



Building permit review guide

Building code professionals

This document provides an overview of the Vancouver Fraser Port Authority Building Permit Review Process for contracted building code professionals involved in undertaking a building code review on behalf of the port authority.

For projects that include new buildings or require modifications to existing buildings or structures, a building permit may be required in addition to a project permit. During the preliminary review phase, port authority employees will confirm if a project requires a building permit.

The port authority issues building permits for buildings and structures within the port authority's jurisdiction using an accredited building code professional contracted for plan review. The port authority requires that design drawings be reviewed to ensure buildings and structures meet the 2020 National Building Code of Canada and the 2020 National Fire Code of Canada. Contracted building code professionals advise port authority employees on the issuance of building permits, inspections and building suitability for occupancy.

Building permits are required for:

- New building or construction
- Changes of building use
- Additions and renovations
- Structural modifications
- Interior renovations
- Temporary buildings/structures on port authority property

Exceptions include works not regulated by the Building Code of Canada and certain in-water works such as:

- Floating docks or piers
- Mooring dolphins, pilings
- Private recreational moorage facilities

Where a project is undergoing a project and environmental review (PER), a building permit submission can be initiated early in certain circumstances (i.e., prior to approval of a project permit) and processed concurrently; however, a building permit will not be issued until a project permit has been approved.

Construction of buildings and structures that are subject to a building permit cannot begin until an approved building permit has been issued. Occupancy and use of a building or structure cannot begin until an occupancy permit has been issued by the port authority.

Stage 1 – Pre-assessment

- (1) The port authority provides PDF drawings of the proposed building or structure as well as an aerial photo of the site. These drawings are intended to help the building code professional determine

project scope and building location. Please note that at this stage these may not be final or detailed design drawings.

- (2) The building code professional considers this material and submits a detailed fee proposal for the work needed to complete the review, and a list of required documentation (if required). The fee proposal should include all site reviews and inspections deemed necessary, and be provided in keeping with port authority standards for estimates. Submissions should include the Building Code Professional Services Fee Proposal cover sheet and expenses must include disbursement fees and expenses.
- (3) The port authority reviews the fee proposal and forwards it to the applicant. If accepted by the applicant, the port authority sends confirmation of building code professional appointment to the project via email.
- (4) The port authority provides a purchase order number (if required) that should be included on all invoices related to the project.
- (5) If during the course of the review total invoice amounts are expected to exceed the initial fee proposal, please advise the port authority with a revised fee proposal. This fee proposal must be reviewed by both the port authority and the applicant for approval prior to sending the associated invoice.
- (6) If during the course of the review the scope of the project changes, please advise the port authority of potential impacts to work schedule and fee proposal as soon as possible

Stage 2 – Code review, BP issuance

- (1) The port authority advises the applicant that they may contact the building code professional directly to discuss documentation requirements for the review such as sealed drawings, and Letters of Assurance.
- (2) Applicants will provide the necessary documentation to the building code professional directly and provide the port authority with PDF copies via email.
- (3) The building code professional is responsible for coordinating any necessary site visits with the applicant throughout the duration of the project.
- (4) Once the review is complete, the building code professional provides the port authority with the following:
 - One full sized set of original signed and sealed engineering drawings also stamped by the building code professional as “reviewed”
 - One 11 x 17 sized set of original signed and sealed engineering drawings also stamped by the building code professional as “reviewed”
 - Original Letters of Assurance stamped by the building code professional as “reviewed”
 - Letter on company letterhead with the formal recommendation for issuance of a building permit for the project
- (5) The original documentation will be appended to the port authority building permit and issued to the applicant. The building code professional will be copied via email on this correspondence. The port authority retains electronic copies of issued permits and drawings.

Stage 3 – Final inspection, occupancy

- (1) The building code professional will be responsible for coordinating a final site visit with the applicant as necessary to ensure structures have been built according to approved drawings.
- (2) The building code professional will be responsible for instructing the applicant to provide final documentation including original copies of Letters of Assurance or other documents for review.
- (3) Following project completion, the building code professional will provide a letter to the port authority with the formal recommendation regarding issuance of occupancy permit, along with original

documentation including outstanding Letters of Assurance that have been stamped as “reviewed” by the building code professional.

- (4) Building code professional notifies applicant that they are required to send record drawings to the port authority.

If you have questions about the Vancouver Fraser Port Authority’s Building Permit Process, please contact the planning and development department at 604.665.9047 or PER@portvancouver.com.