

# Construction Approval Process for the Evergreen Line Rapid Transit Project Locke & Locke Inc.

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September 6, 2011

Revision A

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## List of Acronyms

AHJ	Authority Having Jurisdiction
AIBC	Architectural Institute of British Columbia
APEGBC	Association of Professional Engineers and Geoscientists of British Columbia
ATPC	Authorization to Proceed with Construction
BCBC	British Columbia Building Code
BCRA	Building Code Review Agent
CAP	Construction Approval Process
CRP	Coordinating Registered Professional
ELRT	Evergreen Line Rapid Transit
OAC	Occupancy Approval Certificate
NFPA	National Fire Protection Association
RFAE	Request for Amendment/Exemption
RPR	Registered Professional of Record
SRP	Supporting Registered Professional
TLBCC	TransLink Building Code Criteria

## 1.0 Introduction

The Construction Approval Process (CAP) has been prepared by the Evergreen Line Rapid Transit (ELRT) Project to allow for the administration of the TransLink Building Code Criteria (TLBCC) as amended for the ELRT Project. The CAP is one of three Design and Construction Certification Procedures applicable to the Design and the Construction of the Evergreen Line, as set out in Part 3 [Certification and Completion] of Schedule 4.

The purpose of the TLBCC is to supplement existing building codes which do not address guideways, stations, or other transit related fixed facilities as occupancies. The TLBCC explains the approach to incorporating into the Design and Construction of the Evergreen Line the requirements and intent of the British Columbia Building Code (BCBC) and, as appropriate, those parts of NFPA 130 – 2010 Standard for Fixed Guideway Transit and Passenger Rail Systems.

The purpose of the CAP is to describe the procedures for obtaining approvals for authorization to proceed with the Construction of and for the occupancy of the Fixed Facilities. The CAP stands in the place of conventional building and occupancy permit processes with respect to the Fixed Facilities.

## 2.0 Construction Approval Process (CAP)

The TLBCC has been prepared by TransLink, and amended for the ELRT Project, to explain the approach to incorporating the requirements of the BCBC, NFPA 130 and other applicable standards into the Design and Construction of the Fixed Facilities.

In simple terms, the CAP outlines the requirements process for the issuance of the following in respect of each Fixed Facility:

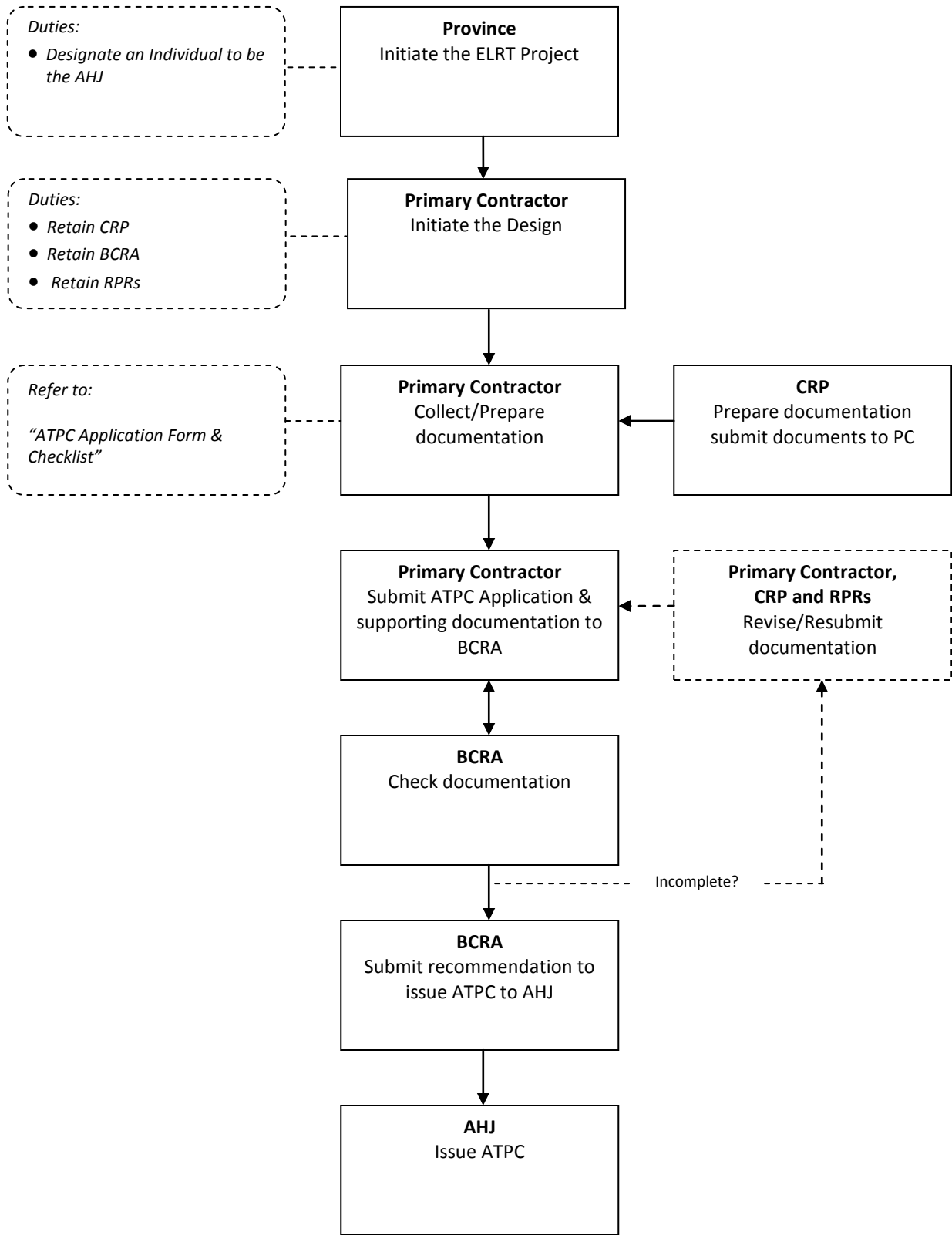
- (a) an Authorization to Proceed with Construction (ATPC) – the equivalent of a building permit, and
- (b) an Occupancy Approval Certificate (OAC) – the equivalent of an occupancy permit.

Codes referenced by the TLBCC allow for the development of alternative solutions. In other words, the use of methods, materials, systems or devices that are equivalent or superior to the requirements of a code with respect to fire protection and life safety are permitted, provided that sufficient data is submitted to the Authority Having Jurisdiction (AHJ) to demonstrate such equivalence. In the context of the CAP, a “Request for Amendment/Exemption” form (RFAE) shall be prepared and submitted in accordance with the Request for Code Amendment/Exemption Procedure at Section 5.0 of this Appendix E.

The following charts provide a step-by-step outline of the CAP, subdivided into three primary stages:

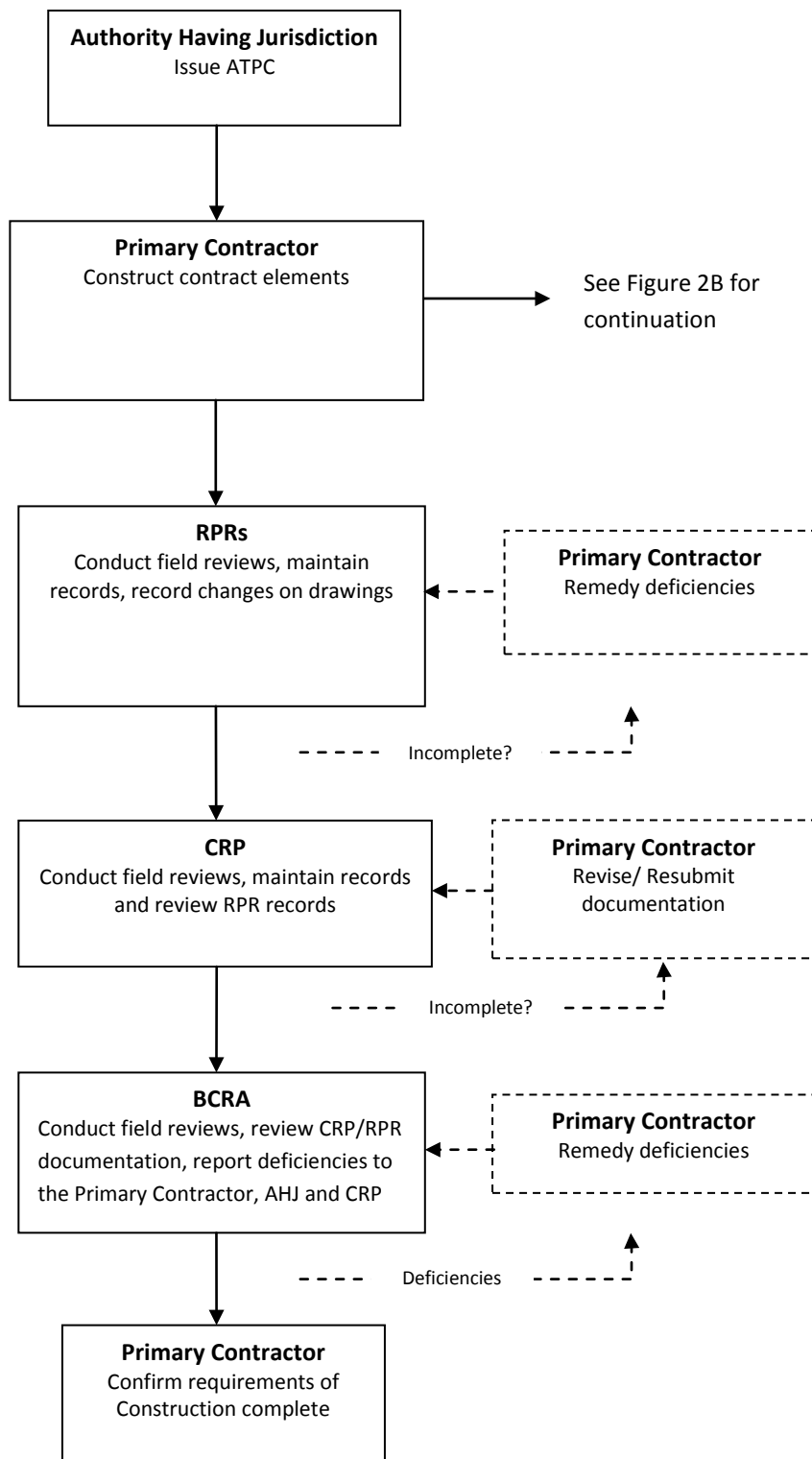
- Figure 1 - Application for Authorization to Proceed With Construction (ATPC),
- Figures 2a & 2b - Construction Review, and
- Figure 3 - Application for Occupancy Approval Certificate (OAC).

**Figure 1 - Application for Authorization to Proceed with Construction (ATPC)**



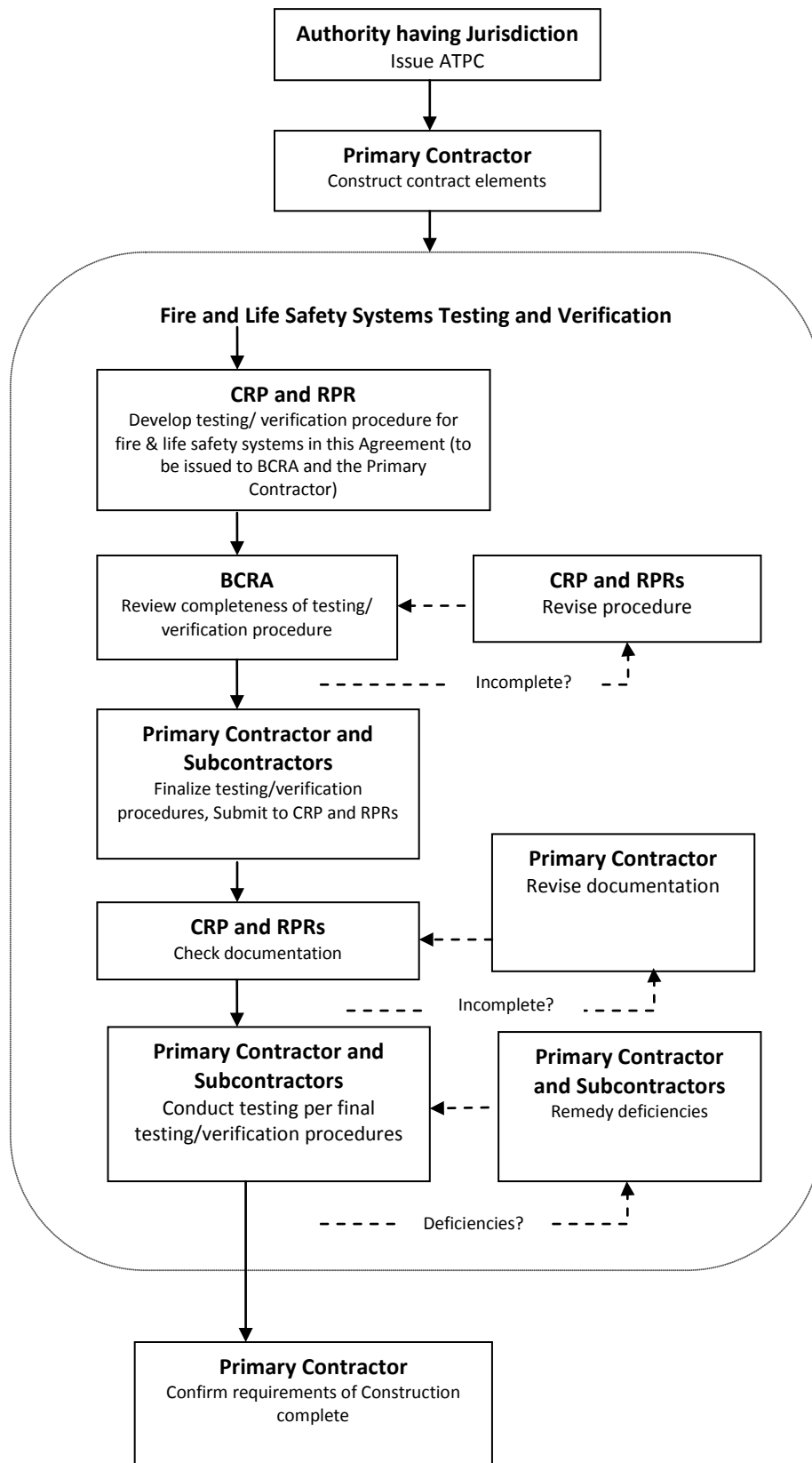
See Figure 2 "Construction Reviews" Flow Chart

**Figure 2a - Construction Reviews**



See Figure 3 “Application for Occupancy Approval Certificate” Flow chart

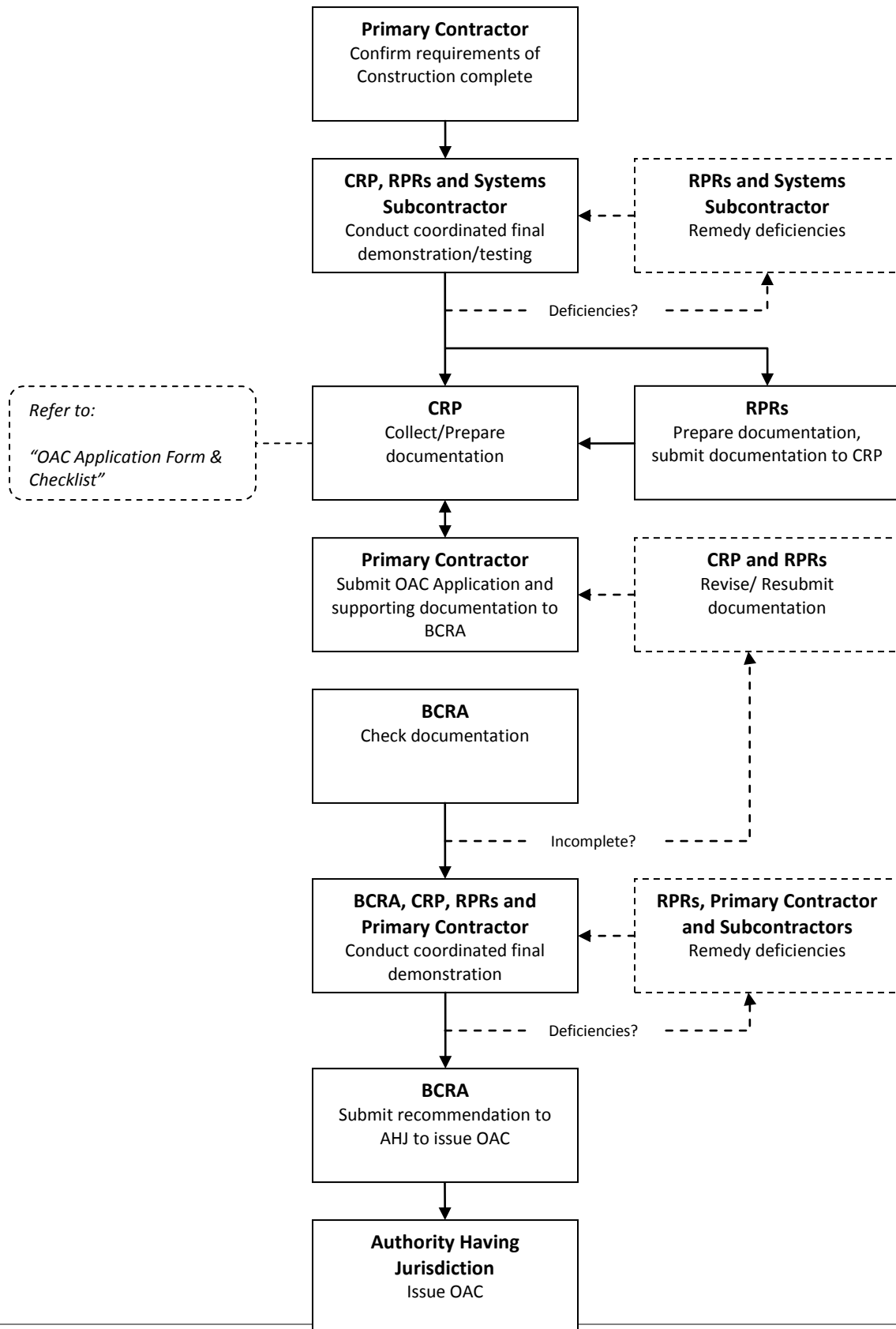
Figure 2b - Construction Reviews



See Figure 3 "Application for Occupancy Approval Certificate" Flow chart



**Figure 3 - Application for Occupancy Approval Certificate (OAC)**



### 3.0 Roles and Responsibilities of CAP Positions

The implementation of the CAP requires that the following positions be filled:

- Authority Having Jurisdiction (AHJ),
- Primary Contractor,
- Building Code Review Agent (BCRA),
- Coordinating Registered Professional (CRP), and
- Registered Professionals of Record (RPR).

The respective roles and responsibilities of each of these positions are set out in Sections 3.1 through 3.5 below.

#### 3.1 Authority Having Jurisdiction

**Role and Responsibilities:**

The AHJ is responsible for enforcing the requirements of the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC. The Province shall retain an individual to act as the AHJ for the ELRT Project.

**Duties:**

The AHJ shall issue:

- an Authorization to Proceed with Construction (ATPC); or
- an Occupancy Approval Certificate (OAC),

when the BCRA has made a recommendation in writing to the AHJ that the ATPC or the OAC, as applicable, be issued.

#### 3.2 Primary Contractor

**Role and Responsibilities:**

Without limiting the Primary Contractor's obligations under this Agreement, the Primary Contractor shall:

1. retain a Building Code Review Agent (BCRA) to review the Design documents and to conduct field reviews to provide an audit of the Construction and confirm compliance

- of the Fixed Facilities with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC;
2. prior to initiation of the Design and Construction of the ELRT Project, retain a Coordinating Registered Professional (CRP) to coordinate the Design, including the field reviews of other registered professionals required for the ELRT Project;
  3. with the CRP, complete a *Schedule A – Confirmation of Commitment by Owner and Coordinating Registered Professional*, confirming the appointment of the CRP. Notwithstanding Section 2.20(b) of this Agreement, the Province and BCTFA shall appoint the Primary Contractor as agent of the Province and BCTFA for the purpose of signing the said Schedule A on the behalf of the Province and BCTFA;
  4. retain a RPR for each discipline;
  5. prepare a project directory of registered professionals engaged to provide services with respect to the ELRT Project;
  6. when all appropriate documents for the application for an ATPC have been received from the CRP, combine them as a complete single package with the completed *Schedule A- Confirmation of Commitment by the Owner and Coordinating Registered Professional*, and submit the ATPC application package to the BCRA;
  7. keep the BCRA and the CRP both informed as to changes in the appointment of registered professionals working on the ELRT Project;
  8. coordinate the activities of the Subcontractors;
  9. ensure that the Construction conforms to the Design drawings;
  10. obtain all applicable Permits issued by the Province under the laws of the Province and, upon request by the Province's Representative, provide copies of such permits to the Province's Representative;
  11. coordinate the commissioning and functional testing of the fire and life safety systems by the Subcontractors;
  12. receive all of the applicable completion documents from the CRP required for the application for the OAC in respect of a completed facility. The Primary Contractor shall submit the OAC application documents to the BCRA; and
  13. with input from the CRP, compile a complete checklist of all required completion documentation required for submission in order for the Primary Contractor to obtain, in respect of a particular Fixed Facility:
    - (a) permission to begin construction (Appendix A: Authorization to Proceed With Construction), and
    - (b) acceptance of the completed construction (Appendix B: Occupancy Approval Certificate).

### 3.3 Building Code Review Agent (BCRA)

#### Role and Responsibilities:

##### The BCRA shall:

- be responsible for recommending to the AHJ the issuance of an ATPC following the BCRA's review of the Design documents for substantial compliance with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC; and
- conduct field reviews to provide an audit of the Construction and confirm compliance of the Fixed Facilities with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC.

#### Independent Third Party

Notwithstanding the BCRA's retainer by the Primary Contractor, the BCRA shall act as an independent third party, providing advice to both the AHJ and the Primary Contractor. The Primary Contractor's retainer of the BCRA shall include the following provisions:

- The BCRA shall be an independent consultant and shall not be, and shall not purport to be, a partner, joint venturer or agent of either of the Province or the Primary Contractor.
- All communications, instructions and representations issued or made by either the AHJ or the Primary Contractor to the BCRA shall be simultaneously copied to the other, and both the AHJ and the Primary Contractor shall be entitled to attend all inspections performed by or meetings involving the BCRA.
- The AHJ and the Primary Contractor shall provide the BCRA with any information the BCRA reasonably requires for the purpose of providing the services described in this Appendix E [Construction Approval Process] to Schedule 4.
- In performing the duties of the BCRA under this Appendix E, the BCRA shall:
  - act fully, impartially, honestly and independently;
  - act reasonably and to the highest professional standards and in accordance with all Laws; and
  - act in a timely manner, so as to enable the AHJ, the Primary Contractor, and the Subcontractors, as applicable, to exercise their respective rights and perform their respective obligations under this Agreement;
- The BCRA shall not be bound to comply with any opinions or representations made by the Primary Contractor, the CRP, the RPRs or any other Subcontractors in connection with any matter on which the BCRA is required to exercise its professional judgement.

- The BCRA shall contemporaneously provide copies to each of the Primary Contractor, AHJ and the CRP of all reports, communications, certificates and other documentation that it provides to either the Primary Contractor, the AHJ or the CRP.

**Duties:****The BCRA shall:**

1. ascertain the necessary and appropriate registered professionals are retained on the ELRT Project;
2. review the complete documentation packages submitted by the CRP in order to confirm that the Design of the Fixed Facilities substantially complies with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC. The BCRA shall notify the AHJ and the CRP of any deficiencies in the Design;
3. review and approve or reject, as appropriate, RFAE requests made pursuant to Section 5.0 of this Appendix E [Construction Approval Process] to Schedule 4;
4. when the BCRA is satisfied that the outstanding issues regarding the Design of a particular Fixed Facility have been sufficiently resolved so that construction activities with respect to the particular Fixed Facility may commence, submit to the AHJ the following in respect of that facility:
  - (a) the Schedules A - *Confirmation of Commitment by the Owner and Coordinating Registered Professional* and Schedule Bs - *Assurance of Professional Design and Commitment for Field Review*;
  - (b) the ATPC application; and
  - (c) the BCRA's recommendation with respect to the issuance of the ATPC by the AHJ;
5. conduct periodic field reviews to provide an audit of the Construction and confirm compliance of the Fixed Facilities with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC, and shall confirm that the CRP and the RPRs are conducting field reviews. The BCRA shall submit its field review comments to the AHJ, the CRP and the Primary Contractor;
6. conduct completeness review of the proposed testing verification procedure for the fire and life safety equipment and devices submitted by the CRP and the RPRs;
7. review the complete OAC documentation package submitted by the Primary Contractor at the completion of the Construction of a particular Fixed Facility in order to confirm that the completed facility substantially complies with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC. The BCRA shall notify the AHJ, the CRP and the Primary Contractor of any deficiencies;
8. conduct a final inspection of the completed Fixed Facilities;
9. witness the final coordinated functional testing of the fire and life safety systems and devices in respect of the completed Fixed Facilities; and
10. when all outstanding issues have been resolved with respect to a completed Fixed Facility, submit a recommendation to the AHJ to issue an OAC in respect of the

completed Fixed Facility upon receipt of the following completed documentation from the Primary Contractor:

- (a) Schedule C-A - *Assurance of Coordination of Professional Field Review*- and Schedule C-Bs - *Assurance of Professional Field Review and Compliance* for each discipline; and
- (b) any supplementary information required as determined by the BCRA.

### 3.4 Coordinating Registered Professional (CRP)

#### Role and Responsibilities:

The CRP shall:

- be retained by the Primary Contractor to coordinate the Design of the Fixed Facilities, including the field reviews of other registered professionals required for the ELRT Project, in order to ascertain that the Design and Construction of the Fixed Facilities will substantially comply with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC; and
- function as the project administrator as far as assurance of code compliance is concerned.

#### Duties:

The CRP shall:

1. coordinate all activities relating to the Design of the Fixed Facilities, including the field reviews;
2. keep the BCRA and the Primary Contractor advised on all code compliance issues;
3. prior to initiation of the Design and Construction of the ELRT Project, together with the Primary Contractor, ascertain that the necessary and appropriate registered professionals are retained on the ELRT Project;
4. review RFAE requests in accordance with Section 5.0 of this Appendix E and provide the BCRA with recommendations regarding approval or rejection of any such requests;
5. prior to the submission of the application for an ATPC in respect of a particular Fixed Facility, collect and review all *Schedule Bs – Assurance of Professional Design and Commitment for Field Review* and any other design reports relating to that facility. If an RPR has crossed out any item on their *Schedule B*, determine from the RPR who will be responsible for the Design and the field review of that item;
6. maintain written records of field reviews and any corrective action taken as a result of those field reviews;
7. with the RPRs, develop the proposed testing verification procedure for fire and life safety equipment and devices and coordinate the functional testing of any fire and life safety systems and devices;
8. at the conclusion of the Construction of a Fixed Facility, complete a *Schedule C-A – Assurance of Coordination of Professional Field Review*, confirming that the CRP has:

- (a) coordinated the necessary field reviews of the registered professionals engaged with respect to that Fixed Facility and that those reviews have been completed, and
  - (b) coordinated the functional testing of the fire emergency systems and devices with respect to that Fixed Facility to ascertain that they substantially comply with the requirements of the Building Code; and
9. collect all applicable *Schedule C-Bs Assurance of Professional Field Review and Compliance* relating to a completed Fixed Facility, combine them as a complete single package with the completed *Schedule C-A - Assurance of Coordination of Professional Field Review*, and submit the package to the Primary Contractor.

### 3.5 Registered Professional of Record (RPR)

#### Role and Responsibilities:

An RPR is retained by the Primary Contractor for each discipline. The RPR is responsible for providing confirmation in respect of the RPR's discipline that the Design intent has been realized in the Construction of the applicable Fixed Facility and that each completed Fixed Facility is in substantial conformance with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC.

#### Duties:

The RPR shall:

1. provide Design, field review and assurances in respect of the RPR's discipline;
2. prior to the start of the Construction of a Fixed Facility, complete a *Schedule B- Assurance of Professional Design and Commitment for Field Review* confirming, for the discipline which the RPR is responsible, that
  - a. the Design substantially conforms to the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC, including the coordination of the fire and life safety systems,
  - b. the RPR undertakes to be responsible for field reviews during the Construction of the applicable Fixed Facility,
  - c. field review reports shall be submitted to the Primary Contractor, and
  - d. in the event that the RPR has crossed out any item on his or her *Schedule B*, the RPR shall advise the CRP of the deletion and shall identify to the CRP the alternate RPR or SRP who shall be responsible for the Design, including field review, of the deleted item, if appropriate;
3. where the detailed Design of specific components of the discipline for which the RPR is responsible is undertaken by a Supporting Registered Professional (SRP):
  - a. review the shop drawing for the applicable component to ensure that the Design substantially complies with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC, and is compatible with the remainder of the Design. At

- the discretion of the RPR, the SRP may be required to sign Schedules S-B and S-C as prepared by the AIBC and APEGBC; and
- b. ensure that appropriate field reviews of the applicable component are carried out by the SRP to confirm substantial compliance of the component with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC;
4. together with the CRP, develop the proposed testing verification procedure for fire and life safety equipment and devices;
  5. witness the demonstration testing of the fire and life safety systems to confirm their proper integrated operation and substantial compliance with the BCBC and NFPA 130, both as appropriate and as amended by the TLBCC; and
  6. submit the completed *Schedule C-B Assurance of Professional Field Review and Compliance* to the CRP in respect of the completed Fixed Facility.



## 4.0 Documentation

The Schedules contained in Form C [Schedules] to this Appendix E, which are adapted from the BCBC 2006 (including the revisions introduced by Ministerial Order M-214), are similar to those used in the conventional building and occupancy permit processes. The documents contained in Form C [Schedules] to this Appendix E have been modified to meet the requirements of the CAP described in this Appendix E.

## 5.0 Request for Amendment/Exemption Procedure

It is anticipated that, during the course of the ELRT Project, the Primary Contractor may request additions, revisions or exemptions from the BCBC, NFPA 130 or the TLBCC relative to their respective contractual responsibilities with respect to fire and life safety design requirements to the ELRT Project. These requests will be handled through the establishment of a Request for Amendment/Exemption (RFAE) procedure that controls and tracks requests and ensures adequate interdisciplinary coordination is present. The objective of the RFAE procedure, once established, is to resolve technical issues through review and determination of the request by the BCRA or the CRP, as appropriate. The CRP will deliver an appropriate response to the Primary Contractor after consultation with or a determination by the Building Code Review Agent (BCRA) regarding the RFAE.

It is the responsibility of the party seeking the addition, revision or exemption from a requirement of the TLBCC (the "Originator") to complete Part 1 of the RFAE form in the form attached as Form D to this Appendix E and to forward the RFAE form to the CRP for review and response or, where the CRP determines appropriate, referral to the BCRA for acceptance or rejection. The RFAE form attached as Form D to this Appendix E is designed to accommodate only one addition, revision or exemption, unless multiple requests relate to the same provision of the BCBC, NFPA 130 or the TLBCC, in which case they may be combined on one form for expedited response and close out. The Originator shall include the following on the RFAE form:

- Originator (Name);
- Company/Organization;
- Date;
- Originator Reference Number;
- Identification of the type of requested addition, amendment or exemption and the affected provision of the BCBC, NFPA130 or the TLBCC; and
- Description of the existing requirement, the proposed amendment/exemption with any pertinent background information if applicable.

The CRP shall, on receipt of the RFAE, review the requested addition(s), revision(s) or exemption(s) and applicable code provision and determine if further review is warranted or whether a simple verbal or e-mail clarification or response is sufficient. If the CRP determines that further review is required, the CRP shall forward the RFAE to the BCRA with a recommendation for acceptance or rejection and supporting rationale. After review of the RFAE, the BCRA shall approve or reject the RFAE and shall return the approved or rejected RFAE to the Primary Contractor, the AHJ and the CRP.

Upon receipt of the BCRA's determination on the RFAE, the CRP shall forward the approved or rejected RFAE to the Originator and all other affected parties.

The CRP shall create a database to adequately track and maintain RFAE documentation for records management. During the RFAE review procedure, the RFAE form is to be produced and distributed in Microsoft Word format. Once the BCRA has formally approved or rejected the RFAE, the BCRA shall convert the RFAE to PDF format for distribution of the response.

## FORM A – Authorization to Proceed with Construction (ATPC)

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Phase of Work: \_\_\_\_\_

Signature (CRP): \_\_\_\_\_

Signature Name (please print)

Parties Responsible (see Project Directory for more detail)		
AHJ	Authority Having Jurisdiction	[Insert Name]
BCRA	Building Code Review Agent	[Insert Name]
CRP	Coordinating Registered Professional	[Insert Name]
Project Team:		
ARCH	Architect	[Insert Name]
STRUC	Structural Engineer	[Insert Name]
MECH	Mechanical Engineer	[Insert Name]
ELEC	Electrical Engineer	[Insert Name]
GEO	Geotechnical Engineer	[Insert Name]
CIVIL	Civil Engineer	[Insert Name]
LAND	Landscape Architect	[Insert Name]
CONTR	General Contractor	[Insert Name]
CODE	Code Consultant	[Insert Name]

### **For use by BCRA only:**

Recommendation to AHJ: Issue ATPC  Issue Partial ATPC  Reject Application

**Phase of Work Approved:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

Signature (BCRA): \_\_\_\_\_

Signature Name (please print)

Date: \_\_\_\_\_

### **For use by AHJ only:**

Authorization: ATPC Granted  Partial ATPC Granted  Application Rejected

**Phase of Work Approved:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

Signature (AHJ): \_\_\_\_\_

Signature Name (please print)

Date: \_\_\_\_\_

## FORM B – Occupancy Approval Certificate (OAC)

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Phase of Work: \_\_\_\_\_

Signature (CRP): \_\_\_\_\_

Signature

Name (please print)

Parties Responsible (see Project Directory for more detail)		
AHJ	Authority Having Jurisdiction	[Insert Name]
BCRA	Building Code Review Agent	[Insert Name]
CRP	Coordinating Registered Professional	[Insert Name]
Project Team:		
ARCH	Architect	[Insert Name]
STRUC	Structural Engineer	[Insert Name]
MECH	Mechanical Engineer	[Insert Name]
ELEC	Electrical Engineer	[Insert Name]
GEO	Geotechnical Engineer	[Insert Name]
CIVIL	Civil Engineer	[Insert Name]
LAND	Landscape Architect	[Insert Name]
CONTR	General Contractor	[Insert Name]
CODE	Code Consultant	[Insert Name]

### **For use by BCRA only:**

Recommendation to AHJ:                      **Issue OAC**                       **Issue Partial OAC**                       **Reject Application**

**Phase of Work Approved:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

Signature (BCRA): \_\_\_\_\_

Signature

Name (please print)

Date: \_\_\_\_\_

### **For use by AHJ only:**

Authorization:                                      **OAC Granted**                                       **Partial OAC Granted**                                       **Application Rejected**

**Phase of Work Approved:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

Signature (AHJ): \_\_\_\_\_

Signature

Name (please print)

Date: \_\_\_\_\_

## FORM C – Schedules

### Schedule A

Forming Part of Sentence 2.2.7.2 (1), Div. C of the  
British Columbia Building Code

## CONFIRMATION OF COMMITMENT BY OWNER AND COORDINATING REGISTERED PROFESSIONAL

- Notes:
- (i) This letter must be submitted before issuance of an Authorization to Proceed with Construction.
  - (ii) This letter has been adapted from the BC Building Code Schedule A endorsed by: Architectural Institute of B.C., Associations of Professional Engineers and Geoscientists of B.C., Building Officials' Association of B.C., and Union of B.C. Municipalities
  - (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

Re: Design and *Field Review* of Construction  
by a *Coordinating Registered Professional*

To: the Building Code Review Agent

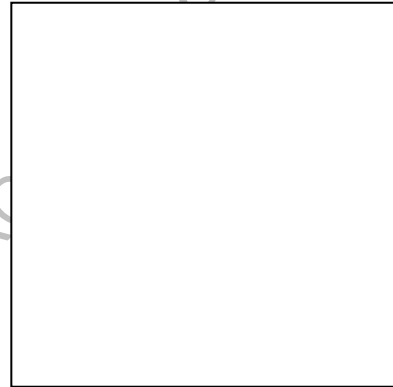
\_\_\_\_\_  
Name of Building Code Review Agent (Print)

\_\_\_\_\_  
Address of Building Code Review Agent (Print)

Re:

\_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_  
Address of Project (Print)



\_\_\_\_\_  
Date

The undersigned has retained \_\_\_\_\_ as a *coordinating registered professional* to coordinate the design work and *field reviews* of the *registered professionals of record* require<sup>1</sup> for this project. The *coordinating registered professional* shall coordinate the design work and *field reviews* of the *registered professionals of record* required for the project in order to ascertain that the design will substantially comply with the B.C. Building Code and other applicable enactments respecting safety and that the construction of the project will substantially comply with the B.C. Building Code and other applicable enactments respecting safety, not including the construction safety aspects.

“field reviews” are defined in the British Columbia Building Code to mean those reviews of the work

- (a) at a project site of a development to which an authorization to proceed with construction relates, and
- (b) where applicable, at fabrication locations where building components are fabricated for use at the project site

that a *registered professional of record* in his or her professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the *registered professional of record* for which the authorization to proceed with construction is issued.

The owner and the *coordinating registered professional* have read Subsection 2.2.7, Division C of the British Columbia Building Code. The owner and the *coordinating registered professional* each acknowledge their responsibility to notify the addressee of this letter of the date the *coordinating registered professional* ceases to be retained by the owner before the date the *coordinating registered professional* ceases to be retained or, if that is not possible, then as soon as possible. The *coordinating registered professional* acknowledges the responsibility to notify the addressee of this letter of the date a *registered professional of record* ceases to be retained before the date the *registered professional of record* ceases to be retained or, if that is not possible, then as soon as possible.

<sup>1</sup>It is the responsibility of the *coordinating registered professional* to ascertain which *registered professionals of record* are required, and to initial each Schedule B.

The *owner* and the *coordinating registered professional* understand that where the *coordinating registered professional* or a *registered professional of record* ceases to be retained at any time during construction, work on the above project will cease until such time as

- (a) a new *coordinating registered professional* or *registered professional of record*, as the case may be, is retained, and
- (b) a new letter in the form set out in Schedule A or in the form set out in Schedules B, as the case may be, is filed with the *authority having jurisdiction*.

The undersigned *coordinating registered professional* certifies that he or she is a *registered professional* as defined in the British Columbia Building Code, and agrees to coordinate the design work and *field reviews* of the registered professional of record required for the project as outlined in the attached Schedules B including coordination and integration of functional testing of fire protection and life safety systems. (See A-2.2.7.3 in Appendix A.)

**Coordinating Registered Professional**

**Owner**

\_\_\_\_\_  
*Coordinating Registered Professional's Name (Print)*

\_\_\_\_\_  
*Owner's Name (Print)*

\_\_\_\_\_  
*Address (Print)*

\_\_\_\_\_  
*Address (Print)*

\_\_\_\_\_  
*Phone No.*

\_\_\_\_\_  
*Name of Agent or Signing Officer if applicable (Print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Owner's or Owner's appointed agent's Signature. (If owner is a corporation the signature of a signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.)*



\_\_\_\_\_  
*Date*

(If the coordinating registered professional is a member of a firm, complete the following.)

I am a member of the firm \_\_\_\_\_  
and I sign this letter on behalf of the firm. (Print name of firm)

This letter must be signed by the *owner* or the *owner's* appointed agent and by the *coordinating registered professional*. 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.

The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practice as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practice as a professional engineer under the Engineers and Geoscientists Act.

# Schedule B

Forming Part of Subsection 2.2.7, Div. C of the  
British Columbia Building Code

## ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

- Notes:
- (i) This letter must be submitted prior to the commencement of construction activities of the components identified below.  
A separate letter must be submitted by each *registered profession of record*.
  - (ii) This letter is adapted from the BC Building Code Schedule B endorsed by: Architectural Institute of B.C., Association of Professional Engineers and Geoscientists of B.C., Building Officials' Association of B.C., and Union of B.C. Municipalities.
  - (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: the Building Code Review Agent

\_\_\_\_\_  
Name of Building Code Review Agent (Print)

\_\_\_\_\_  
Address of Building Code Review Agent (Print)

Re: \_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_  
Address of Project (Print)

The undersigned hereby gives assurance that the design of the  
(Initial those of the items listed below that apply to this *registered  
professional of record*. All the disciplines will not necessarily be employed  
on every project.)

- \_\_\_\_\_ **ARCHITECTURAL**
- \_\_\_\_\_ **STRUCTURAL**
- \_\_\_\_\_ **MECHANICAL**
- \_\_\_\_\_ **PLUMBING**
- \_\_\_\_\_ **FIRE SUPPRESSION SYSTEMS**
- \_\_\_\_\_ **ELECTRICAL**
- \_\_\_\_\_ **GEOTECHNICAL — temporary**
- \_\_\_\_\_ **GEOTECHNICAL — permanent**

(Professional's Seal and Signature)

\_\_\_\_\_  
Date

components of the plans and supporting documents prepared by this *registered professional of record* in support of the application for the authorization to proceed with construction as outlined below substantially comply with the B.C. Building Code and other applicable enactments respecting safety except for construction safety aspects.

The undersigned hereby undertakes to be responsible for *field reviews* of the above referenced components during construction as indicated on the "SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS" below.

\_\_\_\_\_  
*CRP's Initials*

Schedule B — *Continued*

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Discipline

The undersigned also undertakes to notify the building code review agent in writing as soon as possible if the undersigned's contract for *field review* is terminated at any time during construction.

I certify that I am a *registered professional* as defined in the British Columbia Building Code.

\_\_\_\_\_  
*Registered Professional of Record's Name (Print)*

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
(Professional's Seal and Signature)

\_\_\_\_\_  
Date

*(If the Registered Professional of Record is a member of a firm, complete the following.)*

I am a member of the firm \_\_\_\_\_  
and I sign this letter on behalf of the firm. (Print name of firm)

Note: The above letter must be signed by a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

\_\_\_\_\_  
*CRP's Initials*



\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Discipline

## SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS

(Initial applicable discipline below and cross out and initial only those items not applicable to the project.)

### ARCHITECTURAL

- 1.1 Fire resisting assemblies
- 1.2 *Fire separations* and their continuity
- 1.3 *Closures*, including tightness and operation
- 1.4 Egress systems, including *access to exit* within *suites* and *floor areas*
- 1.5 Performance and physical safety features (guardrails, handrails, etc.)
- 1.6 Structural capacity of architectural components, including anchorage and seismic restraint
- 1.7 Sound Control
- 1.8 Landscaping, screening and site grading
- 1.9 Provisions for fire fighting access
- 1.10 Access requirements for *persons with disabilities*
- 1.11 Elevating devices
- 1.12 Functional testing of architecturally related fire emergency systems and devices
- 1.13 Development Permit and conditions therein
- 1.14 Interior signage, including acceptable materials, dimensions and locations
- 1.15 Review of all applicable shop drawings
- 1.16 Interior and exterior finishes
- 1.17 Dampproofing and/or waterproofing of walls and slabs below *grade*
- 1.18 Roofing and flashings
- 1.19 Wall cladding systems
- 1.20 Thermal insulation systems, including condensation control and cavity ventilation
- 1.21 Exterior glazing
- 1.22 Integration of building envelope components
- 1.23 Environmental separation requirements (Part 5)
- 1.24 Building envelope, Part 10/ASHRAE requirements



\_\_\_\_\_  
Date

### STRUCTURAL

- 2.1 Structural capacity of structural components of the *building*, including anchorage and seismic restraint
- 2.2 Structural aspects of *deep foundations*
- 2.3 Review of all applicable shop drawings
- 2.4 Structural aspects of unbonded post-tensioned concrete design and construction

### MECHANICAL

- 3.1 HVAC systems and devices, including high *building* requirements where applicable
- 3.2 *Fire dampers* at required *fire separations*
- 3.3 Continuity of *fire separations* at HVAC penetrations
- 3.4 Functional testing of mechanically related fire emergency systems and devices
- 3.5 Maintenance manuals for mechanical systems
- 3.6 Structural capacity of mechanical components, including anchorage and seismic restraint
- 3.7 Review of all applicable shop drawings
- 3.8 Mechanical systems, Part 10/ASHRAE requirements

\_\_\_\_\_  
*CRP's Initials*

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Discipline

**PLUMBING**

- 4.1 Roof *drainage systems*
- 4.2 Site and foundation *drainage systems*
- 4.3 *Plumbing systems* and devices
- 4.4 Continuity of *fire separations* at plumbing penetrations
- 4.5 Functional testing of plumbing related fire emergency systems and devices
- 4.6 Maintenance manuals for *plumbing systems*
- 4.7 Structural capacity of plumbing components, including anchorage and seismic restraint
- 4.8 Review of all applicable shop drawings
- 4.9 Plumbing systems, Part 10 requirements

**FIRE SUPPRESSION SYSTEMS**

- 5.1 Suppression system classification for type of *occupancy*
- 5.2 Design coverage, including concealed or special areas
- 5.3 Compatibility and location of electrical supervision, ancillary alarm and control devices
- 5.4 Evaluation of the capacity of city (municipal) water supply versus system demands and domestic demand, including pumping devices where necessary
- 5.5 Qualification of welder, quality of welds and material
- 5.6 Review of all applicable shop drawings
- 5.7 Acceptance testing for "Contractor's Material and Test Certificate" as per NFPA Standards
- 5.8 Maintenance program and manual for suppression systems
- 5.9 Structural capacity of sprinkler components, including anchorage and seismic restraint
- 5.10 For partial systems — confirm sprinklers are installed in all areas where required
- 5.11 Fire Department connections and hydrant locations
- 5.12 Fire hose standpipes
- 5.13 Freeze protection measures for fire suppression systems
- 5.14 Functional testing of fire suppression systems and devices

**ELECTRICAL**

- 6.1 Electrical systems and devices, including high building systems where applicable
- 6.2 Continuity of *fire separations* at electrical penetrations
- 6.3 Functional testing of electrical related fire emergency systems and devices
- 6.4 Electrical systems and devices maintenance manuals
- 6.5 Structural capacity of electrical components, including anchorage and seismic restraint
- 6.6 Clearances from *buildings* of all electrical utility equipment
- 6.7 Fire protection of wiring for emergency systems
- 6.8 Review of all applicable shop drawings
- 6.9 Electrical systems, Part 10/ASHRAE requirements

**GEOTECHNICAL — Temporary**

- 7.1 *Excavation*
- 7.2 Shoring
- 7.3 Underpinning
- 7.4 Temporary construction dewatering

**GEOTECHNICAL — Permanent**

- 8.1 Bearing capacity of the soil
- 8.2 Geotechnical aspects of deep *foundations*
- 8.3 Compaction of engineered fill
- 8.4 Structural considerations of soil, including slope stability and seismic loading
- 8.5 Backfill
- 8.6 Permanent dewatering
- 8.7 Permanent underpinning

(Professional's Seal and Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
*CRP's Initials*

# Schedule C-A

Forming Part of Subsection 2.2.7, Div. C of the  
British Columbia Building Code

## ASSURANCE OF COORDINATION OF PROFESSIONAL FIELD REVIEW

- Notes:
- (i) This letter must be submitted after completion of the project but before the Occupancy Approval Certificate is issued, or a final inspection is made, by the building code review agent.
  - (ii) This letter is adapted from the BC Building Code Schedule C-A endorsed by: Architectural Institute of B.C., Association of Professional Engineers and Geoscientists of B.C., Building Officials' Association of B.C., and Union of B.C. Municipalities.
  - (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: the Building Code Review Agent

\_\_\_\_\_  
Name of Building Code Review Agent (Print)

\_\_\_\_\_  
Address of Building Code Review Agent (Print)

Re: \_\_\_\_\_

\_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_  
Address of Project (Print)

\_\_\_\_\_  
Legal Description of Project (Print)

\_\_\_\_\_  
(Professional's Seal and Signature)

(The coordinating registered professional shall complete the following:)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Phone No.

I hereby give assurance that

- (a) I have fulfilled my obligations for coordination of *field review* of the *registered professionals* required for the project as outlined in Subsection 2.2.7, Division C of the British Columbia Building Code and in the previously submitted Schedule A, "CONFIRMATION OF COMMITMENT BY OWNER AND BY COORDINATING REGISTERED PROFESSIONAL,"
- (b) I have coordinated the functional testing of the fire protection and life safety systems to ascertain that they substantially comply in all material respects with
  - (i) the applicable requirements of the BC Building Code and other applicable enactments respecting safety, not including construction safety aspects, and
  - (ii) the plans and supporting documents submitted in support of the application for the authorization to proceed with construction,
- (c) I am a *registered professional* as defined in the British Columbia Building Code.

(If the *coordinating registered professional* is a member of a firm, complete the following.)

I am a member of the firm \_\_\_\_\_

and I sign this letter on behalf of the firm.

\_\_\_\_\_  
(Print name of firm)

Note: The above letter must be signed by a *coordinating registered professional*, who is also a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

## Schedule C-B

Forming Part of Subsection 2.2.7, Div. C of the  
British Columbia Building Code

### ASSURANCE OF PROFESSIONAL FIELD REVIEW AND COMPLIANCE

- Notes:
- (i) This letter must be submitted after completion of the project but prior to final inspection by the building code review agent. A separate letter must be submitted by each *registered professional of record*.
  - (ii) This letter is adapted from the BC Building Code Schedule C-B endorsed by: Architectural Institute of B.C., Association of Professional Engineers and Geoscientists of B.C., Building Officials' Association of B.C., and Union of B.C. Municipalities.
  - (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: the Building Code Review Agent

\_\_\_\_\_  
Name of Building Code Review Agent (Print)

\_\_\_\_\_  
Address of Building Code Review Agent (Print)

Re: \_\_\_\_\_

Discipline (e.g. Architectural, etc.) (Print)

\_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_  
Address of Project (Print)

\_\_\_\_\_  
(Professional's Seal and Signature)

(Each *registered professional of record* shall complete the following:)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Phone No.

I hereby give assurance that

- (a) I have fulfilled my obligations for *field review* as outlined in Subsection 2.2.7, Division C of the British Columbia Building Code and in the previously submitted Schedule B, "ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW," and
- (b) those components of the project opposite my initials in Schedule B substantially comply in all material respects with
  - (i) the applicable requirements of the B.C. Building Code and other applicable enactments respecting safety, not including construction safety aspects, and
  - (ii) the plans and supporting documents submitted in support of the application for the authorization to proceed with construction,
- (c) I am a *registered professional of record* as defined in the British Columbia Building Code.

(If the *registered professional of record* is a member of a firm, complete the following.)

I am a member of the firm \_\_\_\_\_

and I sign this letter on behalf of the firm.

(Print name of firm)

Note: The above letter must be signed by a *registered professional of record*, who is also a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.

\_\_\_\_\_  
CRP's Initials

## FORM D – Request for Amendment/Exemption Form

<b>Request For Code Amendment/Exemption (RFAE)</b>		
<b>PART 1 – To be completed by Originator</b>		
<b>Originator (Name):</b>	<b>Date:</b>	<b>Submitted to:</b> Code Consultant
<b>Organization:</b>	<b>Originator Reference No.</b>	
<b>Requested Amendment/Exemption:</b> <input type="checkbox"/> Add new code provision <input type="checkbox"/> Revise existing code provision <input type="checkbox"/> Request exemption from code provision	<b>Document affected:</b> <input type="checkbox"/> TransLink BCC <input type="checkbox"/> NFPA 130 2010 <input type="checkbox"/> 2007 City of Vancouver Building Bylaw <input type="checkbox"/> 2006 BC Building Code <input type="checkbox"/> Other _____	
<b>Existing Requirement:</b> What is the number of the code provision you are addressing? Describe the requirement.		
<b>Proposed Amendment/Exemption:</b> Describe the requested exemption, change or addition to the Code. What is the reason for the request?		
<b>Other Comments and/or Information:</b> (e.g., impact on other code requirements or design areas, attached supporting material such as drawings)		
<b>PART 2 – To be completed by Code Consultant</b>		
<b>Received By:</b>	<b>Date Received:</b>	
<b>Code reference number</b> (including code name and Clause number):	<b>RFAE Number:</b> -	
<input type="checkbox"/> Further review required <input type="checkbox"/> Further review not required <b>Comment:</b>	<b>Date Forwarded:</b>	
	<b>Forwarded To:</b> <input type="checkbox"/> Returned to Originator <input type="checkbox"/> BCRA	
<b>Recommendation:</b> <input type="checkbox"/> Accept <input type="checkbox"/> Reject		
<b>Rationale:</b> (Describe basis for recommendation) <input type="checkbox"/> Additional information attached (Part 4)		
<b>PART 3 – To be completed by Building Code Review Agent (BCRA)</b>		
<b>Received By:</b>	<b>Date Received:</b>	
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <b>Comment:</b>	<b>Date Forwarded:</b>	
	<b>Forwarded to:</b>	
<b>PART 4 – Additional Comments</b>		<b>RFAE Number:</b> -
<b>Prepared By:</b>	<b>Date:</b>	
<b>Rationale to Support Recommendations for Acceptance:</b>		