

CERTIFIED PROFESSIONAL PROGRAM

Supplement to the CP Manual

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

1. INTRODUCTION

1.1. General

The Certified Professional Program is recognized as an alternative program to the Building Permit plan and field review process in the City of Nanaimo. To become a Certified Professional (CP), Architects and Professional Engineers must successfully complete the Certified Professional Course and pass its examinations as administered by the Architectural Institute of British Columbia (AIBC).

1.2. City of Nanaimo Building Bylaw

In 2023, the City of Nanaimo passed an amendment to the Building Bylaw to allow for an alternative plan and field review process using the Certified Professional Program. CPs have an obligation to the City of Nanaimo to monitor projects, such that they are designed and built in accordance with the BC Building Code, City of Nanaimo Zoning Bylaw, City of Nanaimo Building Bylaw and the Development Permit. In accordance with the City of Nanaimo Building Bylaw, a CP may be disqualified from practicing in the City for not meeting requirements.

1.3. Certified Professional Program

The Certified Professional Program in the City of Nanaimo follows the requirements in the British Columbia Certified Professional Practice and Procedure Manual. Refer to the resources in the link below:

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

2. CITY OF NANAIMO CERTIFIED PROFESSIONAL PROGRAM REQUIREMENTS

2.1. General

This Supplement to the Manual outlines specific requirements and provides necessary information for CPs to practice in Nanaimo.

2.2. Application of the CP Program

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

2.3. Building General Information

The City of Nanaimo “Property & Development” webpage contains useful information with regards to permit applications in the City. The CP should familiarize themselves with these requirements. This manual will summarize some of the key requirements that CPs need to be aware of in order to work in Nanaimo.

<https://www.nanaimo.ca/property-development/building-permits>

2.4. Building Permit Application

The CP must submit the building permit application and all supporting documents. The submission requirements are outlined in the [Commercial/Multi-Family/Industrial - Part 3 Buildings Building Permit Application Checklist](#). Once the permit package has been submitted, Building staff will review the application for completeness. Once the submission is deemed complete, staff will set up a meeting with the CP to go over the particulars of the project and the submission.

2.5. Permit to Practice Number on Drawings and Documents

All submitted permit drawings and documents, including Letters of Assurance (LOA) that are signed and sealed by Professional Engineers and Engineering Licensees, must show the EGBC Permit to Practice Number. Architects do not provide Permit to Practice numbers as they are not regulated by EGBC.

2.6. Civic Address

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

2.7. Building Permit Fees

A fee of 10% of the calculated building permit value is to be paid at application. The application fee will be requested after your online building permit application has been initially reviewed and then accepted. The fee is non-refundable and deducted from the final building permit fee.

2.8. Multiple Buildings on the Same Site

When there are multiple buildings on a site, one building permit application may be made for all buildings, however if the CP wishes to stagger the occupancies, separate LOAs must be submitted for each building.

2.9. Construction Value

The CP must obtain a construction value from the owner or owner's representative to be declared at the time of building permit application. The City of Nanaimo may evaluate the declared construction value with Marshall and Swift as per Section 12.1.1. of Building Bylaw No. 7224. The higher of the values will be used to determine the building permit fees.

2.10. Development Permit

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

2.11. Staged Building Permits

The Building Official may issue a building permit for a portion of a building, such as foundation to grade, before the documentation for the entire building has been accepted. Sufficient information must be submitted to the City of Nanaimo to demonstrate to the Building Official that the portion of the building accepted for construction substantially complies with the BC Building Code, City of Nanaimo Zoning Bylaw, City of Nanaimo Building Bylaw, related development permit, and any other applicable enactments. Staged building permits will be issued at the discretion of the Manager of Building Inspections and applications for staged building permits will be rejected if submitted without preapproval.

2.12. Tenant or Landlord Improvements

If a building has not yet been granted Final Occupancy by the City of Nanaimo, any tenant or landlord work and its required building permits necessitates involvement of the CP. The CP must either take overall responsibility (CP Schedule CP-1) or review the improvement for compatibility with the base building (CP Schedule CP-3), per the CP Manual.

2.13. Departmental Reviews

In addition to the building permit review, separate departmental reviews (e.g. Planning, Engineering, Fire, Plumbing/Fire Suppression, etc.) occur during the building permit review process. The CP is the main point of contact with the City and is required to coordinate the submissions of consultants that provide the City departments with the requested information.

2.14. Energy Step Code/Zero Carbon Step Code Requirements

The City has adopted BC Energy Step Code/Zero Carbon Energy Step Code requirements. Review the requirements in Building Bylaw No. 7224.

2.15. Special Mechanical Systems

The CRP and the relevant mechanical RPRs are responsible for coordinating the design and field review of special mechanical systems. The CP is required to submit special mechanical fire emergency systems (such as commercial kitchen exhaust systems, dust collectors, paint spray booths and fire suppression system drawings) to the City for review and facilitate the exchange of information between the City and the special systems designer and the mechanical RPR.

2.16. Alternative Solutions

Any Alternative Solutions to the acceptable solutions of the BC Building Code must be proposed in writing and submitted with the building permit application.

2.17. Revisions

Revisions must be submitted to the City to document changes made to the approved building permit drawings. The CP must review all drawings and supporting documentation to confirm that the revisions comply with Part 3 of the BC Building Code. Changes to other parts of the code must still be documented and submitted through the CP. It is the responsibility of the CP to collect the drawings and supporting documents and amalgamate them into a complete building permit revision package to be submitted to the City. Refer to the City of Nanaimo's Building Permit Update Policy for guidance. <https://www.nanaimo.ca/docs/property-development/buildingpermits/buildingpermitupdatepolicy.pdf>

2.18. Trade Permits

Trade Permits are required for electrical and gas, although the City does not issue trade permits for electrical and gas. Permitting of electrical and gas are under the jurisdiction of Technical Safety BC. The CP confirms that these permits are in place prior to the contractor starting work, and that these permits are completed prior to recommending occupancy to the City.

2.19. Retaining Walls

Retaining walls are required to comply with the Zoning Bylaw No. 4500 and the development permit. A separate permit application is required for retaining walls that are more than 1.2m in height.

2.20. Liability Insurance

The CP must provide a copy of current professional liability Certificate of Insurance and must carry a minimum of \$1,000,000 per claim.

2.21. Building Inspections and Occupancy

Per the CP Manual, the CP is required to perform monthly site reviews and submit a monthly progress report to the Building Official. The Building Official may also make random site visits to review the status of the building relative to the CP's site review reports.

Prior to Final Occupancy, the CP is required to submit the Final Building Inspection Document Checklist along with all the applicable documents identified in one complete and comprehensive package (see Appendix). Once all required documents are confirmed, the CP will coordinate with the Building Official on a final walkthrough. The Certified Professional recommends Final Occupancy and/or issuance of Occupancy Permit, the City of Nanaimo authorizes occupancy of a building.

2.22. Final Design Drawings (Record Drawings)

Final design drawings are not required to be submitted to the City if the CP confirms that the accepted building permit drawings were complete, and the final design substantially complies with the original submitted building permit drawings. If the final design does not substantially comply with the building permit drawings, the CP shall not request a final walkthrough until revised drawings and a list of changes are submitted and accepted by the City. Revised drawings shall be submitted for each discipline in which the changes are applicable. All revised drawings must comply with the conditions of the approved development permit for the project.

3. APPENDIX

Certified Professional Program Forms:

- Schedule CP-1: Confirmation of Commitment by Owner and Certified Professional
- Schedule CP-2: Confirmation of Completion of Code Coordination
- Schedule CP-3: Confirmation of Tenant Improvement Compatibility
- Part 3 Commercial Application Checklist
- Development Permit Compliance Checklist
- Final Building Inspection Document Checklist