

## Abbotsford Certified Professional Manual

April 2020

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## 1. Introduction

### 1.1 General

The Certified Professional Program is recognized as a supplementary program to the plan review and field review building permit processes in the City of Abbotsford. To become a Certified Professional (CP), Registered Architects and Professional Engineers must successfully complete the CP Course as administered by EGBC and AIBC and pass its examinations.

### 1.2 City Building By-law

In 2020, Abbotsford City Council passed an amendment to the Building By-law to allow for a supplemental plan and field review process using the CP Program.

CPs have an obligation to the City to monitor that projects are designed and built in accordance with the BC Building Code, Abbotsford Zoning Bylaw, Abbotsford Building By-law, and Development Permit. **In accordance with the Abbotsford Building By-law, a CP may be disqualified from practicing in the City for not meeting City requirements.**

### 1.3 Certified Professional Program

The CP Program in Abbotsford will essentially follow the requirements outlined in the British Columbia Certified Professional Practice and Procedure Manual. Refer “resources” in the link below:

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

## 2. City of Abbotsford CP Program Requirements

### 2.1 General

In general, The CP Program in Abbotsford follows the procedures outlined in the British Columbia Certified Professional Practice and Procedure Manual. This section outlines specific requirements and provides necessary information for CPs to practice in Abbotsford.

### 2.2 Building Permit Application

The building permit application checklist is in the Appendix. Note that the building permit drawings must include 4 sets of code compliance drawings, a detailed building code compliance report (including alternative solutions), and the building code checklist.

Once the permit package is complete and ready for submission, the CP can schedule an Application Intake Meeting with the Building Permits and Licences Department to go over the particulars of the project and the submission.

For additional requirements please refer to the following web page:

[https://www.abbotsford.ca/business\\_and\\_development/building\\_permits](https://www.abbotsford.ca/business_and_development/building_permits)

### **2.3 Civic Address**

Prior to making a building permit application, the Certified Professional should 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 Cost of Construction**

The CP must obtain a value of construction from the owner or owner's representative to be declared 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 (see also Section 2.5).

From the Abbotsford Building By-law:

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.

## 2.5 Building Permit Fees

Preliminary building permit fees are 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.

For an estimate of the full permit fee, the Building Permit Fee Estimator may be used:

[https://www.abbotsford.ca/business\\_and\\_development/building\\_permits/building\\_permit\\_fee\\_estimator.htm](https://www.abbotsford.ca/business_and_development/building_permits/building_permit_fee_estimator.htm)

For most CP projects with a construction value greater than \$250,000, the preliminary building permit fee is 25% of the full permit fee up to a maximum of \$5000.

## 2.6 Staged Building Permits

Staged building permits can be issued for foundation to grade and then for the full building permit. The design for the proposed stage work must be 100% complete. The remainder of the building design does not need to be 100% 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.

**Note:** The Building Permits and Licences Department does not issue a separate staged building permit for excavation. However, the Engineering Department may issue a separate soil removal permit.

## 2.7 Tenant or Landlord Improvements

If a building has not yet been granted provisional or final occupancy by the City, any tenant or landlord work and permits requires involvement of the Certified Professional. 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.

## 2.8 Departmental Reviews

In addition to the Building Permit review, separate departmental reviews (eg. Development Planning, Engineering, Plumbing) 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.

## 2.9 Energy Step Code Requirements

The City has adopted the BC Energy Step Code City requirements. New buildings are required to meet the Step Code Provisions.

**Exception:** Step Code requirements are not required to be met for building permit applications if there was a Development Permit in-stream prior to September 1, 2019. Please refer to the following web page for more information:

[https://www.abbotsford.ca/business\\_and\\_development/building\\_permits/energy\\_step\\_code\\_program.htm](https://www.abbotsford.ca/business_and_development/building_permits/energy_step_code_program.htm)

## 2.10 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 and fire suppression system drawings have been submitted to the Building Permit and Licences Department for review and that all pertinent information is exchanged between the City and the consultant/designer.

## 2.11 Alternative Solutions

Any Alternative Solutions to the requirements of the British Columbia Building Code must be proposed in writing by a Registered Professional for review and acceptance by the City, preferably with the building permit application. For more information, refer to the following web page:

[https://www.abbotsford.ca/business\\_and\\_development/building\\_permits/alternative\\_solutions\\_FAQs.htm](https://www.abbotsford.ca/business_and_development/building_permits/alternative_solutions_FAQs.htm)

## 2.12 Revision Permits

Revisions must be submitted to reflect changes made to the approved building permit drawings. However, we do not require a separate permit application to be made for revisions. Revisions stay with the original building permit. Some examples of when a revision permit is required are as follows:

- A change in floor plan
- The structural design,
- Fire safety system or fire separation,
- Main entrance or public corridor on a floor,
- 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 design that does not substantially comply with the accepted building permit drawings, and
- Changes to the Development Permit drawings

## **2.13 Trade Permits**

Trade permits are only required for plumbing and sprinkler works. 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.

## **2.14 Sign Permits**

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

## **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 Development Permit**

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 principal” stage. However, the building permit may also be applied for prior to the “approval in principal” 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 confer with the Architect of Record that there are no unauthorized deviations from the approved Development Permit Drawings

and conditions. The Development Planning staff must approve any proposed changes to the design.

### **2.18 Liability Insurance**

Prior to issuance of the building permit the CP must provide a copy of their liability insurance and must carry a minimum \$1,000,000 per claim.

### **2.19 BC Housing – Residential Projects**

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

### **2.20 Building Inspections and Occupancy**

The CP is required to perform minimum monthly site reviews and submit a report to the City building inspector.

The CP should invite the City building inspector to site at various times throughout the project so that the inspector is familiar with the project. The CP may also ask the building inspector to come to site if assistance is required.

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

Early in the project the City building inspector will provide the CP with a binder containing documentation requirements for final occupancy. The CP is to collect all of the completed documents and put them in the binder. The CP will then call a document meeting with the building inspector prior to the coordinated final walkthrough. For more information, refer to the following web pages:

[https://www.abbotsford.ca/business\\_and\\_development/building\\_permits/building\\_inspection.htm](https://www.abbotsford.ca/business_and_development/building_permits/building_inspection.htm)

[https://www.abbotsford.ca/business\\_and\\_development/building\\_permits/documentation\\_meeting.htm](https://www.abbotsford.ca/business_and_development/building_permits/documentation_meeting.htm)

**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 (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.

## 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)
- Documentation Prior to Occupancy Checklist
- Certified Professional Program Checklist
- Certified Professional Program Application
- CP Building Code Checklist





## Certified Professional Program

### Confirmation of Commitment by *Owner* and "Certified Professional" Schedule CP1

*For jurisdictions regulated by the British Columbia Building Code*

- Notes:**
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of 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: Chief Building Official**

City of Abbotsford  
32315 South Fraser Way  
Abbotsford, BC V2T 1W7

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

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;
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* or 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 Div 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*.



## Certified Professional Program

"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*.

**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 (please print):

Owner's Name: _____	Name and title of Signing Officer, or Agent (if Applicable): _____
Address: _____	Tel: _____
City: _____	Email: _____
Postal Code: _____	Signature: _____

*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.)*



## Certified Professional Program

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### Schedule CP-1 Continued

**NOTE:** A "**Certified Professional**" means an Architect or Professional Engineer 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" (please print):**

Name:	_____	Name of Firm:	_____
Address:	_____	Tel:	_____
City:	_____	Email:	_____
Postal Code:	_____	Signature:	_____

**(Affix "Certified Professional's" stamp here)**

**(Affix "Certified Professional's" professional seal here)**



## Certified Professional Program

### Confirmation of Completion of Code Coordination Schedule CP-2

*For jurisdictions regulated by the British Columbia Building Code*

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of 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: Chief Building Official**  
City of Abbotsford  
32315 South Fraser Way  
Abbotsford, BC V2T 1W7

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

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 or Professional Engineer 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: _____	Tel: _____
City: _____	Email: _____
Postal Code: _____	Signature: _____

(Affix "Certified Professional's" stamp here)

(Affix "Certified Professional's" professional seal here)



## Certified Professional Program

### Confirmation of Tenant Improvement Compatibility Schedule CP-3

*For jurisdictions regulated by the British Columbia Building Code*

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of 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:** **Chief Building Official**  
City of Abbotsford  
32315 South Fraser Way  
Abbotsford, BC V2T 1W7

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

Project Address: \_\_\_\_\_ 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 or Professional Engineer 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: _____	Tel: _____
City: _____	Email: _____
Postal Code: _____	Signature: _____

(Affix "Certified Professional's" stamp here)

(Affix "Certified Professional's" professional seal here)



# Certified Professional Program

## Documentation Prior to Occupancy Checklist

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

**\*\*To ensure a successful meeting, review all documentation before the meeting to confirm that the documents are completed correctly, and include CRP initials where applicable\*\***

Documents may include:

<b>SCHEDULES</b>					
Required		Received	Required		Received
	C-A			C-B Fire Suppression Systems	
	C-B Architectural			C-B Electrical	
	C-B Structural			C-B Geotechnical – temporary	
	C-B Mechanical			C-B Geotechnical – permanent	
	C-B Civil			C-B _____	
	C-B Plumbing			C-B _____	
	CP-2 Certified Professional				
<b>SUPPORTING DOCUMENTS</b>					
Required					Received
	Letter of Compliance - for Alternative Solution(s) by Applicable Registered Professional				
	Fire Alarm Monitoring Certificate				
	Fire Alarm Verification				
	Fraser Health Approval Documents				
	Fire Sprinklers – Contractor's Material Test Certificate for Above Ground Piping				
	Fire Department Connection – Contractor's Material and Test Certificate for Above Ground Piping and/or for Underground Piping – by Installing Contractor				
	Fire Main from Property Line into Building – Contractor's Material and Test Certificate for Underground Piping – by Installing Contractor				
	Backflow Test Reports				
	Sanitary Test Reports for Civil files				
	Water Main Chlorination and Bug Tests results for Civil Files				
	Well Water Potability Test report				
	Septic Certification from Fraser Health				
	Legal Site Survey				
	Civic Unit Numbers and Strata Lot Numbers Form				
	Re-evaluation of Value of Construction				

APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM

# CERTIFIED PROFESSIONAL PROGRAM CHECKLIST

**INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED**

**Civic Address:** \_\_\_\_\_

- ☐ Application Form
- ☐ Schedule an "Application Intake Meeting" (A.I.M). Submit meeting request 2 weeks prior to the meeting date through [building-info@abbotsford.ca](mailto:building-info@abbotsford.ca)
- ☐ Completed Owner's Authorization Form
- ☐ Certified Professional (CP) Building Code Checklist
- ☐ Detailed Code Report
- ☐ Proof of Insurance from registered professionals of record
- ☐ Code Compliance drawings signed and sealed by the CP (2 original copies)
- ☐ Hazardous Material Assessment (for Alterations or Renovations to structures built in 1990 or prior)
- ☐ **Title search (*retrieved within the last 30 days*)** for each property involved must be submitted with this application. A **\$25 fee for document retrieval** will be required at the time of issuance if the application does not include this document at time of submission
- ☐ **Hard copy of all covenants, easements and rights-of-way** registered on the subject property(ies) as a charge or listed as a legal notation and modification to those. A **\$25 fee for document retrieval** will be required per document if the application does not include these at time of submission.
- ☐ 4 complete sets of drawings to an appropriate scale: The maximum drawing size accepted is A1 or 24"x 36"
  - Architectural
  - Structural
  - Mechanical / Plumbing
  - Electrical
  - Civil
- ☐ Letters of Assurance (where applicable by scope of work - refer to drawing checklist; must be originals)  
Required for all applications:
  - Schedule CP-1Required based on scope of work:
  - Schedule CP-3 (for Tenant Improvement applications)
  - Schedule A (CRP)
  - Schedule B – Architectural
  - Schedule B - Structural
  - Schedule B – Mechanical / Plumbing
  - Schedule B – Electrical
  - Schedule B – Fire Suppression – Performance Spec. (when applicable)
- ☐ Alternative Solution Report(s) and Proposal(s) (if proposed)
- ☐ Separate Sprinkler Permit submission (if required)
- ☐ Value of Construction



APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM

# CERTIFIED PROFESSIONAL PROGRAM APPLICATION

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## **PROPERTY INFORMATION**

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

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

Value of Construction: \$\_\_\_\_\_ Number of Drawings per set: \_\_\_\_\_

## **Refund Information For Performance Security Deposit** (Please refund deposit to)

☐ Applicant ☐ Registered Property Owner ☐ Primary Contact ☐ Contractor

## **APPLICANT INFORMATION**

*The **APPLICANT** information will be attached to all invoices, payments and refunds. If fees for this permit are to be paid by another party, please inform staff before proceeding and (complete Refund Performance Section above)*

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

Business Name (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **REGISTERED OWNER(S) of the property**

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

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **PRIMARY CONTACT INFORMATION** \*If not the same as applicant

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

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **CONTRACTOR INFORMATION** *City of Abbotsford requires that all businesses have a valid City of Abbotsford or Intermunicipal Business Licence.*

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

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

City of Abbotsford Business Licence #: \_\_\_\_\_ Intermunicipal Licence: \_\_\_\_\_

## **BUILDING PERMITS & LICENCES**

604-864-5525

Building-info@abbotsford.ca

www.abbotsford.ca



APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM

# CERTIFIED PROFESSIONAL PROGRAM APPLICATION

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**TENANT INFORMATION:** (Name of Business): \_\_\_\_\_

Do you have a business licence? ☐ Yes (Business Licence #) \_\_\_\_\_ ☐ No

Is this a new tenant? ☐ Yes (This is a brand new business)

☐ No (Business is currently operating out of this location)

☐ Yes Business is currently operating out of a different address: \_\_\_\_\_

What is the proposed use? \_\_\_\_\_

**APPLICATION TYPE** ☐ New ☐ Addition ☐ Renovation ☐ Restoration

Year the building was constructed: \_\_\_\_\_

Where applicable

☐ Commercial

☐ Development Permit # \_\_\_\_\_

☐ Industrial

☐ Development Variance Permit # \_\_\_\_\_

☐ Institutional

☐ Rezoning # \_\_\_\_\_

☐ Special Case – Residential Use

☐ Subdivision # \_\_\_\_\_

**HAS CONSTRUCTION STARTED:** (Check and complete appropriate box)

☐ Yes (complete / explain the scope of work in detail): \_\_\_\_\_

☐ No

## **Sprinkler System**

(Is there a sprinkler system?)

- ☐ No  
☐ Existing  
☐ Proposed new

## **Fire Alarm System**

(Is there a fire alarm system?)

- ☐ No  
☐ Existing  
☐ Proposed new

## **Heating System**

☐ Yes ☐ No ☐ Existing

Heating Type: \_\_\_\_\_

Fuel: \_\_\_\_\_

## **Other Work**

New Plumbing ☐ Yes ☐ No

New Electrical ☐ Yes ☐ No

APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM

# CERTIFIED PROFESSIONAL PROGRAM APPLICATION

Page 3 of 4

## **Floor Area**

Area of: \_\_\_\_\_ Floor (sq. ft.): \_\_\_\_\_

Area of: \_\_\_\_\_ Floor (sq. ft.): \_\_\_\_\_

Area of: \_\_\_\_\_ Floor (sq. ft.): \_\_\_\_\_

Area of Mezzanine (sq. ft.): \_\_\_\_\_

Total Floor Area (sq. ft.): \_\_\_\_\_

Please note this is a pre-application review only and NOT a Building Permit Application. We will evaluate your submission to verify if the application can be accepted.

**INITIALS:** \_\_\_\_\_

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

### **ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION**

Personal information collected within this building permit and application file is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act, the City's bylaws and Section 26 of the Freedom of Information and Protection of Privacy Act (the "Act"). Under the Act, personal information cannot be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

By initialing this application I hereby consent that all information, including my personal information, within this building permit and application file, may be made available to the public upon request.

**Initials of Applicant:** \_\_\_\_\_

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca or mail to: City of Abbotsford, 32315 South Fraser Way, Abbotsford BC V2T 1W7

### **CONSENT TO RELEASE PERSONAL INFORMATION**

Pursuant to Section 22 of the Freedom of Information and Protection of Privacy Act, I understand that all information provided to the City of Abbotsford is subject to the provision of the Freedom of Information and Protection of Privacy Act. I consent to the City of Abbotsford releasing my personal information related to this application.

**Initials of Applicant:** \_\_\_\_\_

The owner/applicant is responsible for ensuring compliance with the BC Heritage Conservation Act, including steps to determine whether or not a site is an archaeological site. It is against the law to alter an archaeological site without first obtaining a permit to do so from the Archaeology Branch, Ministry of Tourism, Sport and the Arts.

### **WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT**

BY SUBMITTING THIS PERMIT APPLICATION, YOU, OR THE PARTY ON WHOSE BEHALF YOU ACT, ARE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND ASSUMING CERTAIN OBLIGATIONS, SUCH AS THE OBLIGATION TO INDEMNIFY THE CITY OF ABBOTSFORD

#### **PLEASE READ THE FOLLOWING PROVISIONS CAREFULLY**

In consideration and as a condition of the City of Abbotsford (the "City") granting the permit applied for, each of the Owner, the Owner's Authorized Agent (for himself and on behalf of and with instructions from the Owner and any other party on behalf of whom the Authorized Agent acts) and the Applicant (if not Owner of the Owner's Authorized Agent), jointly and severally agree as follows:

**Waiver** - I/we hereby waive any and all claims whatsoever that I/we may have, or may have in the future, against the City, its directors, officers, elected officials and employees (collectively, the "Releasees") as a result of the issuance of this permit or any work undertaken pursuant to this permit or for any inspection or other action undertaken as a result of this permit, due to any cause whatsoever, including but not limited to negligence or breach of any statutory or other duty of care.

**Release** - I/we hereby remise, release and forever discharge the Releasees from any and all claims, actions, demands, obligations, liabilities, costs and expenses whatsoever, whether direct or indirect, including without limitation with respect to any damage to person or property, that I/we may suffer or incur, due to any cause whatsoever including negligence or breach of any statutory or other duty of care, as a result of the issuance of this permit or any inspection or action undertaken by the City as a result of this permit.

**Indemnity** - I/we hereby agree to indemnify and hold harmless the Releasees from and against any and all claims, actions, demands, obligations, liabilities, costs or expenses whatsoever and howsoever arising, including arising out of or with respect to any damage to any person or property incurred by myself, the party for whom I act as agent, or any other party, which may in any way arise or accrue against the Releasees as a result of or incidental to the issuance of this permit.

**No Representations, Warranties or Guarantees** -The City has not made any representations, warranties or guarantees with respect to any matter relating to this permit or any work to be undertaken pursuant to this permit, including without limitation compliance with City bylaws or any other provincial or federal act or regulation in force in the City. I/we hereby agree that I/we will be solely responsible for ensuring that all work carried out pursuant to this permit is in compliance with all applicable City bylaws and any other provincial or federal act or regulation in force in the City. I/we further agree that I/we do not rely on the City to notify me/ us of any defects in this permit Application or supporting documentation and that any inspection or other actions undertaken by the City are not intended to ensure and will not ensure that any work complies with the applicable City bylaws or any other provincial or federal act or regulation in force in the City.

I agree to conform to all applicable requirements of City of Abbotsford bylaws and all other applicable provincial or federal statutes in force in the City of Abbotsford.

**Initials of Applicant:** \_\_\_\_\_

APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM  
Incomplete applications will not be accepted

# LETTER OF AUTHORIZATION (BUILDING PERMITS)

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

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

Brief Description of Work: \_\_\_\_\_

This document shall serve to notify the City of Abbotsford that I am/we are the legal owners(s) of the property described above and do authorize the person indicated below (Authorized Agent) to act on my/our behalf on all matters pertaining to the referenced Permit Application(s) for the above referenced property, including the authority to endorse application documents on my/our behalf.

It is understood that until the City is advised in writing that the Authorized Agent no longer acts on behalf of the Owner, the City will deal with the Authorized Agent with respect to all matters pertaining to the Permits referred to in this Authorization Form. This authorization supersedes any previous agent authorization

## **REGISTERED OWNER(S)**

Name(s): \_\_\_\_\_

*(List **all owners** as they appear on title. All Owners must sign this section)*

Signature of owner	Owner's name (print)	Date
Signature of 2 <sup>nd</sup> owner (if applicable)	Owner's name (print)	Date
Signature of 3 <sup>rd</sup> owner (if applicable)	Owner's name (print)	Date
Signature of 4 <sup>th</sup> owner (if applicable)	Owner's name (print)	Date

## **AUTHORIZED AGENT** (person acting on behalf of another person or group)

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

Business Name (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Authorized Agent	Agent's name (print)	Date
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## 2018 B.C. Building Code Checklist (Division B – Part 3)

**Project Name:**.....

**Civic Address:**.....

**Permit Application No.:**..... **Date:** .....

**Certified Professional:**..... **CRP:** .....

<b>1</b>	Value of Construction: \$ .....	Developed Site Area: ..... m <sup>2</sup>
<b>2</b>	<b>BUILDING DATA:</b>	
	Building Area: .....m <sup>2</sup> Major Occupancy (ies): ..... Number of Streets: .....                      Building Height: ..... Storey Construction Type Classification: <input type="checkbox"/> COMBUSTIBLE / <input type="checkbox"/> NON-COMBUSTIBLE <input type="checkbox"/> Construction Articles/Part 3: (3.2.2...../...../...../.....) <input type="checkbox"/> 3.2.2.50/58 requirements <input type="checkbox"/> Fire Wall: <input type="checkbox"/> 2 hr / <input type="checkbox"/> 4 hr <input type="checkbox"/> Mezzanine(s) <input type="checkbox"/> 3.2.1.2. Horizontal Fire Separation <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Standpipe System <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> High Building 3.2.6. Fire Resistance Rating: FLOOR: ..... hr/ MEZZ.: ..... hr/ ROOF: ..... hr/LOAD BEARING: ..... hr	
<b>3</b>	<b>SPATIAL SEPARATION:</b>	
	<b>Wall</b>	
	<i>Limiting Distance</i>	<i>Area Exposing Building Face</i>
	<i>L/H Ratio</i>	<i>% Opening Actual</i>
	<i>% Opening Allowed</i>	<i>Type of Construction</i>
	<i>Fire Rating</i>	<i>Cladding</i>
	<i>North</i>	
	<i>South</i>	
	<i>East</i>	
	<i>West</i>	
	<input type="checkbox"/> Openings protected L.D. <1.2 m                      3.2.3.5.	
	<input type="checkbox"/> Combustible projections within 1.2 m of the PL                      3.2.3.6.(1)	
	<input type="checkbox"/> Projecting roof soffits                      3.2.3.6.	
	<input type="checkbox"/> Maximum size opening where L.D. ≤ 2.0 m                      3.2.3.1.(5)	
	<input type="checkbox"/> Spacing of openings 2 m                      3.2.3.1.(6)	
	<input type="checkbox"/> Protection of exit facilities                      3.2.3.13.	
	<input type="checkbox"/> Wall exposed to another wall                      3.2.3.14.	

	<input type="checkbox"/> Protection of exposed soffit (if permitted by 3.2.3.6)	3.2.3.16. / 3.2.3.6.
	<input type="checkbox"/> Wall exposed to adjoining roof	3.2.3.15.
	<input type="checkbox"/> Class A, B or C roof covering	3.1.15.2.
<b>4</b>	<b>PROVISIONS FOR FIRE FIGHTING:</b>	
	<input type="checkbox"/> Access above grade / <input type="checkbox"/> Access below grade	3.2.5.1. / 3.2.5.2.
	<input type="checkbox"/> Sprinklers required / <input type="checkbox"/> Sprinkler standards	3.2.2.18. / 3.2.5.12.
	<input type="checkbox"/> Access route location and design	3.2.5.4. to 3.2.5.6.
	<input type="checkbox"/> Access to roof for buildings > 3 storeys	3.2.5.3.
	<input type="checkbox"/> Standpipes and hose connections	3.2.5.8. to 3.2.5.11.
<b>5</b>	<b>FIRE SEPARATION BETWEEN OCCUPANCIES AND TENANTS, FLOOR AREAS AND SHAFTS:</b>	
	<input type="checkbox"/> Separation of major occupancies	3.1.3.1. / Table 3.1.3.1.
	<input type="checkbox"/> Prohibited combination of occupancies	3.1.3.2.
	<input type="checkbox"/> Fire separation between suites	3.3.1.1.
	<input type="checkbox"/> Fire separation for public corridor	3.3.1.4.
	<input type="checkbox"/> Fire separation for corridors serving an Assembly occupancy	3.3.2.6.
	<input type="checkbox"/> Fire separation for Residential occupancy	3.3.4.2.
	<input type="checkbox"/> Fire separation of Group A, Division 1 occupancy (OL > 200 persons)	3.3.2.2.
	<input type="checkbox"/> Fire separation of roof supporting occupancy	3.2.2.13.
	<input type="checkbox"/> Walkway between buildings	3.2.3.19.
	<input type="checkbox"/> Underground walkways	3.2.3.20.
	<input type="checkbox"/> Fire separation of repair garages and storage garages	3.3.5.5. / 3.3.5.6.
	<input type="checkbox"/> Vestibule requirements for storage garages	3.3.5.4.(1) / 3.3.5.7.
	<input type="checkbox"/> Hazardous substances	3.3.1.2. / BCFC
<b>6</b>	<b>CONSTRUCTION OF FIRE SEPARATIONS AND CLOSURES:</b>	
	<input type="checkbox"/> Basis for fire separations (ULC/cUL/WH listings and Appendix D)	3.1.7. / Appendix D
	<input type="checkbox"/> Protection of openings	3.1.8.1.
	<input type="checkbox"/> Support of fire separations	3.1.8.2.
	<input type="checkbox"/> Continuity of separations	3.1.8.3.
	<input type="checkbox"/> FPR requirements for closures	3.1.8.4. / 3.1.8.12.
	<input type="checkbox"/> Maximum openings in firewalls	3.1.10.5.
	<input type="checkbox"/> Combustible projections beyond firewalls	3.1.10.7.
	<input type="checkbox"/> Maximum dimensions of openings	3.1.8.6.
	<input type="checkbox"/> Self closing devices	3.1.8.13.
	<input type="checkbox"/> Hold open devices	3.1.8.14.
	<input type="checkbox"/> Latches required on swing doors	3.1.8.15.
	<input type="checkbox"/> Wired glass and glass block in exit enclosures	3.1.8.18. / 3.1.8.19. / Table 3.1.8.17.
	<input type="checkbox"/> Wired glass and glass block in fire separations	3.1.8.16.
	<input type="checkbox"/> Temperature rise rated doors	3.1.8.17. / 3.1.8.19. / Table 3.1.8.17.
	<input type="checkbox"/> Fire and smoke dampers	3.1.8.7. to 3.1.8.11.

7	EXITS:				
	Occupant Load 3.1.17.1.				
	Room	Area (m <sup>2</sup> )	÷	Area/person (m <sup>2</sup> )	= Total
	<input type="checkbox"/> Types of exits			3.4.1.4.	
	<input type="checkbox"/> Minimum of 2 exits			3.4.2.1.	
	<input type="checkbox"/> Distance between exits			3.4.2.3.	
	<input type="checkbox"/> Travel distance			3.4.2.4.	
	<input type="checkbox"/> Travel distance and location of exits			3.4.2.5.	
	<input type="checkbox"/> Travel distance to exit in service space maximum 50 m			3.4.2.4.(3) / 3.2.1.1.(8)	
	<input type="checkbox"/> Clear width of exit, corridor, stair, ramp and door			3.4.3.2. / Table 3.4.3.2.-A and Table 3.4.3.2.-B	
	<u>Exit capacity:</u> <input type="checkbox"/> 6.1. mm/person for: ramps ≤ 1 in 8, doorways, corridors and passageways <input type="checkbox"/> 9.2 mm/person for: ramps > 1 in 8, stairs (rise > 180 mm or run < 280 mm) <input type="checkbox"/> 8 mm/person for stairs (rise ≤ 180 mm and run ≤ 280 mm)			3.4.3.2.	
	<input type="checkbox"/> Exit width encroachments permitted			3.4.3.3.	
	<input type="checkbox"/> Headroom			3.4.3.4.	
	<input type="checkbox"/> Flame spread rating for exits			Tables 3.1.13.2. and 3.1.13.7. (Exception 3.1.3.7.(2))	
	<input type="checkbox"/> Fire separation of exits			3.4.4.1. / 3.4.4.2. / 3.4.4.3.	
	<input type="checkbox"/> Integrity of exits			3.4.4.4.	
	<input type="checkbox"/> Minimum 3 risers			3.4.6.2. (Exception 3.3.2.15.)	
	<input type="checkbox"/> Treads and risers			3.4.6.8.	
	<input type="checkbox"/> Maximum of 3.7 m per flight, except Group B2			3.4.6.3.	
	<input type="checkbox"/> Length and width of landing			3.4.6.4.	
	<input type="checkbox"/> Handrails – number/height/graspable/ continuity/horizontal extensions			3.4.6.5.	
	<input type="checkbox"/> Guards – height/climbability/openings			3.4.6.6.	
	<input type="checkbox"/> Exit signs			3.4.5.1.	
	<input type="checkbox"/> Sign for stair below lowest exit level			3.4.5.2.	
	<input type="checkbox"/> Gradients for ramps			3.4.6.7. / 3.8.3.5.	
	<input type="checkbox"/> Curved flights in stairs			3.4.6.9.	
<input type="checkbox"/> Horizontal exits			3.4.6.10.		
<input type="checkbox"/> Exterior passageways			3.4.1.5. / 3.4.4.3.		
<input type="checkbox"/> Exit at interconnected floor spaces			3.4.3.2.(6)		



	<input type="checkbox"/> Landings 300 mm wider and longer than door	3.4.6.11.
	<input type="checkbox"/> Doors and Direction of Door swing	3.4.6.11. / 3.4.6.12.
	<input type="checkbox"/> Sliding doors in exits	3.4.6.14.
	<input type="checkbox"/> Exit doors to be self-closing	3.4.6.13.
	<input type="checkbox"/> Release hardware, openable from inside w/o key	3.4.6.16. / 3.3.2.7.
	<input type="checkbox"/> Electromagnetic locks	3.4.6.16.(4) & (5)
	<input type="checkbox"/> Emergency crossover access > 3 storeys above grade and > 2 storeys below grade	3.4.6.18.
	<input type="checkbox"/> Floor numbering	3.4.6.19.
<b>8</b>	<b>SAFETY REQUIREMENTS WITHIN FLOOR AREAS:</b>	
	<input type="checkbox"/> Means of egress from roof and terraces	3.3.1.3.(3) & (4)
	<input type="checkbox"/> Doors into public corridor, exit in opposite direction	3.3.1.3.(12)
	<input type="checkbox"/> Roof top enclosure > 200 m <sup>2</sup> , 2 means of egress	3.3.1.3.(6)
	<input type="checkbox"/> Means of egress for service spaces	3.3.1.3.(7)
	<input type="checkbox"/> 2 egress doorways; min. 1/3 diagonal separation	3.3.1.5.
	<input type="checkbox"/> Travel distance	3.3.1.6.
	<u>Doors in access to exit:</u> <input type="checkbox"/> Minimum 800 mm for single leaf clear opening <input type="checkbox"/> Minimum 800 mm for active leaf in double door <input type="checkbox"/> Minimum 850 mm for doors requiring access <input type="checkbox"/> Minimum 850 mm for care facilities <input type="checkbox"/> Minimum 1050 mm to move patients in beds <input type="checkbox"/> Readily openable without use of keys <input type="checkbox"/> Not open onto a step	3.3.1.13. / 3.3.3.4.
	<input type="checkbox"/> Hazardous substances	3.3.1.2. / BCFC
	<input type="checkbox"/> Design of hazardous areas	3.3.6. / BCFC
	<input type="checkbox"/> Door swing : Occupant load > 60 or F1 occupancy must swing in direction of exit travel	3.3.1.11.
	<input type="checkbox"/> Minimum width of corridor	3.3.1.9. / 3.3.3.3.(3)
	<u>Capacity of access to exit:</u> <input type="checkbox"/> Corridors, passageways, doorways, and ramps not more than 1 in 8 – 6.1 mm/person <input type="checkbox"/> Stairs <input type="checkbox"/> Ramps > 1 in 8 – 9.2 mm/person <input type="checkbox"/> B2 and B3 occupancies – 18.4 mm/person <input type="checkbox"/> Unsprinklered Dance and LB occupancies with OL > 250 requires 50% capacity at main entrance	3.3.1.17. / 3.4.3.2.(1) to (3)
	<input type="checkbox"/> Guards at raised floors, roof, shaft, balcony	3.3.1.18.
	<input type="checkbox"/> Tapered treads in curved stair	3.3.1.16.
	<input type="checkbox"/> Protection of openable windows	3.3.4.8.
	<input type="checkbox"/> Explosion venting	3.3.1.20.
	<input type="checkbox"/> Flame spread rating	3.1.13.2. / Table 3.1.13.2.
	<input type="checkbox"/> Flame spread rating in elevator cars	3.1.13.11.

	<input type="checkbox"/> Ventilation for commercial cooking equipment	3.3.1.2.(2)
	<input type="checkbox"/> Daycare facilities	3.3.2.17. / 3.1.2.8.
	<input type="checkbox"/> Protected zones in accessible floor areas	3.3.1.7.
	<input type="checkbox"/> Foam plastics protection - combustible construction	3.1.4.2.
	<input type="checkbox"/> Foam plastics protection – noncomb. construction	3.1.5.15.
	<u>Specific Requirements</u>	
	<input type="checkbox"/> Assembly A1, A2, A3, A4 requirements	3.3.2.
	<input type="checkbox"/> Detention B1, Treatment B2, Care B3 requirements	3.3.3.
	<input type="checkbox"/> Residential C requirements	3.3.4.
	<input type="checkbox"/> Industrial F1, F2, F3 requirements	3.3.5.
<b>9</b>	<b>LIGHTING AND EMERGENCY POWER:</b>	
	<input type="checkbox"/> Lighting for exits, public corridors, and rooms	3.2.7.1.
	<input type="checkbox"/> Emergency lighting	3.2.7.3.
	<input type="checkbox"/> Emergency power for lighting	3.2.7.4. (1 hr for buildings under 3.2.2.50. & 58)
	<input type="checkbox"/> Emergency power for fire alarm systems	3.2.7.8. (1 hr for buildings under 3.2.2.50. & 58)
	<input type="checkbox"/> Emergency power for B2 occupancies	3.2.7.6.
	<input type="checkbox"/> Emergency power for building services	3.2.7.9.
	<input type="checkbox"/> Emergency conductor protection	3.2.7.10.
<b>10</b>	<b>FIRE ALARMS:</b>	
	<input type="checkbox"/> Buildings requiring a fire alarm system	3.2.4.1.
	<input type="checkbox"/> Continuity of fire alarm systems	3.2.4.2.
	<input type="checkbox"/> Types of systems	3.2.4.3. / 3.2.4.4.
	<input type="checkbox"/> Signals to fire department	3.2.4.7.
	<input type="checkbox"/> Zoning of fire alarm systems	3.2.4.8.
	<input type="checkbox"/> Fire detectors	3.2.4.10.
	<input type="checkbox"/> Smoke detectors	3.2.4.11.
	<input type="checkbox"/> Sprinkler system monitoring	3.2.4.15.
	<input type="checkbox"/> Manual pull stations	3.2.4.16.
	<input type="checkbox"/> Visible signal devices and visible warning systems	3.2.4.19.
	<input type="checkbox"/> Smoke alarms	3.2.4.20.
	<input type="checkbox"/> Residential Fire Warning Systems	3.2.4.21.
	<input type="checkbox"/> Voice communication systems	3.2.4.22.
<b>11</b>	<b>REQUIREMENTS FOR MEZZANINES, INTERCONNECTED FLOOR SPACES, HIGH BUILDINGS:</b>	
	<input type="checkbox"/> Exception in bldg. height; mezz/roof top/under tiers	3.2.1.1.
	<input type="checkbox"/> Termination at vertical fire separation	3.2.8.1.(1)
	<input type="checkbox"/> Mezzanine egress	3.4.2.2.
	<input type="checkbox"/> Interconnected floor space not permitted in B2 occupancy with sleeping rooms	3.2.8.1.(3)
	<input type="checkbox"/> Openings through horizontal fire separation for vehicular ramps in storage garage	3.2.8.2.(2)
	<input type="checkbox"/> Openings in fire separation for manufacturing process	3.2.8.2.(3)

	<input type="checkbox"/> Openings for stairways, escalators, moving walkways	3.2.8.2.(5) & (6)
	<input type="checkbox"/> Interconnected first floor and floor below or above	3.2.8.2.(6)
	<input type="checkbox"/> Exit width for stairs serving interconnected floors	3.4.3.2.(6)
	<input type="checkbox"/> Elevator openings	3.2.8.4.(3)
	<input type="checkbox"/> Sprinkler system	3.2.8.3.
	<input type="checkbox"/> Draft stops	3.2.8.6.
	<input type="checkbox"/> Mechanical Exhaust System	3.2.8.7.
	<input type="checkbox"/> High buildings	3.2.6.
<b>12</b>	<b>SERVICES FACILITIES:</b>	
	<input type="checkbox"/> No storage in services spaces	3.6.1.4.
	<input type="checkbox"/> Fire separation of service rooms	3.6.2.1.
	<input type="checkbox"/> Fire separation for service room with fire safety system	3.6.2.1.(8)
	<input type="checkbox"/> No boiler under exit	3.6.2.2.
	<input type="checkbox"/> Door swing for service rooms	3.6.2.6.
	<input type="checkbox"/> Fire separation of janitor rooms	3.3.1.21.
	<input type="checkbox"/> Fire separation of laundry rooms	3.3.1.22.
	<input type="checkbox"/> Fire separation & sprinklers for residential storage room	3.3.4.3.
	<input type="checkbox"/> Recall and alternate floor recall	3.5.2.1.(1)
	<input type="checkbox"/> Fire separation for elevator shafts	3.5.3.1. / Table 3.5.3.1.
	<input type="checkbox"/> Fire separation for combustible refuge storage rooms	3.6.2.5.
	<input type="checkbox"/> Fire separation of electrical equipment vaults	3.6.2.7.
	<input type="checkbox"/> Fire separation for vertical services spaces	3.6.3.1. / Table 3.6.3.1.
	<input type="checkbox"/> Prohibition on combustible vent pipes in vertical service spaces	3.1.5.4.(1) / 3.1.5.19.(3)(b)
	<input type="checkbox"/> Fire separation at top/bottom of vertical service space	3.6.3.1.
	<input type="checkbox"/> Fire separation of horizontal service spaces	3.6.4.2.
	<input type="checkbox"/> Fire separation of fuel fired service	3.6.2.1.
	<input type="checkbox"/> Fire separation and sprinklers for garbage rooms	3.6.2.5.
	<input type="checkbox"/> Linen and garbage chutes and rooms	3.6.3.3.
	<input type="checkbox"/> Negative pressure required for vertical service space	3.6.3.4.
	<input type="checkbox"/> Grease duct enclosures	3.6.3.5.
	<input type="checkbox"/> Plenums, fire stop flaps	3.6.4.3.
	<input type="checkbox"/> Access to attic or roof space	3.6.4.4.
	<input type="checkbox"/> Access to horizontal service space	3.6.4.5.
	<input type="checkbox"/> Access to crawl space	3.6.4.6.
<b>13</b>	<b>HEALTH REQUIREMENTS:</b>	
	<input type="checkbox"/> Room and space height	3.7.1.1. / 9.5.3.
	<input type="checkbox"/> Room ventilation	6.3.1.1. / 6.3.1.3.
	<input type="checkbox"/> Medical gas piping systems	3.7.3.1. / CSA Z7396.1

	<b>Plumbing Facilities 3.7.2.:</b>			
	<i>Occupancy</i>	<i># of persons of each sex</i>	<i># of water closets required</i>	<i># of water closets provided</i>
<b>14</b>	<b>ACCESSIBILITY:</b>			
	<input type="checkbox"/> Accessible design standard option Section 3.8 or CSA B651		3.8.3.1.	
	<input type="checkbox"/> Application and exemptions to buildings		3.8.2.1.(1).	
	<input type="checkbox"/> Areas requiring access		3.8.2.3.	
	<input type="checkbox"/> Existing buildings		3.8.4.1.	
	<input type="checkbox"/> Main entrances		3.8.2.2.	
	<input type="checkbox"/> Width of path of travel, ground and floor surfaces		3.8.3.2	
	<input type="checkbox"/> Exterior walks		3.8.3.3.	
	<input type="checkbox"/> Wheelchair spaces		3.8.2.3.(3) / 3.8.3.21.	
	<input type="checkbox"/> Adaptable dwelling units		3.8.5.	
	<input type="checkbox"/> Access to parking areas		3.8.2.5.	
	<input type="checkbox"/> Where accessible washroom required		3.8.2.1.(1)	
	<input type="checkbox"/> Water closet stalls		3.8.3.11.	
	<input type="checkbox"/> Water closets		3.8.3.13.	
	<input type="checkbox"/> Urinals		3.8.3.14.	
	<input type="checkbox"/> Lavatories and mirrors		3.8.3.15.	
	<input type="checkbox"/> Drinking fountains		3.8.3.10.	
	<input type="checkbox"/> Universal washrooms		3.8.3.12.	
	<input type="checkbox"/> Showers / <input type="checkbox"/> Bathtubs		3.8.3.16. / 3.8.3.17.	
	<input type="checkbox"/> Doorways and doors providing access		3.8.3.6.	
	<input type="checkbox"/> Power doors in hotels, B2, or A/B3/D/E > 500 m <sup>2</sup>		3.8.2.7.	
<input type="checkbox"/> Ramp minimum width/maximum slope/handrails/guards		3.8.3.5.		
<input type="checkbox"/> Elevating devices (elevators CSA B44 and lifts CSA B355)		3.8.3.7. / 3.5.2.1. / 3.5.4.1.		
<b>15</b>	<b>ALTERNATIVE SOLUTIONS:</b>			
	Alternative Solutions Report: <input type="checkbox"/> Submitted / <input type="checkbox"/> Required / <input type="checkbox"/> Not Required			
	<b><u>Summary of the Alternative Solution(s):</u></b>			
