



City of
Burnaby

Building Division

Planning and Development Department

CITY OF BURNABY

CERTIFIED PROFESSIONAL SUPPLEMENT

May 2023

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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 processes in the City of Burnaby. To become a Certified Professional (CP), Registered Architects and Professional Engineers must successfully complete the Certified Professional Course and pass its examinations as administered by Engineers and Geoscientists British Columbia and Architectural Institute of British Columbia.

1.2. City of Burnaby Building Bylaw

In 2023, The City of Burnaby Council passed an amendment to the Building Bylaw to allow for an alternative plan and field review process using the Certified Professional Program.

CPs have an obligation to the City to monitor and ensure that projects are designed and built in accordance with the BC Building Code, the City of Burnaby Building Bylaw, City of Burnaby Zoning Bylaw, and other applicable enactments. **In accordance with the City of Burnaby Building Bylaw, a CP may be suspended from practicing in the City of Burnaby for not meeting City requirements. Refer to Burnaby Building Bylaw.**

Note: the City will perform random audits of CP applications to verify completeness and accuracy.

1.3. Certified Professional Program

The Certified Professional Program in Burnaby will follow the requirements outlined in the Guide to the Certified Professional Program published jointly by the Architectural Institute of British Columbia and Engineers and Geoscientists of British Columbia. Refer to the resources in the link below:

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



2. City of Burnaby Certified Professional Program Requirements

2.1. General

This section outlines specific requirements and provides necessary information for CPs to practice in Burnaby.

2.2. Application of the CP Program

The CP Program may be applied on a voluntary basis 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 (ie. BCBC Parts 1 & 3). **The CP program is not to be used for renovations or tenant improvements except prior to occupancy of the shell building which is being constructed under the CP Program.**

2.3. Building General Information

The City of Burnaby's "General Building Information" webpage contains a lot of 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 Burnaby.

<https://www.burnaby.ca/services-and-payments/construction-and-renovation/general-building-information>

2.4. Building Permit Application

The CP must submit the building permit application and all supporting documents. The submission requirements are as outlined in the New Commercial, Multi-residential, Industrial Buildings Application Form found on the City's webpage.

Note that a set of code compliance drawings is required in addition to a detailed code analysis report outlining all of the building code concepts and alternative solutions. The applicable BC Building Code Compliance Checklist is also required to be completed.

Once the permit package is complete and ready for submission, the CP can schedule a meeting with the Building Department 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 that are signed and sealed by professional engineers must show the Permit to Practice Number. Refer to the Bulletin on the City's webpage. Permit to Practice numbers are not required from architects.



2.6. Civic Address

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

2.7. Rezoning and Preliminary Plan Approval

The building permit application will not be taken in until after the third reading for rezoning.

The building permit will not be issued before the Preliminary Plan Approval is complete.

Note that for each permit, the architect and CP are required to submit a Preliminary Plan Approval compliance letter. See Appendix.

2.8. Building Permit Fees

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

For an estimate of the permit fees, refer to the Burnaby Consolidated Fees and Charges Bylaw.

2.9. Building Envelope Professional

For residential buildings, the design and field review of the building envelope of a building shall be conducted by a building envelope professional in compliance with the responsibilities for Enhanced Building Envelope Services, as established by the Architectural Institute of BC and the Association of Professional Engineers and Geoscientists of BC. Schedules E-1 and E-2 shall be provided for respective building and occupancy permits. These schedules are available in the Burnaby Building Bylaw.

2.10. Staged Building Permits

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

CP shall coordinate with the Manager of Plan Checking and the various departments (engineering, electrical, plumbing etc) to determine what information will be required for a staged permit.



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2.11. Engineering Development Review Process

The City's Engineering Department has assigned project managers to improve customer service and streamline the review process for developments requiring rezoning. Project managers will coordinate the engineering requirements at the various stages of development. We recommend that you address engineering requirements as soon as possible so that the building permit issuance is not delayed. Please see the following webpage:

<https://www.burnaby.ca/services-and-payments/construction-and-renovation/engineering-development-review-process>

2.12. Tenant or Landlord Improvements

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

Refer also to the Information Guide "Tenant Improvement Permits prior to Base Building Occupancy" on the City Webpage.

2.13. Departmental Reviews

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

2.14. Designated Structural Engineer

New Part 3 buildings are required to have a Designated Structural Engineer (Struct. Eng.) to act as the Structural Engineer of Record responsible for design work and field reviews of the primary structural system. Refer to the information bulletin on the City's webpage.

2.15. Burnaby Fire Department Requirements

Please refer to the Appendix for information regarding Fire Department requirements for new construction.

2.16. Energy Step Code Requirements

The City has adopted the BC Energy Step Code. Some new buildings are required to meet the Step Code Provisions. Refer to information bulletins on the City webpage.

2.17. Electric Vehicle Charging Bylaw

All parking spaces for new dwelling units, excluding visitor parking spaces, shall be provided with an energized outlet capable of providing Level 2 charging for an electric vehicle. Refer to information bulletin on the City webpage.



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2.18. Electrical Rooms with High Voltage Equipment

Refer to the bulletin on the City webpage for requirements related to high voltage electrical rooms.

2.19. Emergency Radio Building Amplification System

New buildings and additions for “applicable buildings” are required to demonstrate compliance with the City’s Emergency Radio Building Amplification Bylaw. Refer to bulletin on the City webpage and the Appendix for Fire Department requirements.

2.20. Special Mechanical Systems

Mechanically related fire emergency systems (such as commercial kitchen exhaust systems, dust collectors, paint spray booths) and fire suppression system drawings are required to be submitted to the building department for review and circulation to the Fire Department.

2.21. Alternative Solutions

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

2.22. Revisions to Permits

Revisions must be submitted to reflect changes made to the approved building permit drawings. The CP must review all revision drawings and supporting documents to determine that the revisions substantially comply with the BC Building Code. All related drawings and documents submitted are required to bear the stamp of the CP. It is the responsibility of the CP to collect the drawings and supporting documents and amalgamate them into a complete building permit revision package to be submitted to the City.

2.23. Trade Permits

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

2.24. Fire Sprinkler Permits

A Fire Sprinkler Permit is required prior to the commencement of sprinkler work. The CP shall confirm with the contractor that the fire sprinkler permit is obtained prior to the applicable trade commencing work.

2.25. Sign Permits

A separate permit application is required for signs. Signs are required to meet the Sign Bylaw and Development Permit. Refer to bulletin on the City webpage.



2.26. Liability Insurance

The CP must provide a copy of their liability insurance and must carry a minimum \$2,000,000. Submit the “Certificate of Insurance Standard form Certified Professional Projects”. Refer to the Appendix.

2.27. BC Housing – Residential Projects

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

2.28. Building Inspections and Occupancy

The CP is required, at least once every 30 days from the date of issuance of a building permit to perform site reviews and submit a written progress report to the Building Inspector. Refer to the Appendix.

Prior to construction the CP will establish with the AHJ a protocol of anticipated joint field reviews leading up to the demonstration of the fire and life safety systems (trip test).

Prior to final occupancy, the CP is required to submit the Final Building Inspection Document List. Refer to the City Webpage. Once all required documents are confirmed the CP will coordinate with the Building Inspector for a final trip test.

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

2.29. Final Design Drawings (Record Drawing)

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

If the final design does not substantially comply with the accepted building permit drawings, the CP shall not request a final inspection until revised drawings and a list of changes are submitted and accepted by the 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 permits for the project.

3. Appendix

Certified Professional Program Forms:

- ❖ Confirmation of Commitment by Owner and Certified Professional (Schedule CP-1)
- ❖ Confirmation of Completion of Code Coordination (Schedule CP-2)
- ❖ Confirmation of Tenant Improvement Compatibility (Schedule CP-3)
- ❖ BC Building Code Compliance Checklist
- ❖ Certificate of Insurance Standard Form
- ❖ Preliminary Plan Approval Compliance Letter
- ❖ Monthly Progress Report
- ❖ Fire Department Requirements