

## Certified Professional Program Guide & Supplement to the CP Manual

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*Please note, this document may be periodically updated in order to ensure the most current information is in place. When referring to the CP Manual, be sure it is the most current version.*

## 1. Introduction

### 1.1. General Information

The Certified Professional Program is recognized as an alternative program to the Building Permit plan and field review process in the Town of Ladysmith. To become a Certified Professional (CP), Architects and Professional Engineers must successfully complete the Certified Professional Course and pass its examinations as administered by the Architectural Institute of British Columbia (AIBC).

### 1.2. Town of Ladysmith Building & Plumbing Bylaw

In 2024, the Town of Ladysmith adopted a new [Building & Plumbing Bylaw](#) which includes the allowance for an alternative plan and field review process using the Certified Professional Program. CPs have an obligation to the Town to monitor projects, such that they are designed and built in accordance with the BC Building Code, Town of Ladysmith Zoning Bylaw, Town of Ladysmith Building & Plumbing Bylaw and applicable Development Permits. In accordance with the Town of Ladysmith Building & Plumbing Bylaw, a CP may be disqualified from practicing in the Town for not meeting requirements.

### 1.3. Certified Professional Program

The Certified Professional Program in the Town follows the requirements in the British Columbia Certified Professional Practice and Procedure Manual. Refer to the resources in the link below:

<https://aibc.ca/programs-services/certified-professional-program/>

## 2. Town of Ladysmith Certified Professional Program Requirements

### 2.1. General Information

This Guide & Supplement to the Manual outlines specific requirements and provides necessary information for CPs to practice in the Town of Ladysmith.

### 2.2. Application of the CP Program

The CP Program is applicable to the design and construction of any new building that falls under the scope of Sentence 1.3.3.2.(1) of Division A of the Building Code.

### 2.3. Building General Information

The Town of Ladysmith “Business & Development” webpage contains useful information with regards to permit applications in the Town. The CP should familiarize themselves with these requirements. This manual will summarize some of the key requirements that CPs need to be aware of in order to work in Ladysmith.

<https://www.ladysmith.ca/business-development/overview>



**2.4. Building Permit Application**

The CP must submit the building permit application and all supporting documents. The submission requirements are outlined in [PART 10: BUILDING APPLICATION REQUIREMENTS](#) of the Building & Plumbing Bylaw. Once the permit package has been submitted, staff will review the application for completeness. Once the submission is deemed complete, staff may set up a meeting with the CP to go over the particulars of the project and the submission.

**2.5. Permit to Practice Number on Drawings and Documents**

All submitted permit drawings and documents, including Letters of Assurance (LOA) that are signed and sealed by Professional Engineers and Engineering Licensees, must show the EGBC Permit to Practice Number. Architects do not provide Permit to Practice numbers as they are not regulated by EGBC.

**2.6. Civic Address**

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

**2.7. Building Permit Fees**

Before receiving an approved Building Permit, payment fees prescribed in the [Fees and Charges Bylaw](#) and any other fees, charges, levies or taxes imposed by the Town must be paid.

**2.8. Multiple Buildings on the Same Site**

When there are multiple buildings on a site, one building permit application may be made for all buildings, however if the CP wishes to stagger the occupancies, separate LOAs must be submitted for each building.

**2.9. Construction Value**

The CP must obtain a construction value from the owner or owner's representative to be declared at the time of building permit application. The Town may evaluate the declared construction value with the Marshall Valuation Service. The higher of the values will be used to determine the building permit fees.

**2.10. Development Permit**

A building permit will not be issued without an issued Development Permit (DP) if a project requires that approval. However, a building permit application may be submitted prior to issuance of the DP provided a complete DP application has been submitted.



## **2.11. Staged Building Permits**

The Town may issue a building permit for the excavation before the documentation for the entire building has been accepted. Sufficient information must be submitted to the Town to demonstrate to the Building Inspector that the portion of the excavation accepted for construction substantially complies with the BC Building Code, Town of Ladysmith Zoning Bylaw, Town of Ladysmith Building & Plumbing Bylaw, related development permit, and any other applicable enactments. Staged building permits will be issued at the discretion of the Senior Building Inspector and applications for staged building permits will be rejected if submitted without preapproval.

## **2.12. Tenant or Landlord Improvements**

If a building has not yet been granted Final Occupancy by the Town of Ladysmith, any tenant or landlord work and its required building permits necessitates involvement of the CP. The CP must either take overall responsibility (CP Schedule CP-1) or review the improvement for compatibility with the base building (CP Schedule CP-3), per the CP Manual.

## **2.13. Departmental Reviews**

In addition to the building permit review, separate departmental reviews (e.g. Planning, Engineering, Fire Department, etc.) occur during the building permit review process. The CP is the main point of contact with the Town and is required to coordinate the submissions of consultants that provide the Town departments with the requested information. It is the CP's responsibility to contact each department to determine their applicable requirements.

## **2.14. Energy Step Code/Zero Carbon Step Code Requirements**

The Town of Ladysmith has adopted BC Energy Step Code/Zero Carbon Energy Step Code requirements. Review the requirements in the Building & Plumbing Bylaw, Part 15.

## **2.15. Special Mechanical Systems**

The CRP and the relevant mechanical RPRs are responsible for coordinating the design and field review of special mechanical systems. The CP is required to submit special mechanical fire emergency systems drawings (such as commercial kitchen exhaust systems, dust collectors, paint spray booths) to the Fire Department for review.

## **2.16. Alternative Solutions**

Any Alternative Solutions to the acceptable solutions of the BC Building Code must be proposed in writing and submitted with the building permit application.



## **2.17. Revisions to Permits**

Revisions must be submitted to the Town to document changes made to the approved building permit drawings. The CP must review all drawings and supporting documentation to confirm that the revisions comply with Part 3 of the BC Building Code. Changes to other parts of the code must still be documented and submitted through the CP. It is the responsibility of the CP to collect the drawings and supporting documents and amalgamate them into a complete building permit revision package to be submitted to the Town.

## **2.18. Trade Permits**

Trade Permits are required for electrical and gas, although the Town of Ladysmith does not issue trade permits for electrical and gas. Permits for electrical and gas are under the jurisdiction of Technical Safety BC. The CP confirms that these permits are in place prior to the contractor starting work and that these permits are completed prior to recommending occupancy to the Town.

## **2.19. Retaining Walls**

Retaining walls are required to comply with the Building & Plumbing Bylaw and the Development Permit(s). A separate building permit application is required for retaining walls that are more than 1.2m in height.

## **2.20. Sign Permits**

A separate permit application is required for signs. Signs are required to meet the [Sign & Canopy Bylaw](#) and Development Permit. More information can be found here: <https://www.ladysmith.ca/business-development/business-resources/sign-permits>

## **2.21. BC Housing – Residential Projects**

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

## **2.22. Liability Insurance**

The CP must provide a copy of current professional liability Certificate of Insurance and must carry a minimum of \$1,000,000.00 per claim.

### 2.23. Building Inspections & Occupancy

Per the CP Manual, the CP is required to perform monthly site reviews and submit a monthly progress report to the Building Inspector. The Building Inspector may also make random site visits to review the status of the building relative to the CP's site review reports.

Prior to Final Occupancy, the CP is required to submit the Confirmation of Required Documents checklist along with all the applicable documents identified in one complete and comprehensive package. Once all required documents are confirmed, the CP will coordinate with the Building Inspector and applicable Town departments on a final walkthrough. The CP recommends Final Occupancy and/or issuance of Occupancy Permit, the Town authorizes occupancy of a building.

### 2.24. Final Design Drawings (Record Drawings)

Final design drawings are not required to be submitted to the Town if the CP confirms that the accepted building permit drawings were complete, and the final design substantially complies with the original submitted building permit drawings. If the final design does not substantially comply with the building permit drawings, the CP shall not request a final walkthrough until revised drawings and a list of changes are submitted and accepted by the Town. Revised drawings shall be submitted for each discipline in which the changes are applicable. All revised drawings must comply with the conditions of the approved development permit for the project.

## 3. Appendix

### Certified Professional Program Forms:

- Schedule CP-1: Confirmation of Commitment by Owner and Certified Professional Form
- Schedule CP-2: Confirmation of Completion of Code Coordination Form
- Schedule CP-3: Confirmation of Tenant Improvement Compatibility Form
- Confirmation of Professional Liability Insurance Form
- BP Application Checklist – Building & Plumbing Bylaw, Section 10.1 - 10.3
- 2024 BC Building Code Part 3 Checklist
- 2024 BC Building Code Adaptable Dwelling Unit Checklist
- Development Permit Application Form
- Hazardous Materials Declaration Form (renovations)
- Site Disclosure Statement Form
- Confirmation of Required Documentation Checklist
- Work on or Within Town Streets Application Form

