ABBOTSFORD CP

SUPPLEMENTAL MANUAL

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TABLE OF CONTENTS

1. INTRODUCTION:

1.1. General
1.2. City of Abbotsford Building Bylaw
1.3. Certified Professional Program

2. CITY OF ABBOTSFORD CP PROGRAM REQUIREMENTS

2.1 General
2.2 Building Permit Applications
2.3 Civic Address
2.4 Building Permit Fees
2.5 Other Regulatory Approvals
2.6 Cost of Construction
2.7 Intake Meetings
2.8 Staged Building Permits
2.9 Tenant and Landlord Improvements
2.10 Departmental Reviews
2.11 Special Mechanical Systems
2.12 Alternative Solutions
2.13 Post Issuance Revisions
2.14 Trade Permits
2.15 Plumbing Permits
2.16 Site Servicing Permits
2.17 Sign Permits
2.18 Development Permits
2.19 BC Housing – Residential Projects
2.20 Inspections and Occupancy
2.21 Final Design Drawings
2.22 Progressive Accountability

3. APPENDIX

Certified Professional Program Forms

1. INTRODUCTION

1.1 GENERAL

The Certified Professional (CP) Program is a recognized voluntary alternative to the City of Abbotsford's building permit plan review and field inspection processes. Under this program, the CP provides professional assurance to the City that they will take all necessary measures to ensure the project's design and construction substantially complies with applicable fire and life safety and accessibility requirements of the BC Building Code, the City of Abbotsford's Building Bylaw, and any relevant development permit conditions.

To be acknowledged as a CP, Registered Architects and Professional Engineers must successfully complete the CP Course and pass the required examinations administered by their respective professional associations.

This revised supplemental manual replaces the previously referenced manual in the City of Abbotsford Building Bylaw and serves as the current guide for CP participation and expectations.

1.2 ABBOTSFORD BUILDING BYLAW

The City of Abbotsford Building Bylaw allows for a supplemental plan and field review process using the CP Program.

CPs have an obligation to the City to ensure that projects are designed and built in accordance with the BC Building Code, Abbotsford Zoning Bylaw, Abbotsford Building Bylaw, and Abbotsford Development Bylaw. In accordance with the Abbotsford Building Bylaw, a CP may be disqualified from practicing in the City for not meeting City requirements or for ensuring Code compliance.

1.3 CERTIFIED PROFESSIONAL PROGRAM

The CP Program in Abbotsford follows the requirements outlined in the British Columbia Certified Professional Practice and Procedure Manual. Refer to the links below:

Guide to the Certified Professional Program

Certified Professional Program

Also available is:

List of Certified Professionals

2. CITY OF ABBOTSFORD CP PROGRAM REQUIREMENTS

2.1 GENERAL

This section outlines specific requirements and provides necessary information for CPs to practice in the City of Abbotsford.

2.2 BUILDING PERMIT APPLICATIONS

Use the CP Application Checklist to prepare Building Permit application. When package is complete and ready for submission, the CP must schedule an Application Intake Meeting with the Building Permits and Licences Division to go over the particulars of the project and the submission. See section 2.7 of this document.

For additional building permit requirements please refer to the following web page:

Building Permits | City of Abbotsford

2.3 CIVIC ADDRESS

Prior to making a building permit application, the CP must confirm with Development Planning 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.

2.4 BUILDING PERMIT FEES

A building permit application fee is required to be paid at the time of application. The final permit fee total will be calculated and forwarded after the final review has been completed. The application fee for CP applications is $750.

2.5 OTHER REGULATORY APPROVALS

CPs are responsible for identifying the requirements of other regulatory authorities, such as Fraser Health, BC Hydro, Fortis BC, the Agricultural Land Commission, the Ministry of Water, Land & Air Protection and the Ministry of Transportation & Transit. Necessary approvals or clearances from these authorities must be obtained and documented prior to the issuance of the building permit.

2.6 COST OF CONSTRUCTION

The CP must declare the *cost of construction* from the owner or owner's representative at the time of building permit application. The City will verify the declared value of construction with a third-party valuation source prior to building permit issuance. The higher of the values will be used to determine the building permit fees.

From the Abbotsford Building Bylaw:

> *Cost of Construction means the hard costs and soft costs of all completed construction or work related to a Building Permit, including, but not limited to, finishes, roofing, electrical, plumbing, drains, heating, air-conditioning, fire extinguishing systems, elevators, and any other equipment and materials, fees for design, testing, consulting, management, all contributed or assumed labour and materials, contractor's profit and overhead, insurance, and for site works and improvements, including all associated paving, landscaping and underground servicing, but excluding furniture, fixtures or equipment not included in a Building Permit, and it will be the greater of:*
>
> 1. *the value declared by the Applicant on the Building Permit application or*
> 2. *the value of Construction that would be authorized by a Building Permit, estimated by a third-party quantity surveyor or the Chief Building Official, utilizing independent third-party valuation sources of Construction costs; or a cumulative total of all contracts of Construction or the Building project.*

2.7 INTAKE MEETINGS

An intake meeting is required prior to each CP building permit submission. During this meeting, the CP and the Registered Architect are expected to present comprehensive overview of the project, guiding the Building Official through the proposal and highlighting any Alternative Solution(s) proposed. The Building Official will perform a cursory review of the submission package to confirm its completeness and if it meets the necessary requirements to move forward to formal BP application intake.

The CP is responsible for providing all required documentation and drawings, as outlined in the CP Building Permit Application Intake Checklist. Intake meetings are by appointment only and must be requested by the CP for scheduling via email: building-info@abbotsford.ca

2.8 STAGED BUILDING PERMITS

Staged building permits are considered under the CP Program. Stages could include Excavation and Shoring, Foundation with Parkade, or other appropriate divisions of work. The design for the proposed stage work must be 100% complete. The remainder of the building design does not need to be complete; however, the design must be complete enough for the registered professionals to demonstrate that the final design of the building will meet the BC Building Code.

2.9 TENANT AND LANDLORD IMPROVEMENTS

If a building has not yet been granted provisional or final occupancy by the City, any tenant or landlord work 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).

Note: prior to base building being granted occupancy, we require the registered professionals for the tenant or landlord improvement to be the same as the ones used for the base building. However, we will accept a sealed letter from the base building CRP stating that he/she has discussed the proposed improvements with the base building registered professionals and that it is acceptable for the work to be done by other consultants prior to the base building receiving occupancy.

2.10 DEPARTMENTAL REVIEWS

In addition to the Building Permit review, separate departmental reviews (eg. Development Planning, Engineering, Plumbing, Fire Rescue) occur during the building permit review process. The CP is the main point of contact with the City and is required to make sure that the consultants are providing the City departments with requested information and/or requirements.

2.11 SPECIAL MECHANICAL SYSTEMS

The CP is required to ensure that mechanically related fire emergency systems such as dust collectors, paint spray booths and commercial kitchen exhaust systems with fire suppression system drawings are included in the building permit application for review. The CP is responsible for facilitating all pertinent information between the City and the project's consultants.

2.12 ALTERNATIVE SOLUTIONS

Any Alternative Solutions to the requirements of the BC Building Code must be proposed in writing by a Registered Professional for review and acceptance by the City. Each Alternative Solution must include an Alternative Solution Information Sheet and be included as part of the building permit application submission package.

Note: The City of Abbotsford is not obligated to accept Alternative Solutions that do not demonstrate they meet the requirements of the BC Building Code. Alternative Solutions submitted to compensate for design errors or faulty construction will not be accepted.

2.13 POST ISSUANCE REVISIONS

After a building permit is issued, revisions must be submitted to reflect changes made to the approved building permit drawings. Revisions do not require a separate permit, revisions stay with the original building permit and are submitted through the City's on-line portal.

A revision to the Building Permit is required either per the Building Official's request, the CP's directives or if proposed changes affect items including but not limited to:

- Structural design,
- A change in the interior layout,
- Fire safety system or fire separation,
- Main entrance or public corridor,
- Exit to a public thoroughfare or to the exterior,
- Type of construction, location or openings of an exterior wall,
- Addition of usable floor space, either within or outside of the building envelope,
- Other designs that do not substantially comply with the accepted building permit drawings, and
- Changes to the Development Permit drawings

The CP must report to the City all deviations that change the exterior appearance or any item on the Development Compliance Checklist of the project relative to the Development Permit. Interpretation and rulings are made by Development Planning. Once provisional and final occupancy have been granted, revisions will not be accepted without an additional building permit application.

2.14 TRADE PERMITS

Trade permits are only required for plumbing and fire suppression work. The City does not issue trade permits for electrical or gas which are reviewed by Technical Safety BC. The CP must make sure these permits are in place prior to the contractor starting work.

All drawings submitted as part of a trade permit application must be sealed by the Registered Professional of Record responsible for the design. These drawings must also be reviewed by the Coordinating Registered Professional (CRP) for coordination purposes and then submitted by the CP, bearing the CP's stamp.

2.15 PLUMBING PERMITS

Prior to issuance of the plumbing permit, the CP is required to submit a fixture schedule (See Appendix).

2.16 SITE SERVICING PERMITS

In order to issue a site servicing permit, the CP shall submit the value of construction for on-site civil works not contained within a City right-of-way. The CP is required to submit a fixture schedule (See Appendix).

2.17 SIGN PERMITS

A separate permit application is required for signs. Signs are required to meet the Sign Bylaw and Development Permit.

2.18 DEVELOPMENT PERMITS

The building permit may be applied for prior to Development Permit being issued. This is normally permitted once the Development Permit reaches the "approval in principle" stage. However, the building permit may also be applied for prior to the "approval in principle" stage at the discretion of Development Planning and Building Permits and Licences Departments.

Note: The building permit cannot be issued prior to the Development Permit being issued.

The CP must confirm with the Architect of Record that there are no unauthorized deviations from the approved Development Permit Drawings and conditions. Development Planning staff must approve any proposed changes to the design.

2.19 BC HOUSING – RESIDENTIAL PROJECTS

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

2.20 INSPECTIONS AND OCCUPANCY

The CP is required to perform minimum monthly site reviews and submit a report to the Building Official using the Monthly Site Review Report Form.

The CP should invite the Building Official to site at appropriate times throughout construction so that the inspector is familiar with the project. The CP may also ask the Building Official to come to site if assistance is required.

The Building Official may also make random site visits to review the status of the building relative to the CP's site review reports.

When a project constructed under the CP Program is ready for provisional occupancy or final approval and occupancy, the following procedure shall be followed:

- All necessary documents and revision drawings (if design changes occur during construction) will be required to be submitted to the Building Official for review and acceptance before the group final inspection. Refer to the Documentation Required Prior to Occupancy Checklist for more details.

- The CP is required to contact the Building Official to set up a group final inspection. City staff will contact the Abbotsford Fire Rescue Services and the Plumbing Official to organize the group final inspection. The CP shall submit all required final approvals from other applicable regulatory authorities, such as Technical Safety BC, prior to requesting a Group Final Inspection.

- Any deficiencies observed during the group final inspection are required to be

forwarded, in writing, to the Building Official immediately after conclusion of the group final inspection. All deficiencies documented during the group final inspection must be corrected before making the request for any re inspection.

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

2.21 FINAL DESIGN DRAWINGS

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.

2.22 PROGRESSIVE ACCOUNTABILITY

Progressive accountability ensures that CPs and RPs are held to consistent and fair standards throughout the building permit process. This approach allows the City of Abbotsford to respond regularly to the nature and frequency of issues identified in submissions or on-site reviews. Minor concerns, such as isolated technical oversights or communication delays, are addressed directly at the staff level through discussions with the CP or RP.

If issues persist or are more serious—such as repeated errors, lack of responsiveness, or failures to meet code and permit requirements, they will be escalated to a manager, who will document the concerns, meet with the CP and project architect, and determine next steps. In cases involving significant deficiencies or serious breaches of professional responsibility, such as major life-safety issues or code violations, the matter may bypass lower stages and be referred directly to the registered professional's regulatory body (AIBC or EGBC). This progressive process allows for education and correction when appropriate, while ensuring accountability and upholding public safety with CP's professional regulating bodies.

3 APPENDIX

CERTIFIED PROFESSIONAL PROGRAM FORMS:

- CP Building Code Checklist
- 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)
- Confirmation of Tenant Improvement Code Coordination & Commitment for Site Review (Schedule CP-4)
- Confirmation of Completion Tenant Improvement Code Coordination & Commitment for Site Review (Schedule CP-4A)
- Monthly Site Review Report Form
- Documentation Prior to Occupancy Checklist