulator. The AIBC and Engineers and Geoscientists BC have the same statutory mandate to protect and serve the public interest, and CPs have as a paramount obligation the safety, health and welfare of the public. CPs who fail to hold paramount the protection of the public or who otherwise act unethically may be subject to disciplinary action by their professional regulator.

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

1.2 History of the CP Program

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

A joint committee from AIBC, Engineers and Geoscientists BC, and Building Officials' Association of British Columbia (BOABC) was formed to create and coordinate the implementation of the program.

In 1980, an educational course on Use and Occupancy of Part 3 of the building code and the Vancouver Building By-law, was established through the University of British Columbia's Centre for Continuing Education. CP candidates were required to attend and pass this course. Subsequent courses and examinations have been offered on a regular basis to expand the program to a wider number of participants. In 2014 AIBC and Engineers and Geoscientists BC took over the administration of the CP Program and the delivery of the CP Course and examinations.

In February 2026, the CP Program was expanded to allow Engineers and Geoscientists BC registrants with the Professional Licensee Engineering designation to be eligible to become CPs. The eligibility only applies to those Professional Licensees Engineering with an authorized area of reserved practice that includes Division A, Division B Parts 1 and 3, and Division C of the building code.

1.3 Purpose of this Guide

This Guide will serve as a reference for CPs and establishes a minimum baseline of performance to which all CPs must adhere. This minimum baseline will improve the uniformity and consistency of the application of CP services throughout the building construction industry. Each CP is responsible for determining if the minimum requirements in this Guide are sufficient for each specific project.

This Guide will also assist AHJs in understanding the services that CPs are providing, as well as the expectations of the AIBC and Engineers and Geoscientists BC regarding their respective registrants practising as CPs.

1.4 Qualifications to Become and Remain a CP

A Certified Professional (CP) refers to an Architect, Professional Engineer or Professional

Licensee Engineering with an authorized area of reserved practice that includes Division A, Division B Part 1 and 3, and Division C of the building code who:

- is registered to practice in BC;
- has taken and passed the Certified Professional course;
- has been recognized as a CP by either AIBC or Engineers and Geoscientists BC.

Once a CP has met the requirements, they are added to the CP roster. To maintain their CP status, an Architect, Professional Engineer or Professional Licensee Engineering must:

- maintain professional registration with AIBC or Engineers and Geoscientists BC;
- complete mandatory CP continuing education, and examination, if required;
- demonstrate satisfactory knowledge of the provisions of the building code, including attendance at any mandatory update seminar or course; and
- fulfill the obligations described in the letter of assurance Schedule CP-1 [refer to Attachment 3] when practicing as a CP.

Failure to comply with any of the above may result in removal from the CP roster. A CP removed from the CP roster for any reason other than ceasing to be an Architect, Professional Engineer or Professional Licensee Engineering will be informed of that removal, and of the steps necessary for their name to be added back to the roster.

2.0 Application of the CP Program

2.1 Introduction

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

2.2 New and Existing Buildings

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

2.3 Housing and Small Buildings

The CP Program was originally conceived to apply to Part 3 buildings only. Since then, there have been requests to apply the CP Program to Part 9 buildings.

Since the CP Program Course does not include any modules related to Part 9 of the building code, the use of Part 9 for evaluating the building code requirements under the CP Program is limited.

When a building meets the size, height, and occupancy requirements for Part 9, but the owner wishes to deliver the project using the CP Program, the building must be evaluated using Part 3 of the building code. This requirement includes design by registered professionals and Letters of Assurance provided in each discipline.

2.4 Tenant Improvements (for CP Projects under Construction)

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

The CP letters related to Tenant Improvements are CP-4 (Assurance of Tenant Improvement Code Coordination & Commitment for Site Review) and CP-4A (Confirmation of Completion Tenant Improvement Code Coordination & Commitment for Site Review).

The specific procedure for TI BPs is dependent upon the status of the occupancy permit of the base building. The most common examples of occupancy permit conditions are outlined below:

a. The base building shell for the tenant space is not complete and no occupancy permit has been issued for the base building. [See section 2.4.1.]
b. The base building shell for the tenant space is essentially complete with the specific exceptions of fire alarm verification, material test certificates for sprinklers, and functional testing of the fire and life safety systems; no occupancy permit has been issued for the base building. [See section 2.4.2]
c. The base building is partially complete, and an occupancy permit has been issued for a portion of the base building that does not include the tenant space. [See section 2.4.3]
d. The base building is partially complete, and an occupancy permit has been issued for a portion of the base building that includes the tenant space (shell only). [See section 2.4.4]
e. The base building shell is complete, and an occupancy permit has been issued for the entire building as shell space only (e.g., non-residential buildings). [See section 2.4.4]
f. The base building shell is complete, and a final occupancy permit has been issued that includes the completed portions of the base building and the shell spaces for the incomplete tenant portions. [See section 2.4.4]

The CP should discuss the consequences of the different scenarios for TI work up-front with the building owner and the AHJ, to facilitate the best plan for the anticipated BP process. The owner should explain obligations to potential tenants for the BP process under the CP Program.

2.4.1 Base Building Shell is Not Complete [Example A]

If TI construction commences prior to the completion of the base building shell, there is only one option for processing the TI BP. The base building CP submits a separate BP application under the CP program for the TI work (following standard CP submission requirements as applicable for the tenant space). Good practice is for the owner or tenant to retain the same Coordinating Registered Professional (CRP) and Registered Professional of Record (RPRs) for the TI as for

the base building for all applicable disciplines. If this is not possible, the owner or tenant must prepare a plan and submit it to the AHJ outlining the approach to coordinate the TI design with the base building design. The CRPs and RPRs for both the base building and the TI must agree to coordination plans in advance in order to facilitate submission of a TI BP application under this option.

2.4.2 CP Base Building Shell is Essentially Complete [Example B]

Essentially complete means that all base building construction within the interior of the tenant space is complete, including, but not limited to:

- fire separations;
- building services;
- fire alarm devices;
- sprinkler and standpipe system;
- exit signs;
- base building lighting and HVAC;
- emergency lighting;
- plumbing; and
- firestopping of building service penetrations.

Minor work on the exterior building envelope of the tenant shell space may still be underway. Fire alarm verification, material test certificates for sprinklers, and functional testing of the fire and life safety systems need not be complete. The CRP and CP will coordinate incomplete items with the base building constructor and the TI constructor at the time of base building occupancy to avoid incomplete TI work that could impact the testing of the fire and life safety systems.

There are two possible options for TI BP applications for work within a CP base building when the base building shell space is essentially complete but has not yet been issued an occupancy permit by the AHJ under the CP program:

1. The base building CP submits a separate BP application under the CP program for the TI work (following standard CP submission requirements as applicable for the tenant space). For this option, the tenant must retain a CRP and RPRs for all applicable disciplines; or

2. The tenant submits a separate BP application for the TI work, not under the CP program. This TI BP application can be submitted prior to base building shell occupancy. As outlined in Schedule CP-3, the tenant must retain the base building CP to provide a review of the plans and supporting documents that have been prepared by the TI RPRs for certification of TI compatibility with the base building. TI compatibility means that the CP has taken the necessary steps to ascertain that the RPRs for the TI have provided substantial compatibility with the original building code concepts for the base building, as shown on the RPR's plans and supporting documents for the project. The CP provides a Schedule CP-3 to the TI permit's CRP, including a list of TI drawings that the CP reviewed, and a list of minor items within the base building shell that are not yet complete (see the "essentially complete" description above), as accepted by the CP and the AHJ. The TI's CRP makes the BP application to the AHJ under the non-CP building

permit process, including the original signed and sealed Schedule CP-3 in their submission (note that if the base building shell space is not essentially complete at the time of the TI BP application, the submission of the Schedule CP-3 can be delayed until just prior to the issuance of the TI BP). The procedure and timing for permit issuance for these types of TI permits will follow the normal non-CP permit procedure. The CP does not need to apply their CP stamp on the TI drawings, and the CP does not provide any site review during construction of the TI work.

Note that while the TI permit may be issued under the conditions described above, the AHJ will not release the Occupancy Permit for the TI work until the base building shell obtains a complete or partial Occupancy Permit including the area of the tenant space.

2.4.3 Occupancy Permit has been Issued for the Shell of the Base Building Excluding the Area of the Tenant Space [Example C]

The options for a TI BP application in a building that has been issued an occupancy permit for the shell space excluding the tenant space are the same as those outlined in section 2.4.2., including the requirements for CRP and RPRs.

2.4.4 Occupancy Permit Has Been Issued for the Shell of the Base Building that Includes the Area of the Tenant Space for the Proposed Work [Examples D, E, or F]

Where the base building or base building shell has been issued an occupancy permit, BP applications for TIs do not require any involvement of the CP responsible for the base BP. The tenant may submit a TI BP application directly to the AHJ or may obtain the services of a CP. A TI application under the CP Program for a base building space not previously occupied still requires the owner or tenant to retain a CRP and RPR for all applicable disciplines, but they need not be the same as for the base building.

All TI work must be carried out under a new TI BP that is separate from the base BP. The TI work cannot be done under a revision to the base BP once shell occupancy is given.

3.0 Responsibilities of the Building Owner and Design Team

3.1 Introduction

The responsibilities of the building owner and design team (the RPRs) as described in the building code are unchanged when a CP is involved in the building project. This section outlines the responsibilities of each party in the context of a CP project.

3.2 Owner

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

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

a. Retain a CP to undertake code coordination.
b. Retain a CRP to coordinate all design work and field reviews of the RPRs.
c. Prior to issuance of the BP, have the CP deliver to the AHJ the CP schedule and letters of assurance in the form of; Schedule CP-1 from the CP, Schedule A from the CRP, and Schedules B from each of the RPRs (disciplines governed by the building code: architectural, structural, mechanical, plumbing, fire suppression, electrical, temporary geotechnical and permanent geotechnical).
d. Prior to issuance of the occupancy permit, have the CP deliver to the AHJ the CP schedule and letters of assurance in the form of; Schedule CP-2 from the CP, Schedule C-A from the CRP, and Schedules C-B from each of the RPRs.
e. Local government requirements, including civil engineering requirements, as described in participating local government supplements to this Guide.

When the owner chooses to use the CP permit process, they must understand the roles and responsibilities of the AHJ, CP, CRP, RPRs, and other participants of the building project. The owner often chooses this CP permit process so that the BP can be expedited, but may not realize that there are other obligations of the various participants beyond the BP issuance and building code compliance. For example, rezoning or DP conditions, local government engineering department requirements, and environmental requirements may apply. CPs are advised to have their contractual agreement with the owner reflect the responsibilities and expectations as outlined in this Guide.

3.3 Coordinating Registered Professional (CRP)

The obligations of the CRP, when they are part of the design team on a CP project, are the same as for a non-CP project. The CRP is responsible for coordinating the design and field review of the RPRs for the building project to meet the objectives of the building code. This coordination must be undertaken throughout the duration of the design and construction process. Each individual RPR is responsible for their own design and field review. The CRP is responsible for coordinating the work of each RPR, and for the review and checking of all design documents prepared by the RPRs throughout the term of the project. The CRP is the contact point between the CP, the owner, and each RPR, and as such, is responsible for facilitating communication between all parties.

It is the CRP’s responsibility to review and confirm by initialing each page that all letters of assurance for the project are completed correctly. The CRP must then submit the signed and sealed letters of assurance to the CP on the owner’s behalf.

By signing Schedule A, the CRP confirms that:

- they have ascertained which RPRs are required for the project, and confirmed with the owner that they have been retained;
- they will coordinate the design work and field reviews of all RPRs retained for the project, in order to ascertain that the design substantially complies with the building code;

- they will notify the AHJ immediately if they cease to be retained on the project;
- they will provide the CP with the Schedule B for each RPR retained on the project, complete with CRP initials on each page of the Schedules; and
- they will notify the CP immediately of any RPR who ceases to be retained on the project, even if the firm does not change.

By signing Schedule C-A at the end of the project, the CRP confirms that:

- they have fulfilled their responsibilities for the coordination of design work and field review by all the RPRs;
- they have fulfilled their responsibilities for coordination of the functional testing of fire protection and life safety systems; and
- these systems substantially comply with both the building code and the plans and supporting documents that were submitted with the BP application.

Clause A-2.2.7.2. (1)(a), Note A-2.2.7.2.(2), and Note A-2.2.7.3. of Division C - Notes to the building code provide further guidance on the roles and responsibilities of the CRP.

3.4 Registered Professional of Record (RPR)

The RPR is the Registered Professional (RP) retained by the owner for the provision of the major part of the professional services within a particular discipline. The RPR is also responsible for the review and checking of all design documents prepared by any Supporting Registered Professionals (SRPs) retained on the project within that discipline.

The RPR for each discipline must complete Schedule B at the time of BP application. By signing Schedule B, the RPR:

- identifies the professional discipline (i.e., architectural, structural, mechanical, plumbing, fire suppression systems, electrical, or geotechnical) for which they are responsible;
- confirms that the design they have prepared substantially complies with the requirements of the building code, except for construction safety aspects;
- confirms that they will take responsibility for the field reviews during construction within the respective discipline;
- confirms their responsibility for determining that field reviews have been undertaken on the work of any SRPs retained on the project within their discipline; and
- commits to notifying the CRP and AHJ immediately if they cease to be retained on the project, even if the firm that retained them is still on the project.

Except under special circumstances, only one Schedule B and one Schedule C-B should be completed and submitted by an RPR for each discipline. Refer to the latest version of the *Guide to the Letters of Assurance in the BC Building Code* (Province of British Columbia) for further information.

If a staged BP process is utilized for the project, the RPRs will wait to submit their Schedule B until their plans and supporting documents are complete and submitted to the AHJ for that stage.

Note A-2.2.7.3. of Division C of the building code provide further guidance on the roles and responsibilities of the RPRs.

3.5 Constructor

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

The responsibilities for construction safety as described in Part 8 of Division B in the building code, and WorkSafe BC requirements, rest with the constructor.

3.6 Authority Having Jurisdiction (AHJ)

The responsibility of the AHJ is to provide the necessary administrative procedures to facilitate the CP Program, including:

- provision of a ‘CP Supplement’, consistent with this Guide, describing their administrative process;
- review of the BP submission documents;
- make a decision regarding the issuance of a BP;
- periodic monitoring of construction with the CP;
- witnessing of functional testing of fire and life safety systems;
- review of occupancy permit documents; and
- make a decision regarding the issuance of an occupancy permit.

The responsibility of the AHJ also includes the occasional issuance of information bulletins to inform owners, CPs, CRPs, and RPRs of recent interpretations or policies by the AHJ.

To meet the objectives of the CP Program in expediting the BP, the AHJ should provide contact information for key staff who have the authority to make decisions related to BP issuance.

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

Electrical, plumbing, sprinkler and gas inspectors (where applicable) will provide the same level of monitoring of construction on CP projects as they do on non-CP projects.

4.0 Responsibilities of the CP

4.1 Introduction

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

Responsibility for substantial code compliance is multi-faceted and complex. The building code is organized into three Divisions (A, B, and C), which address Compliance, Acceptable Solutions, and Administrative Provisions. Division B: Acceptable Solutions includes 10 Parts, which describe the design requirements for buildings and construction sites.
In addition, there are numerous other referenced standards.

The CP is not expected to be an expert on all portions of the building code or the referenced standards. However, the CP is expected to have a thorough knowledge of Division A; Division B Parts 1 and 3; and Division C. The CP is also expected to have conceptual knowledge of standards referenced in Part 3 the building code (for example, but not necessarily limited to NFPA13, 13R, 14, 80, 96, and CAN/ULC S1001).

The CP acts on behalf of the AHJ with respect to code coordination as described below. The introduction of a CP into a project substantially reduces the monitoring and reviewing activities of the AHJ.

4.2 Code Coordination from the CP's Point of View

The role of the CP is to provide code coordination for building projects. Code coordination, as defined in Schedule CP-1, includes the following tasks:

1. acting on behalf of the owner as their representative in matters involving the AHJ in relation to the BP, related project construction, and related occupancy permit;
2. ascertaining that the required RPRs for the project have been retained to provide design and field review in accordance with the building code;
3. obtaining the necessary letters of Assurance of Professional Design and Commitment for Field Review from the RPRs and delivering same to the AHJ when applying for the BP for the project;
4. obtaining the other necessary documents required to support the BP application and delivering them to the AHJ when applying for the BP for the project;
5. applying for and obtaining a BP for the project in accordance with the process as described in the AHJ's building bylaw;
6. providing design review of the plans and supporting documents prepared by each of the RPR's for the project;
7. ascertaining that the RPRs have incorporated the requirements of the BCBC Division A; Division B Parts 1 and 3; and Division C into their plans and supporting documents;
8. ascertaining that the building code Division A; Division B Parts 1 and 3; and Division C requirements governing the project are compatible between the plans and supporting documents prepared by each RPR;

9. providing site review of the components of the plans and supporting documents prepared by each of the RPRs for the project;
10. keeping 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 must be provided at the request of the AHJ ;
11. monitoring field review activities of the RPRs;
12. monitoring and reporting on significant events and changes in the project;
13. submitting a monthly summary progress report to the AHJ during the construction of the project;
14. consulting with the AHJ if any unresolved variances in interpretation of the building code arise between the CP and the RPRs;
15. consulting with the AHJ if any unresolved issues regarding the building code arise between the CP and the constructor;
16. reviewing 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. notifying the AHJ in a timely manner of any significant known, unresolved contraventions of the building code or permit requirements;
18. obtaining the necessary letters of assurance from the CRP and RPRs for the project and deliver them to the AHJ when applying for occupancy for the project;
19. obtaining other necessary documents required to support the occupancy application and deliver them to the AHJ when applying for occupancy for the project;
20. applying for occupancy approval for the project in accordance with the process as described in the AHJ's building bylaw; and
21. applying the CP stamp to all relevant documents that are submitted to the AHJ. Affixing their CP stamp to a document confirms that the CP has provided the required code coordination applicable to that document.

Schedule CP-1 includes the following defined terms:

- Design review- The activities necessary to ascertain that the design of the project will substantially comply, in all material respects, with the requirements of building code Division A; Division B Parts 1 and 3; and Division C.

- Monitoring field review activities- Ascertaining that the RPRs are providing field reviews as required by building code Division C, Part 2 and keeping records of the field review reports prepared by the RPRs. The owner will instruct each RPR to highlight any significant variation from the documents accepted in support of the BP and any corrective action as needed. The CP will review the variations highlighted in the field review reports and notify the AHJ in a timely manner of significant known unresolved variations from the documents accepted in support of the BP.

- Registered Professional of Record- A Registered Professional (RP) retained to undertake design work and field reviews pursuant to Schedules B and C-B of building code Subsection 2.2.7. in Division C.

- Site review- 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 building code Division A; Division B Parts 1 and 3; and Division C and the requirements of the BP. The CP must additionally monitor for compliance with the DP issued for the project. The CP's fundamental role is to ascertain that RPRs have been retained for design and field review of all code related aspects of the project and to monitor that they are fulfilling their specific roles and responsibilities with respect to the project.

The role of the CP is different from the RPRs in that the CP traditionally does not produce drawings that form part of the construction design documents. The CP brings and employs their specialized knowledge of the building code to the project to coordinate and monitor the implementation of such code requirements by the RPRs.

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

4.2.1 Parts 4, 5, 6, 7, and 10 of the Building Code

The CP is required to carry out a detailed review of the building design to assure compliance with Parts 1 and 3 of Division B of the building code. Additionally, the CP has a responsibility for code coordination with Parts 4 to 7 and 10 of Division B.

The CP Program Course does not contain any sessions on Parts 4 to 10 in the building code. It is not a requirement that the CP brings specialized knowledge in any of these Parts of the building code and consequently it is not intended that the CP assume responsibility for the compliance of either the technical design or subsequent field reviews with respect to Parts 4 to 10. However, because the CP role requires a significant degree of professional and ethical responsibility, the CP is required to provide a level of overview beyond simply obtaining drawings and letters of assurance. These overview activities include the following:

- providing design review of the drawings prepared by the RPRs as defined in Schedule CP-1;
- reviewing the drawings to assess their general level of completeness and establishing that the requirements of Division C, Section 2.2. have been followed;
- collecting documentation of independent review of structural design as outlined by Engineers and Geoscientists BC Bylaw 7.3.5 and the *Guide to the Standard for Documented Independent Review of Structural Designs* (Engineers and Geoscientists BC, 2023a), and submitting this documentation to the AHJ with the BP application, if requested;
- reviewing the design documents of the specialty design disciplines under building code Parts 4 to 7 and 10 of Division B for compatibility with the building code Part 1 and 3 requirements;
- submitting any peer review reports requested by the AHJ;

- bringing any code coordination issues observed on site to the attention of the RPRs and checking that these are appropriately addressed; and
- applying for and obtaining the necessary revisions to the BP as required for design changes during construction and as documented by the appropriate RPR(s).

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

- ascertain that the CRP has confirmed that the owner has retained RPRs to provide design and field review services;
- collect signed and sealed drawings and supporting documents from the RPRs and submit such drawings and supporting documents to the AHJ with the BP application;
- collect letters of assurance (Schedules A and B) from the CRP for the confirmation of their design and commitment for field review and submit such letters to the AHJ at the appropriate stage of BP application;
- confirm that the documentation received from the RPRs meets the minimum requirements set forth in the Guide to the CP Program and AHJ CP Supplements before making the BP application;
- monitor the field review activities of the RPRs as defined in Schedule CP-1;
- confirm that the appropriate trade, street occupancy, and hoarding permits have been taken out and review the arrangements with the constructor to call out the various trade inspectors at the appropriate times;
- report to and consult with the AHJ as described in Schedule CP-1;
- at the end of the project, collect letters of assurance (Schedules C-A and C-B) from the CRP;
- collect other occupancy permit submission documents as described in the AHJ's CP Supplement and submit to the AHJ; and
- collect the appropriate documents to verify substantial compliance with the requirements of Part 10 from the design team and submit them to the AHJ.

4.3 Use of CP Stamp and Professional Seal

For CPs who are Architects, please refer to AIBC Bylaws, Schedule A, Professional Standard 8.0 and the *Practice Guideline: Use of the Architect's Seal* for the requirements for use of the professional seal.

For CPs who are Professional Engineers or Professional Licensees Engineering, please refer to Bylaw 7.3.7 and the Guide to the Standard for the Authentication of Documents (Engineers and Geoscientists BC).

It is recommended that the CP confirms with the design team and the AHJ the preferred or required medium to submit documentation. AHJs may accept BP drawing and documents with valid AIBC or Engineers and Geoscientists BC digital certificates for professional seals and CP stamps without submission of original hard copies.

The CP will apply their CP stamp, complete with their initials and date, to the following documents:

- every drawing from the CP, CRP, and RPR, that is submitted for a BP, or as the final design drawings if required;
- every page of the letters of assurance from the CP, CRP, and RPR that are submitted for a BP;
- the first page of other BP submission documents (e.g., detail books, door schedules);
- the first page of drawings submitted for trade permits (plumbing, fire suppression, and electrical permits)
- the first page of each alternative solution request form; and
- the first page of other required correspondence to the AHJ.

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

The CP stamp also identifies that the CP has undertaken code coordination as it relates to the document which bears their CP stamp.

With specific reference to the CP Program, the CP will apply their professional seal, signature, and date to the following documents:

- at least one page of building code checklist and/or building code report that is prepared by the CP;
- the CP schedules CP-1, CP-2 and CP-3 prepared by the CP;
- the signature page of alternative solution request forms that are prepared by the CP; and
- every page of the code compliance drawings prepared by the CP.

Engineers and Geoscientists BC require their registrants to include their firm's Permit to Practice Number on every authenticated document as per Bylaw 7.3.7 (14). This means that when a CP who is a Professional Engineer or a Professional Licensee Engineering authenticates a document because it meets the three-part criteria outlined in Bylaw 7.3.7 (5), they must also include the CP's firm's Permit to Practice Number (e.g. code compliance report, code compliance drawings, Schedule CP-1, etc.). The Permit to Practice Number is not needed if the CP applies only their CP stamp to a document.

4.4 Delegation of Responsibility

When the CP Program was first implemented, it was envisioned that the CP would personally review the drawings and supporting documents for the projects in which they were engaged. It was also envisioned that the CP would personally liaise with the AHJ and the rest of the design and construction team over the course of the project. As the program developed, it became common for the CP to enlist the aid of non-CPs and technical staff who were not Architects, Professional Engineers, or Professional Licensees Engineering, to aid them in their activities. This practice is acceptable; however, the following general principles apply:

- The CP is the primary point of contact to the AHJ for the project. Whenever a code issue arises where the CP requires input from the AHJ, the CP must lead the communications. It is acceptable for non-CP staff to make non-code related inquiries to the AHJ in regard to the project. For example, if information is required about the status of a permit application and what, if any, review groups have outstanding items, non-CP supporting staff are free to request this information.

- A CP can assign activities to others but cannot delegate their ultimate responsibility for the obligations described in Schedule CP-1.

- Circumstances may take CPs away from their projects for a period of time. The CP stamp implies a level of knowledge and review. Provided drawings and documents are CP stamped, CPs can substitute for each other. The CP may assign their work to another CP for a period of time. Assignment to CPs from a different firm is permitted. The CP of record must inform the substitute CP of any special design characteristics of the project. The CP of record must maintain overall knowledge of the project and will be expected to liaise with the substitute CP upon their return. The CP of record will notify the AHJ prior to any temporary assignment of responsibility to another CP.

  This notification can take the form of a letter CP stamped by the CP of record, clearly denoting the dates the CP of record is away and identifying the substitute CP.

- If drawings and supporting documents are to be submitted for a project while the CP of record is absent, the substitute CP should apply their own CP stamp, but annotate it with “Stamped on behalf of [name of CP of record]”.

Note that AIBC and Engineers and Geoscientists BC do not permit a CP or RPR to delegate signing authority to another Registered Professional (RP) when it relates to applying their professional seal. Guidelines regarding delegation of the CPs’ authority during construction are provided in Section 7.4.1.1 of this Guide.

5.0 CP’s Responsibilities During Building Design Development

5.1 Introduction

The CP must review relevant drawings and supporting documents at various stages of building design development to ascertain substantial compliance with the building code, so that they can be submitted for the BP. The CP must also assist the design team with building code interpretations and clarifications.

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

- Part 3 of Division B directly or indirectly has several references to other Parts of the building code, including Parts 4, 5, 6, 7, 9, and 10 of Division B; and

- Part 3 Division B requirements often involve several disciplines beyond architectural design, including structural, mechanical, plumbing, fire suppression, electrical geotechnical, landscape etc.; and Division C Note A-2.2.7. identifies the interdependency and roles of RPRs for fire and life safety systems.

The RPR is responsible for ascertaining that each component that forms a part of their design substantially complies with the building code (i.e., the Architect is responsible for architectural components such as guards and windows designed by others, while the structural engineer is responsible for structural components such as trusses and connections designed by others).

The CP can reasonably rely upon the RPRs for substantial code compliance of their designs; however, the CP provides a review for code coordination of plans and supporting documents prepared by the RPRs to ascertain that the design substantially complies with Parts 1 and 3 of Division B.

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

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

Confirmation that the CP has undertaken code coordination of the design is documented by the Schedule CP-1.

All design drawings by RPRs and the code compliance drawings by the CP must be coordinated.

5.2 Review of Plans and Supporting Documents

5.2.1 Architectural

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

- reference to the applicable edition of the building code;
- a general level of completeness and adequacy;
- sufficient information for construction and instructions, as required in building code Division C, Subsections 2.2.2. and 2.2.3.
- ascertaining there is substantial compliance to building code Division A; Parts 1 and 3 of Division B; and Division C; and
- code coordination with other disciplines, including alternative solutions.

5.2.2 Structural

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

- reference to the applicable edition of the building code; a general level of completeness and adequacy;

- sufficient information for construction and instructions, as outlined in building code Division C, Subsections 2.2.1. and 2.2.4.;
- code coordination with other disciplines, including alternative solutions;
- basic design criteria for live, dead, wind, and seismic loads;
- reference to the geotechnical report provided; and
- criteria relative to rebar concrete cover.

5.2.3 Mechanical, Plumbing, and Fire Suppression

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

- reference to the applicable edition of the building code;
- sufficient information for construction and instructions, as outlined in building code Division C, Subsections 2.2.3. and 2.2.6.
- ascertaining that the appropriate design standards, have been utilized (e.g., NFPA 10, 13, 13R, 14, 96, etc.);
- code coordination with other disciplines, including alternative solutions;
- the sequence of operations of fire and life safety systems;
- the penetrations of fire-resistance rated assemblies for required fire dampers and fire stop systems;
- ascertaining that the standpipe hose connections are indicated and that the plumbing, fire suppression system, and architectural drawings are coordinated with respect to standpipe hose connections.
- the Fire Department (FD) connection location;
- ascertaining that the building code Part 3 of Division B mechanical systems for high building requirements are incorporated into the drawings and supporting documents; and
- the drawings indicate fire rated duct enclosures and check that services are not indicated in exits unless they serve such exit.

5.2.4 Electrical

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

- any reference to the applicable edition of the building code;
- sufficient information for construction and instructions, as outlined in building code Division C, Subsection 2.2.3.
- ascertaining that the appropriate building code referenced design standards have been utilized (e.g., CAN/ULC-S524);
- code coordination with other disciplines, including alternative solutions;
- the placement of fire alarm devices and general design criteria (i.e., building code; Subsections 3.2.4 and 3.2.6 of Division B);

- the location of exit signs for consistency with architectural drawings;
- the coordination of emergency lighting and power provisions; and
- the sequence of operation of fire and life safety systems.

5.2.5 Landscape

The CP must review the landscape drawings and supporting documents for building code Part 3 of Division B compliance and code coordination of landscape and architectural drawings.

5.2.6 Other Consultants

The CP must review the other consultants' drawings and supporting documents for the following:

- reference to the applicable edition of the building code;
- a general overview to determine the impact on the BP application (e.g., flame spread rating of interior wall finishes); and
- code coordination with other disciplines, including alternative solutions.

Some examples of other consultants' drawings and supporting documents may include, but are not limited to the following:

- Interior Design (interior finish & accessibility provisions)
- Kitchen layout and equipment
- Elevator (elevator cab finish)
- Kitchen fire suppression
- Spray paint booth
- Fume hood exhaust

5.2.7 Alternative Solutions

Alternative solutions allow for flexibility in building construction. They provide the design team with a means to employ innovative construction materials and design methods in their building projects. Frequently, specialty RPs are called upon to prepare alternative solution submissions to the AHJ for review and acceptance. In these instances, each alternative solution must be reviewed for code coordination and stamped by the CP prior to submission to the AHJ. The CP should identify the alternative solutions in the building code report and if applicable, the code compliance drawings.

The CP reviews an alternative solution proposal for the following:

- project address;
- project description;
- the requirements outlined in Subsections 2.3.1. of Division C of the building code are incorporated into the submission;
- the objective and functional statements; and

- confirm with the author of the alternative solution and the CRP that the mitigating features of an accepted alternative solution to Part 3 of Division B of the building code have been incorporated into the drawings and supporting documents prepared by the RPRs.

5.2.8 Code Compliance Drawings and Building Code Report

The code compliance drawings and the building code report are the primary documents that the CP prepares to support the BP submission. The code compliance drawings and building code report are also used by the design team to aid in development of an approach to code compliance.

The code compliance drawings and building code report for a staged BP application must be current and complete at the time of the BP application. If significant changes are made to the architectural design or code compliance concepts for subsequent staged BP applications, the CP must update and resubmit their code compliance drawings and building code report to reflect the current design.

The typical code information to be documented on the code compliance drawings and building code report is listed below. Depending on the complexity of the project, some of these may not be required.

- Project address
- BP number (if available)
- DP number (if applicable)
- Project description (building code compliance narrative)
- Occupancy classification(s)
- Firewalls
- Classification for the application of Subsection 3.2.2. of Division B
- Spatial separation analysis
- FD access route location(s) and FD response point(s)
- Fire separations (clearly distinguishable, and including a legend)
- Fire resistance ratings (clearly distinguishable, and including a legend)
- Occupant loads
- Exits
- Exit capacity
- Exit remoteness
- Exit exposure
- Travel distance
- FD connections
- Compliance with Subsection 3.2.6.(requirements for high buildings) including identification of additional mechanical and electrical provisions
- Compliance with Subsection 3.2.8. (requirements for mezzanines and openings through floor assemblies) including identification of additional mechanical and electrical provisions

- Access for persons with disabilities
- Washroom fixture analysis
- List of proposed alternative solutions
- Identification in the drawings of the location where alternative solutions apply

The code compliance drawings and building code report must be sufficiently detailed, such that compliance of the project with the building code is clearly demonstrated. The report must:

- be specific to the project;
- analyze how the building code requirements are being met;
- not include building code references that do not apply to the project; and
- In accord with the *Professional Governance Act* Section 57 and the Code of Ethics of both the AIBC and Engineers and Geoscientists BC, clearly distinguish between facts, assumptions and opinions.

6.0 Responsibilities of the CP During the Building Permit Application

6.1 Introduction

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

The CP must confirm with the AHJ and provide evidence of professional liability insurance in the amount required by the AHJ per their local government bylaws or their CP Supplement.

6.2 Permit Application Procedure

The AHJ will determine the extent to which staged permits will be accepted and the documentation requirements at each stage.

The CP will identify whether the permit application will be complete or staged.

The AHJ is responsible for identifying the project-specific required clearances and provide a list of the required clearances for each permit stage.

The AHJ is responsible for making a decision regarding the issuance of the BP and any associated documentation.

6.3 Documentation Submission Requirements

The AHJ should provide a list of required CP BP application drawings and documents.

The CP submits the BP application with all required drawings and documents. The BP application and all supporting documents must bear the stamp of the CP.

6.4 Staged Building Permits

To expedite the BP process, the AHJ may issue a staged BP. Typical stages include excavation and shoring, foundation to grade, and remainder of the work. Due to the complexity of some projects, a variation of stages or additional stages may be authorized by the AHJ. The CP and AHJ should determine the number of stages prior to the issuance of the BP.

For staged permit applications, the CP must complete and submit documentation that describes the scope of work applied for under the application and a list of submitted drawings from the RPRs. Additional documentation may be requested by the AHJ.

7.0 Responsibilities of the CP during the Construction Stage

7.1 Introduction

Issuance of the BP is typically followed by immediate commencement of construction. The CP's role then transitions from monitoring the design process to monitoring the construction process. The CP continues to be the primary liaison between the CRP, the RPR design team and the AHJ in the resolution of code compliance issues.

The CP's responsibilities during the construction stage include all of the following:

- Scheduling an initial site meeting with the CRP, RPRs, and the constructor to confirm each party's roles and responsibilities.
- Establishing a protocol of anticipated joint field reviews with the AHJ leading up to the Demonstration of Fire and Life Safety Systems [refer to Subsection 8.2.3. of this Guide].
- Forwarding all field review reports by RPRs to the CRP; Both the CP and CRP monitor the field review reports to determine if any code related issues arise that require resolution.
- Conferring with the CRP and preparing monthly summary reports which are submitted to the AHJ. These reports identify field reviews which have taken place, and any major code-related issues that have arisen during construction.
- Consulting with the AHJ on any unresolved building code issues or interpretation variances, as outlined in Schedule CP-1.

7.2 Trade Permits

The CP must confirm with the constructor that all required electrical, sprinkler, plumbing, and gas trade permits are obtained prior to the applicable trade commencing work.

The CP must inform the CRP of any trade permit changes that may have an impact on the design.

7.3 Construction Safety

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

The CP's responsibilities with respect to Part 8 of the building code (Safety Measures at Construction and Demolition Sites) are limited to ascertaining that the construction safety officer and construction safety plan are in place where required. Since CPs are generally not involved in demolition permits, the CP's responsibility for Part 8 does not include demolition.

A construction fire safety plan is required to be provided by the BC Fire Code and is the responsibility of the constructor, rather than the CP.

Notwithstanding the above, as registered professionals, CPs are bound by either the AIBC Code of Ethics and Professional Conduct or Engineers and Geoscientists BC Code of Ethics, as well as the *Professional Governance Act* Section 58, and must report any risk of significant harm to the environment or to the health and safety of the public.

7.4 Field Reviews Conducted by the RPRs

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

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

7.4.1 Site Reviews Conducted by the CP

The CP's responsibility during construction is to provide code coordination of the field reviews that are performed by the RPRs. Furthermore, the CP provides their own site reviews to supplement the field reviews that are provided by the RPRs, as a secondary check and balance to ascertain that the construction substantially complies with building code Division A; Parts 1 and 3 of Division B; and Division C, and the BP.

The CP's site reviews may be undertaken in lieu of the inspections by the AHJ.

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

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

1. The CP reviews guards relative to location, height, and climb-ability in conjunction with the Architect; The architect (RPR), in conjunction with the structural RPR or structural SRP, reviews guards for installation and structural capacity; and the architect (RPR) and

building envelope SRP review exterior guard installation details relative to technical building envelope details.

2. The CP, in conjunction with the architect (RPR), reviews fire separations (e.g., shaft walls, party walls, public corridors, etc.) and closures (e.g., fire doors, shutters, glass, firestopping, etc.).

The CP takes a lead role in the coordination of the functional testing of the fire and life safety systems in cooperation with the CRP (refer to building code letter of assurance Schedule A for the role of the CRP).

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

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

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

7.4.1.1 Extent to Which CP Site Reviews May be Delegated

The following guidelines outline the extent to which CPs can delegate site reviews to non-CPs:

- it is expected that the CP or their delegate will be present on site a minimum of once per month during the construction of the project and will prepare a monthly summary progress report;
- notwithstanding the minimum requirement, the CP must provide additional site reviews depending on the stage and complexity of construction;
- the CP must have an overall knowledge of the code-related site reviews conducted by their staff;
- the CP must be made aware of any changes, deviations, etc. by their delegate;
- the CP will make arrangements to meet with the AHJ at the project site on a regular basis at critical times during construction (i.e., first framing, first stair handrail, balcony guard installation, other mock-ups as required, etc.). The frequency of such site meetings will be determined by the CP and the AHJ based on the complexity of the project and the type of activities that are underway; and
- a CP can assign site review activities to others, but cannot delegate their fundamental responsibility for the obligations described in Schedule CP-1.

Specific scenarios regarding performance of site reviews by others are outlined in the following sections.

7.4.1.2 Performance of CP Site Reviews by other CPs

The CP may assign site reviews to another CP. The CP of record must inform the substitute CP of any special design characteristics of the project. The CP of record must maintain overall knowledge of the site review status. The CP of Record will notify the AHJ prior to any assignment of CP site review responsibilities to other CPs. See Section 4.4.

7.4.1.3 Performance of CP Site Reviews by Non-CPs

Many architectural and engineering firms have non-CP staff members who routinely conduct site reviews of projects. The CP is required to meet the standard of direct supervision as defined by the respective regulator, AIBC or Engineers and Geoscientists BC.

7.4.2 Field Review Conducted by RPRs

Each RPR is expected to conduct field reviews of the building design for which they are responsible, as outlined in the submitted letter of assurance Schedule B. The field reviews by each RPR are an integral part of the field review process and are independent of the site review responsibilities of the CP.

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

The CP can reasonably rely upon the RPRs to ascertain that the technical aspects of their designs have been constructed in substantial conformance with their plans and supporting documents.

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

Prior to construction, the CP and CRP must establish a process for monitoring the submission of field review reports. This includes having the RPRs provide a summary of field review anticipated to both the CRP and the CP. The RPR will identify any substantial Part 3 non-compliance issues to the CP. The CP will then monitor any corrective action necessary to address such Part 3 code-related issues.

The CP's monthly summary reports must be submitted to the AHJ promptly, in each month between permit issuance and final occupancy, and will include the following details:

- project name;
- project address;
- project BP number;
- date of monthly report;
- detailed description of the job progress to date;
- detailed list of shop drawings that have been reviewed by the CP that month;
- list of any critical code issues that were identified that month;
- list of any changes to the design that warrant a minor amendment to the DP or BP; and
- status of submitted minor amendments to DP and BP (if applicable).

When there has been no activity on site, the CP's monthly summary report should state this and provide an estimated date of resumption of work, if known.

The CP can reasonably rely upon the expertise of the other RPRs on the project to conduct the field review for construction related to building code Division B Parts 4, 5, 6, 7, and 10 .

Per the building code; definition of 'field review', the frequency of field reviews by the RPRs and site reviews by the CPs is entirely at the discretion of each individual RPR and CP and will vary from project to project.

Table 1: Sample Site Review Components

Project Component	Applicable RPR (Field Review)	CP (Site Review)
Excavation and shoring	Primary responsibility	For the purposes of preparing the monthly report
Damp-proofing		N/A
Drain tile		N/A
Plumbing site servicing		N/A
Electrical site servicing		N/A
Backfill		N/A
Structural (prior to each pour)		For the purposes of preparing the monthly report
Interior walls and closures		Code coordination per Schedule CP-1
Rough in plumbing		Code coordination per Schedule CP-1
Rough in sprinklers		Code coordination per Schedule CP-1
Rough in mechanical		Code coordination per Schedule CP-1
Rough in electrical		Code coordination per Schedule CP-1
Exterior wall system		Code coordination per Schedule CP-1
Firestopping of penetrations		Code coordination per Schedule CP-1
Insulation		Code coordination per Schedule CP-1
Drywalling		Code coordination per Schedule CP-1
Finish plumbing		For the purposes of preparing the monthly report
Finish mechanical		For the purposes of preparing the monthly report
Finish electrical		For the purposes of preparing the monthly report
Architectural finishes/millwork		Code coordination per Schedule CP-1
Commissioning		Code coordination per Schedule CP-1
Consultant demonstration	Supporting role	Primary responsibility
AHJ demonstration		Primary responsibility

Notes:
1. The role of the CRP is not reflected in this table; refer to section 3.3 for further details.
2. Refer to section 4.2.1 for a discussion of Parts 4, 5, 6, and 7.
3. Refer to section 7.4.1.1 for an explanation of when CP site reviews can be delegated.
4. This table is provided as a sample guide for site reviews by the CP. However, each project is unique and may warrant variation from this sample guide. It is at the discretion of each RPR and CP to determine the appropriate frequency of field reviews and site reviews to suit the unique circumstances of each project.

7.5 Review of Shop Drawings

The RPRs first identify the shop drawings that will be required to be reviewed and the CP will then identify which shop drawings they want to review. The RPRs should keep the CP informed as to the status of the shop drawings. In addition to the RPR's review, the CP will review the relevant shop drawings with respect to building code Division A; Division B Parts 1 and 3; and Division C requirements.

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

Table 2: Sample Review of Shop Drawings

	RPR		CP	Remarks
Architectural				Building Code reference #s
Exterior cladding systems	X		X	3.1.5, 3.2.3
Windows	X		X	3.2.3, 3.3.1.19.
Steel stud & suspended ceiling	X			
Fire shutters	X		X	3.1.8
Fire doors and frames	X		X	3.1.8
Door hardware	X		X	3.1.8, 3.4.6.16.
Elevators	X		X	3.2.6, 3.5.2.1, 3.5.4.1., 3.3.1.7., 3.8.4.8.
Escalators & other elevating devices	X			
Architectural finishes	X		X	3.1.13.2., 3.4.4.2.(2)
Millwork	X			
Handrails/guards	X		X	3.3 and 3.4
Firestopping	X		X	
Fire and sound separation assemblies	X		X	At discretion of CP
Interior signage	X		X	
Structural				
Structural steel	X			
Manufactured wood products	X		X	For ULC listed assemblies
Roof trusses	X			
Precast concrete	X			
Concrete mix designs	X			
Concrete test reports	X			
Unbonded post tensioned slabs	X			
Mechanical				
HVAC equipment	X			
Hot water tanks	X			
Boilers and furnaces	X			
Fire dampers	X			
Grills & Diffusers	X			
Balancing reports	X			

Table 2: Sample Review of Shop Drawings (Cont'd)

	RPR		CP	Remarks
Fire Suppression				Building Code reference #s
Sprinklers	X		X	Appropriate system design, etc.
Hydraulic calculations	X		X	Stamp only
Firestopping service penetrations	X		X	
Structural capacity	X			
Plumbing				
Plumbing fixtures	X			
Plumbing equipment	X			
Backflow prevention devices	X			
Pumps	X			
Firestopping service penetrations	X		X	
Structural capacity	X			
Electrical				
Fire alarm system	X		X	3.2.4 and 3.2.6
Fire alarm graphic annunciator	X		X	Coordinate with fire department
Exit signs	X			
Lighting fixtures	X			
Emergency lighting	X			
Emergency generator	X			
Electric heating	X			
Firestopping service penetrations	X		X	
Structural capacity	X			

7.5.1 Review of Sprinkler and Standpipe Shop Drawings

The CP's review of sprinkler shop drawings should include the following, as applicable:

- verifying the reference design standards;
- confirming from the Architect that the layout is current;
- confirming the location and number FD connections and fire hydrants;
- confirming the location of standpipe hose connections; and
- reviewing references to alternative solutions where they impact the sprinkler or standpipe design.

7.6 Changes During Construction

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

For guidance, the following is a list of items that may be considered minor design changes during construction:

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

For guidance, the following is a list of items that may be considered major design changes during construction.

- Permitted use or major occupancy
- Building exterior (e.g., doors, windows, siding, rooftop units, venting, change in overall building form or dimensions including height)
- Substantial interior re-configuration of the suite (without changing the permitted use)
- Floor area (e.g., mezzanine, loft, storage rooms, additional floors, enclosing balconies)
- On-site parking, loading, and bicycles (e.g., configuration, dimensions, and vertical clearances)
- Number of and address of dwelling units or tenancies
- Reconfiguration of suites, such as amalgamating or subdividing commercial retail units
- Substantial changes to exit and egress systems
- Modifications to the excavation and shoring design
- Substantial landscape changes that could affect firefighting access, street trees, or DP conditions
- Change to firefighting access; and
- Revision to alternative solutions and additional alternative solutions

These items do not constitute a comprehensive list that could trigger a DP Minor Amendment or BP revision. The CP should review questionable project changes with the AHJ.

8.0 Responsibilities of the CP during the Occupancy Stage

8.1 Introduction

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

There are various types of occupancy permits available:

- Base building shell occupancy permit (e.g., occupancy for the purpose of the TI building construction to proceed)
- Occupancy permit for a portion of the building that is complete and a base building shell occupancy permit for the unfinished portion (e.g., mixed-use building where lower floor(s) commercial units are not completed)
- Occupancy permit for a portion of the building that is complete without shell occupancy for the remainder (e.g., major complex with multiple occupancy components, one or more of which may be occupied safely while work continues on the balance of the building, such as buildings constructed over a common parkade or podium) [refer to Section 8.6]
- Occupancy permit with work required (e.g., safe to occupy with minor building code work still required) [refer to Section 8.4]; and
- Occupancy permit when the entire building is safe to occupy and substantially complete (e.g., all required building code work is complete)

8.2 Fundamental Principles and Mechanisms for Obtaining an Occupancy Permit

The CP takes the lead role—in cooperation with the CRP—for the code coordination aspects of the occupancy permit procedures, including the coordination and integration of functional testing of the fire protection and life safety systems per letter of assurance Schedule A of the building code. Note that compliance with the CAN/ULC S1001 is the responsibility of the CRP and RPRs and is not the responsibility of the CP, other than to confirm that is has been completed.

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

The CP must not request the AHJ coordinated fire and life safety systems demonstration (AHJ demonstration) until the consultant coordinated fire and life safety demonstration (consultant demonstration) has been satisfactorily completed, as described in building code; Division C Note A-2.2.7.

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

1. Occupancy plan - In advance of the intended date of completion, an occupancy plan is prepared by the CP in consultation with the CRP and constructor. The plan is submitted and reviewed with the AHJ. Where completion of the building will occur in more than one occupancy phase (entire building is safe to occupy and substantially complete), the occupancy plan must detail the level of completion in incomplete areas, temporary

measures, and the coordination of construction activity and building occupant and public safety measures to be provided. In the event of a single phase of occupancy, the plan may simply be the intended schedule for completion.

2. Test protocol – The CP prepares and submits a project specific test protocol to the AHJ, including any associated documentation that will be used for the functional testing of the fire and life safety systems.
3. Consultant demonstration – Trade contractors demonstrate to the CP, CRP, and RPRs that the fire and life safety systems are functional and operational as designed.
4. AHJ demonstration – The CP coordinates the CRP, RPRs, and trade contractors in demonstrating to the AHJ representatives and Fire Prevention Officer that the fire and life safety systems are functional and operational as designed.
5. Consultant final – The CP, CRP, and RPRs conduct final field reviews and prepare deficiency lists. The trade contractors complete the work identified in the deficiency lists. The contractors responsible for the applicable trade permits must obtain final clearance cards from the applicable AHJ trade inspectors (e.g., plumbing, sprinkler, gas, and electrical) and submit a copy to the CP.
6. Submission - Prior to final AHJ clearance, the CP is required to submit all applicable occupancy permit submission documents.
7. Final AHJ clearance – The CP will undertake a final review with the AHJ representative. The CP will confirm with the AHJ that other departmental clearances and government agencies (e.g., Ministry of Environment, Ministry of Highways, BC Safety Authority, Health Authority, etc.) have provided their final clearance, as appropriate.

Once all departments have cleared, the AHJ will issue the occupancy permit. It should be noted that Steps 3, 4, 5, and 6 can happen simultaneously. The above steps form an overview of the Occupancy Permit procedures.

8.2.1 Test Protocol

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

The test protocol will include the following features:

- date and time for the consultant demonstration;
- required attendees for the consultant demonstration;
- required status of completion and supporting documentation of the fire and life safety systems;
- required equipment for the functional testing;
- description of the intended operation of the fire and life safety systems;
- description of preliminary set up for the functional test;
- description of the procedure for the functional test; and
- description of the expected integration and operation of the various fire and life safety systems (fire alarm sequence, fire alarm matrix, mechanical fan operation, etc.).

Note that for a high building (building code Division B Subsection 3.2.6.) with scissor stairs, the test protocol must include a smoke test of the scissor stairs to demonstrate that the smoke does not leak between the adjacent stair shafts. This test should be completed prior to the AHJ Demonstration. The AHJ should be invited to attend this test.

8.2.2 Consultant Demonstration

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

8.2.3 AHJ Demonstration

The CP should submit an occupancy permit application to the AHJ prior to the AHJ demonstration. The CP must confirm a schedule for submission of the occupancy permit application and anticipated coordinated AHJ final demonstration with the AHJ in advance.

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

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

8.2.4 Consultant Final Field Reviews

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

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

8.2.5 AHJ Final Occupancy Reviews

The CP will conduct an AHJ final occupancy review with the AHJ representatives to review the completion of building code requirements in relation to the accepted BP documentation.

The CP will review the documentation with the AHJ with respect to the remedy of any deficiencies that were identified during the AHJ demonstration.
The CP will prepare a report of such AHJ final occupancy review, including a list of outstanding building code related deficiencies, if any.

The trade contractors—being the trade permit holders—must arrange for a final review with the appropriate AHJ trade inspectors or provincial safety authority and obtain the final clearance forms from AHJ and provincial safety authorities for electrical, plumbing, sprinkler and standpipe systems, gas, elevators, etc.

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

8.3 Occupancy Submission Documentation

Refer to the sample checklist of occupancy permit submission documents included as Attachment 2: Occupancy Permit Submission Documents Checklist for lists of typical occupancy documents to be collected by the CP for submission to the AHJ. CP AHJs may provide their own “Occupancy Permit Submission Documents Checklist” in their AHJ CP Supplement, based on the sample checklist.

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

8.4 Occupancy Permit with Work Required (Provisional Occupancy)

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

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

8.5 Final Design Drawings

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

In some participating AHJs that utilize the CP Program, final design drawings are not required to be submitted. They are not required by the building code. The CP should confirm with the AHJ as to whether or not final design drawings are required to be submitted.
For those AHJs that do require final design drawings, the following outlines the requirements.

If required by the AHJ, the CP must submit the final design drawings and supporting documents, consisting of materials referenced in the *Certified Professional Program – Occupancy Permit Submission Documents Checklist* or the AHJ's CP Supplement Occupancy Permit Submission Document Checklist. Final design drawings must be clearly marked on each sheet 'FINAL DESIGN DRAWINGS'.

If there are no changes to the BP drawings, then the final design drawings are not required. In this case, the CRP submits a letter to the AHJ through the CP confirming that there have been no substantial changes from the issued BP and trade permit drawings.

The final design drawings must be substantially consistent with the approved DP plans and incorporate any minor amendments that have been approved by the AHJ. Inconsistency will likely delay the occupancy permit process.

The Architect RPR must submit a letter to the CP prior to receiving the occupancy permit, confirming that the final design drawings and the project as constructed substantially comply with the approved DP plans incorporating any approved minor amendments.

8.6 Occupancy Permits for Partially Completed Buildings

An owner may request an occupancy permit for partially completed buildings which can take on several different variations as described below. Refer to the latest version of the *Guide to the Letters of Assurance in the BC Building Code* for further details.

8.6.1 Partial Occupancy with Minor Areas Excluded

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

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

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

8.6.2 Partial Occupancy with Major Areas Excluded

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

Schedules CP-2, C-A, and C-B may be used for partial occupancy permits, provided they clearly state on such Schedules the extent of the area to be occupied. To avoid ambiguity, it is recommended that the scope of partial occupancy be documented in the occupancy plan prepared by the CP and that floor plans and/or elevations be provided. In the event that the scope of the partial occupancy changes, this must be clearly communicated to the AHJ and occupancy documents must be updated accordingly.

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

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

8.6.4 Occupancy of Base Building Shell

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

The unfinished tenant spaces will require separate BPs (TI permits) and subsequent occupancy permits.

BPs for TI work are described in detail in Section 2.4.

8.6.5 Principles and Procedures for Partially Completed Buildings

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

- The CP will prepare an occupancy protocol document dealing with the safety measures required to accommodate the occupants in a building that has portion(s) under construction.

- The CP will review the occupancy protocol document with the AHJ prior to the AHJ Demonstration.
- The area(s) to be occupied must be substantially complete.
- Access routes to the occupied area(s) must be substantially complete and must be clear and accessible at all times.
- Egress routes from the occupied area(s) to an acceptable open space must be substantially complete and must be clear and accessible at all times.
- Fire and life safety systems within the occupied area(s) and within all floor levels below the occupied floor(s) must be substantially complete. Fire and life safety systems are required to be tested and verified to ensure the systems are functioning accordingly.
- The CP must meet with the AHJ on site to confirm that the occupancy protocol document incorporates appropriate site-specific safety measures for public protection, to be provided by the constructor.
- Overhead protection must be provided if access to or egress from the occupied area(s) is beneath or adjacent to overhead construction activities.
- Hoarding or similar physical protection must be provided to separate and secure the occupied area(s), including access and egress routes, from the construction zone(s).
- 'Construction Zone – Do Not Enter' signage must be installed to separate the occupied area(s) from the construction zone(s). The constructor must submit a site-specific Fire Safety Plan for the occupied portion(s) of the partially completed building to the Fire Department (FD) to reflect the special requirements to accommodate the occupied zone(s).

8.7 Refund of Permit Fees

Refer to the AHJ CP Supplement for policies regarding reduced permit fees and/or permit fee refunds.

9.0 Further Resources

This *Guide to the Certified Professional Program* has provided a detailed description of the role and responsibility of the CP on building construction projects in the participating AHJs in BC. In order to successfully practice as a CP, it is essential that knowledge be maintained and upgraded on an ongoing basis, including familiarization of the building bylaws of the participating AHJs. To aid in the day-to-day practice of CPs, the following weblink provides a list of resources available for support and information on each participating AHJ:
https://aibc.ca/programs-services/certified-professional-program

10.0 References and Related Documents

AIBC Bylaws, Schedule A: Code of Ethics and Professional Conduct. April 2026. Architectural Institute of BC.
https://aibc.ca/?file=12698

AIBC Practice Guideline: Use of the Architect's Seal. August 2026. Architectural Institute of BC.
https://www.aibc.ca/?file=49668

AIBC Practice Guideline: Letters of Assurance for Phased (or Partial) Occupancies September 2026. Architectural Institute of BC.
https://aibc.ca/?file=12732

AIBC and Engineers and Geoscientists BC. 2020. Joint Professional Practice Guidelines: Professional Design and Field Review By Supporting Registered Professionals Version 1.0
https://www.aibc.ca/?file=35961

British Columbia Building Code 2024. Province of British Columbia
https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/revisions-and-mo/bcbc_2024_web_version_revision2.pdf

Guide to the Certified Professional Program. 2023. Version 3. City of Vancouver.
https://vancouver.ca/files/cov/cp-practice-and-procedure-manual.pdf

Guide to the Letters of Assurance in the BC Building Code 2024 and Vancouver Building By-law 2025. Province of British Columbia.
guide_to_letters_of_assurance_bcbc_2024_vbbl_2025_final.pdf

Engineers and Geoscientists BC. 2026. Quality Management Guides - Guide to the Standard for Documented Independent Review of Structural Designs. Version 4.0. Burnaby, BC: Engineers and Geoscientists BC.
https://www.egbc.ca/getmedia/15ff5e9b-b0db-4760-b894-f73724bcb40c/EGBC-QMG-IR-SD-V4.pdf

Engineers and Geoscientists BC. 2026. Quality Management Guides - Guide to the Standard for the Authentication of Documents. Version 5.0. Burnaby, BC: Engineers and Geoscientists BC.
https://www.egbc.ca/getmedia/4cefa953-d62d-4421-b58d-a821a07fac60/EGBC-QMG-Authentication-of-Documents-V5.pdf

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https://www.egbc.ca/getmedia/2c69e2df-a73e-426c-9d6d-8403e4dfcf6d/EGBC-QMG-Direct-Supervision-V4.pdf

Engineers and Geoscientists BC Bylaws, Schedule A: Code of Ethics. May 2026. Burnaby, BC: Engineers and Geoscientists BC.
https://www.egbc.ca/getmedia/ff95a29b-64f6-49c8-8000-e98c8479248e/Engineers-and-Geoscientists-BC-Bylaws.pdf

Attachment 1

Certified Professional Program

Occupancy Procedures for CP Projects

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

1. The CP will work in close association with the CRP and RPRs in order to establish the project specific criteria for occupancy, including the list of submission documents and the test protocol.
2. The CP will make an application for occupancy permit to the AHJ at least 3 weeks in advance of the desired date of occupancy.
3. The trade contractors will submit to the CP the fire alarm verification certificate (including ULC Appendix C), the material and test certificates, the emergency generator test, the ULC protective signalling service certificate, the elevating devices inspection report, and the fire pump start up and flow test data sheet.
4. The CP will coordinate the Consultant Demonstration of the fire and life safety systems (e.g., fire alarm, sprinklers, standpipes, EM generator, exit lighting, EM lighting, HVAC, etc.)
5. CP, CRP, and RPRs will witness functional testing of the fire and life safety systems as part of the Consultant Demonstration and prepare a deficiency report of such tests.
6. One week prior to the desired AHJ Demonstration date, the CP will coordinate with the AHJ the date and time of the AHJ Demonstration.
7. Trade contractors will correct all of the deficiencies and witness the re-testing of fire and life safety systems as required.
8. RPRs will review correction of the deficiencies and witness the re-testing of fire and life safety systems as required.
9. The CP will submit to the AHJ a project specific test protocol and supporting documents at least 24 hours in advance of the AHJ Demonstration.
10. Trade contractors will submit their occupancy permit submission documents to the CRP and the documents are forwarded to the CP (see Attachment 2 for Occupancy Permit Submission Documents Checklist).
11. The CP will review the submitted documents with the CRP and RPRs for completeness and accuracy.
12. CP will coordinate and conduct the AHJ Demonstration of the fire and life safety systems.
13. CP, CRP, and RPRs will create a deficiency list resulting from the AHJ Demonstration.
14. Trade contractors will correct the items on this deficiency list.
15. CP will coordinate with the constructor, trade contractors, CRP, the RPRs, and the AHJ to demonstrate retesting of the deficiencies (this is not necessarily a Coordinated AHJ Demonstration). The trade contractors, being the trade permit holders, must arrange for a final review with the AHJ or Provincial safety authority and obtain the final clearance forms (sign-off cards) from AHJ and Provincial safety authorities for electrical, plumbing, sprinkler and standpipe systems, gas, elevators, etc. (This may happen before or after submission of the schedule C-Bs from the RPRs.)
16. CP will coordinate with the CRP the Consultant Final field reviews of all of the other fire and life safety components (e.g., guards, handrails, exit routes, etc.) and non-life safety components (e.g., building envelope, interior finishing, etc.) of the project.

17. CP and RPRs create final deficiency lists of all components resulting from the Consultant Final field reviews.
18. Trade contractors correct the items on these final deficiency lists.
19. The CP obtains confirmation from the RPRs that the deficiencies have been satisfactorily corrected.
20. When all deficiencies are satisfactorily corrected, the RPRs submit their schedules C-B to the CRP, and the CRP submits their Schedule C-A and the collected C-Bs to the CP.
21. CP collects the schedule C-A and schedules C-B and submits the complete package (see Attachment 3) to the AHJ no less than one day in advance of the AHJ final review.
22. CP meets onsite with the AHJ for a final review to confirm that the project is substantially complete and is considered safe to occupy.
23. CP prepares a deficiency list, if required, resulting from the AHJ final review.
24. CP monitors correction of the deficiencies and reviews such correction with the AHJ.
25. The CP will review with the AHJ the status of clearance(s) from AHJ departments (e.g., Law, Engineering, Environmental, Waterworks, Health, Fire, etc.) and assist to obtain clearances if required.
26. The AHJ will issue an Occupancy Permit when all clearances have been obtained.

Attachment 2

Certified Professional Program

Occupancy Permit Submission Documents Checklist

Occupancy Permit Submission Documents Checklist

(Sample for typical complex building)

Date

Project Name

Project Address

Building Permit Number

Legend:

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

Document	Action by	Submit Prior to AHJ Demonstration	Submit Prior to AHJ Final	Mandatory Submissions to AHJ	Submissions to RP/CRP/CP Optional to AHJ
1. Occupancy Permit Application					
Occupancy Permit Application	CP	3 weeks		to AHJ	
Test Protocol	CP	24 hours		to BI	
Fire Safety Plan	Owner	2 weeks		to FD	
2. Schedule S-B Letters of Assurance - SRPs - For Design during Construction (one original signed and sealed)					
Upper windows	Trade contractor's SRP				to RPR/CRP/CP
Storefront windows	Trade contractor's SRP				to RPR/CRP/CP
Wall cladding	Trade contractor's SRP				to RPR/CRP/CP
Metal roof panels	Trade contractor's SRP				to RPR/CRP/CP
Misc. Metals and Structural Steel	Trade contractor's SRP				to RPR/CRP/CP
Exterior & interior steel studs & soffits	Trade contractor's SRP				to RPR/CRP/CP
Window washing anchors	Trade contractor's SRP				to RPR/CRP/CP
Mechanical seismic	Trade contractor's SRP				to RPR/CRP/CP
Plumbing seismic	Trade contractor's SRP				to RPR/CRP/CP
Electrical seismic	Trade contractor's SRP				to RPR/CRP/CP
Guards & handrails	Trade contractor's SRP				to RPR/CRP/CP
Brick ties	Trade contractor's SRP				to RPR/CRP/CP
Pool design	Trade contractor's SRP				to RPR/CRP/CP
3. Letters of Assurance - Field Review - RPRs					
Schedule CP-2	CP		24 hours	to BI	
Schedule C-A	CRP		24 hours	to BI	
Schedules C-B					
Architectural	Architect		24 hours	to BI	
Structural	Structural engineer		24 hours	to BI	
Mechanical	Mechanical engineer		24 hours	to BI	
Plumbing	Plumbing engineer		24 hours	to BI	
Fire suppression	Fire suppression engineer		24 hours	to BI	
Electrical	Electrical engineer		24 hours	to BI	
Geotechnical (2 originals)	Geotechnical engineer		24 hours	to BI	
4. Letters of Assurance - Field Review - SRPs					
Schedule S-C					
Upper windows	Trade contractor's SRP				to RPR/CRP/CP
Storefront windows	Trade contractor's SRP				to RPR/CRP/CP
Wall cladding	Trade contractor's SRP				to RPR/CRP/CP
Metal roof panels	Trade contractor's SRP				to RPR/CRP/CP
Misc. Metals and Structural Steel	Trade contractor's SRP				to RPR/CRP/CP
Window washing anchors	Trade contractor's SRP				to RPR/CRP/CP
Mechanical seismic	Trade contractor's SRP				to RPR/CRP/CP
Plumbing seismic	Trade contractor's SRP				to RPR/CRP/CP
Electrical seismic	Trade contractor's SRP				to RPR/CRP/CP
Guards & handrails	Trade contractor's SRP				to RPR/CRP/CP
Brick ties	Trade contractor's SRP				to RPR/CRP/CP
Pool construction	Trade contractor's SRP				to RPR/CRP/CP

Document	Action by	Submit Prior to AHJ Demonstration	Submit Prior to AHJ Final	Mandatory Submissions to AHJ	Submissions to RP/CRP/CP Optional to AHJ
5. Fire Suppression, Plumbing and Mechanical					
Sprinkler material test certificates					
underground piping	Trade contractor	24 hours		to BI	
above ground piping	Trade contractor	24 hours		to BI	
Standpipe material test certificate - above ground	Trade contractor	24 hours		to BI	
Fire pump start up & flow test data sheet	Trade contractor	24 hours		to BI	
Backflow preventer test report	Trade contractor	24 hours		to BI	
Chlorination certificate	Trade contractor	24 hours		to BI	
Heat Trace Confirmation Letter	Trade contractor	24 hours		to BI	
Parkade CO detectors calibration certificate	Trade contractor				to RPR/CRP/CP
HVAC balancing report (Life Safety Fans)	Trade contractor				to RPR/CRP/CP
6. Fire Alarm & Electrical					
Fire alarm certificate of verification	Trade contractor	24 hours		to BI	
Appendix C of CAN/ULC-S537	Trade contractor	24 hours		to BI	
Emergency Generator Verification report	Trade contractor	24 hours		to BI	
ULC Certificate "Central Station Fire Protective	Trade contractor	24 hours		to BI	
Signalling Service" with site specific certificate number					
7. Energy Utilization Conformance Documents					
Transmittal to AHJ	CP		1 week	to AHJ	
Building envelope (insulation, vapor barrier)	Architect		1 week	to AHJ	
Mechanical equipment	Mechanical engineer		1 week	to AHJ	
Lighting	Electrical engineer		1 week	to AHJ	
8. Alternative Solutions					
Cover letter with list of Alternative Solutions	CP		24 hours	to BI	
Letter of conformance with Alternative Solutions	Alternative Solutions author		24 hours	to BI	
9. Survey Certificate					
Non-encroachment building survey	General contractor		24 hours	to BI	
Site survey confirming height of building	General contractor		24 hours	to BI	
10. Inspection clearances					
Electrical Inspector's clearance	Trade contractor				to RPR/CRP/CP
Plumbing Inspector's clearance	Trade contractor				to RPR/CRP/CP
Sprinkler inspector's clearance	Trade contractor				to RPR/CRP/CP
Provincial Gas Inspector clearance	Trade contractor		24 hours	to BI	
Fire Department clearance	CP				to RPR/CRP/CP
Elevator Inspector's clearance	Trade contractor	24 hours		to BI	
Health Inspector clearance	Trade contractor				to RPR/CRP/CP
Ministry of Environment - soil remediation	Trade contractor		24 hours	to BI	

Attachment 3

Certified Professional Program

Schedules CP-1, CP-2, CP-3, CP-4, CP-4A

Notes: 1. This letter is endorsed by the Architectural Institute of British Columbia and the 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: *authority having jurisdiction*

_____
Date

_____
Name of Jurisdiction

_____ _____
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 professional of record*;
9. provide "site review" of the components of the plans and supporting documents prepared by each of the *registered professionals of record* for the project;
10. keep records of all "site reviews" by the "CP" and of any corrective action required and taken as a result of these "site reviews". Discrepancies noted during "site reviews" must be tracked and the resolution of these discrepancies noted such that a list of significant known unresolved discrepancies can be provided at the request of the *authority having jurisdiction*;
11. "monitor field review activities" of the *registered professionals of record*;
12. monitor and report on significant events and changes in the project;
13. submit a monthly summary progress report to the *authority having jurisdiction* during construction of the project;

Project Address _____ Building Permit No. _____

"Code coordination" (cont'd):

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* for 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 Division C, Part 2 of the "*building* code," and includes keeping records of the *field review* reports prepared by the *registered professionals of record.* The *owner* will instruct each *registered professional of record* to highlight in 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*.

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:

Owner's Name

Name and title of Signing Officer, or Agent (if applicable)

Address (including City and Postal Code)

Tel

Email

Signature

Owner's or Owner's appointed agent's signature

NOTE:
A "**Certified Professional**" means an Architect, professional engineer, or professional licensee engineering who has been recognized as qualified as a "Certified Professional" by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

"Certified Professional":

Name

Name of Firm

Address (including City and Postal Code)

Tel

Email

"CERTIFIED PROFESSIONAL" STAMP

"CERTIFIED PROFESSIONAL"
PROFESSIONAL SEAL

Notes: 1. This letter is endorsed by the Architectural Institute of British Columbia and the 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: *authority having jurisdiction*

_____
Date

_____
Name of Jurisdiction

_____ _____
Project Address Building Permit No.

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

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

NOTE:
A "**Certified Professional**" means an Architect, professional engineer, or professional licensee engineering who has been recognized as qualified as a "Certified Professional" by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

"Certified Professional":

_____ _____
Name Name of Firm

_____
Address (including City and Postal Code)

_____ _____
Tel Email

"CERTIFIED PROFESSIONAL" STAMP

"CERTIFIED PROFESSIONAL"
PROFESSIONAL SEAL

Notes: 1. This letter is endorsed by the Architectural Institute of British Columbia and the 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: *authority having jurisdiction*

_____
Date

_____
Name of Jurisdiction

_____ _____
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, professional engineer, or professional licensee engineering who has been recognized as qualified as a "Certified Professional" by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

"Certified Professional":

_____ _____
Name Name of Firm

_____
Address (including City and Postal Code)

_____ _____
Tel Email

"CERTIFIED PROFESSIONAL" STAMP

"CERTIFIED PROFESSIONAL"
PROFESSIONAL SEAL

Schedule CP-4
Assurance of Tenant Improvement
Code Coordination & Commitment for Site Review

Certified Professional Program

Notes: 1. This letter is endorsed by the Architectural Institute of British Columbia and the 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 herein.
4. To be submitted as an addendum to the Schedule CP-3.

To: *authority having jurisdiction*

_____
Date

_____
Name of Jurisdiction

_____ _____
Base Building Project Address Base Building Permit No.

_____
Specific Location of Tenant Improvement

I hereby give assurance that I have provided "code coordination" of the design and will perform site reviews of the tenant improvement works. As used herein, "code coordination" shall have the same meaning as defined in Schedule CP-1.

This tenant improvement application is being made prior to provisional or final occupancy of the base building. I understand that the Certified Professional shall coordinate all field reviews until final acceptance of the tenant improvement works.

NOTE:
A "**Certified Professional**" means an Architect, professional engineer, or professional licensee engineering who has been recognized as qualified as a "Certified Professional" by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

"Certified Professional":

_____ _____
Name Name of Firm

_____
Address (including City and Postal Code)

_____ _____
Tel Email

"CERTIFIED PROFESSIONAL" STAMP

"CERTIFIED PROFESSIONAL"
PROFESSIONAL SEAL

Schedule CP-4A
Confirmation of Completion Tenant Improvement
Code Coordination & Commitment for Site Review

Certified Professional Program

Notes: 1. This letter is endorsed by the Architectural Institute of British Columbia and the 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: *authority having jurisdiction*

_____
Date

_____
Name of Jurisdiction

_____ _____
Base Building Project Address Base Building Permit No.

_____
Specific Location of Tenant Improvement

I confirm that I have fulfilled my obligation for "code coordination" as outlined in my previously submitted Schedule CP-4, entitled **Assurance of Tenant Improvement Code Coordination & Commitment for Site Review**.

I enclose the relevant documents required for final occupancy of the project as listed on the attached **Documentation Prior To Occupancy Checklist**.

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

“Certified Professional”:

_____ _____
Name Name of Firm

_____
Address (including City and Postal Code)

_____ _____
Tel Email

“CERTIFIED PROFESSIONAL” STAMP

“CERTIFIED PROFESSIONAL”
PROFESSIONAL SEAL