

## Section 2.2. Administration

### 2.2.1. Administration

#### 2.2.1.1. Conformance with Administrative Requirements

- 1) This By-law is made pursuant to Section 306 of the Vancouver Charter.

### 2.2.2. Information Required for Proposed Work

#### 2.2.2.1. General Information Required

- 1) Sufficient information shall be provided to show that the proposed work will conform to this By-law and whether or not it may affect adjacent property.
- 2) Plans shall be drawn to scale and shall indicate
  - a) the nature and extent of the work or proposed *occupancy* in sufficient detail to establish that, when completed, the work and the proposed *occupancy* will conform to this By-law,
  - b) the applicable edition of the By-law,
  - c) whether the *building* is designed under Part 3 or Part 9,
  - d) the *major occupancy* classifications of the *building*,
  - e) the *building area* and *building height*,
  - f) the number of *streets* the *building* faces,
  - g) the *accessible* entrances, work areas and washrooms, and
  - h) the *accessible* facilities particular to the *occupancies*.
- 3) When proposed work is changed during construction, information on the changes shall comply with the requirements of this Section for proposed work.

#### 2.2.2.2. Site Plans

- 1) Site plans shall be referenced to an up-to-date survey and, when required to prove compliance with this By-law, a copy of the survey shall be provided.
- 2) Site plans shall show
  - a) by dimensions from property lines, the location of the proposed *building*,
  - b) the similarly dimensioned location of every adjacent existing *building* on the property,
  - c) existing and finished ground levels to an established datum at or adjacent to the site,
  - d) the access routes for firefighting, and
  - e) the *accessible* paths of travel to the *building* from
    - i) the sidewalk, roadway or *street*, and
    - ii) if provided, exterior parking stalls for *persons with disabilities* and exterior passenger-loading zones, and
  - f) the exterior entrances and key plan for each *storey* indicating the location and number of *suites*.

#### 2.2.2.3. Information Required on Building Plans for Addressing Purposes

(Refer to Book I (General) of this Bylaw.)

### 2.2.3. Fire Protection, Mechanical and Plumbing Components

#### 2.2.3.1. Information Required for Fire Protection Components

- 1) Information shall be submitted to show the major components of fire protection including
  - a) the division of the *building* by *firewalls*,
  - b) the *building area*,
  - c) the degree of *fire separation* of *storeys*, shafts and special rooms or areas, including the location and rating of *closures* in *fire separations*,

- d) the source of information for *fire-resistance ratings* of elements of construction (to be indicated on large-scale sections),
- e) the source of information for *encapsulation ratings* of mass timber elements of construction (to be indicated on large-scale sections),
- f) the location of *exits*, and
- g) fire detection, suppression and alarm systems.

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### 2.2.3.2. Plans of Sprinkler Systems

1) Before a sprinkler system is installed or altered, plans showing full details of the proposed sprinkler system and essential details of the *building* in which it is to be installed shall be drawn to an indicated scale.

### 2.2.3.3. Information Required on Plumbing Drawings and Related Documents

- 1) If the *Chief Building Official* requires an application for a permit in respect of *plumbing systems*, plumbing drawings and related documents submitted with the application shall show
- a) the location and *size* of every *building drain* and of every *trap* and *cleanout* fitting that is on a *building drain*,
  - b) the *size* and location of every *soil-or-waste pipe*, *trap* and *vent pipe*, and
  - c) a layout of the *potable water distribution system*, including pipe *sizes* and valves.

### 2.2.3.4. Information Required on Mechanical Drawings and Related Documents

- 1) If the *Chief Building Official* requires an application for a *permit* in respect of a *mechanical system*, mechanical drawings and related documents submitted with the application shall show
- a) the location and *size* of all mechanical *appliances*,
  - b) the *size* of all major pipes and components,
  - c) the *heat loss calculation*, and
  - d) the full *mechanical system* being installed, drawn to an indicated scale.

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### 2.2.4. Structural and Foundation Drawings and Calculations

(Refer to Book I (General) of this Bylaw.)

### 2.2.5. Drawings and Specifications for Environmental Separators and Other Assemblies Exposed to the Exterior

(Refer to Book I (General) of this Bylaw.)

### 2.2.6. Heating, Ventilating and Air-conditioning Drawings and Specifications

(Refer to Book I (General) of this Bylaw.)

### 2.2.7. Professional Design and Review

(See Note A-2.2.7.)

#### 2.2.7.1. Application

- 1) The requirements of this Subsection apply to
- a) *buildings* within the scope of Part 3 of Division B,
  - b) *buildings* within the scope of Part 9 of Division B that are designed with common egress systems for the occupants and require the use of *firewalls* according to Article 1.3.3.4. of Division A, and
  - c) the following, in respect of *buildings* within the scope of Part 9 of Division B other than *buildings* described in Clause (b),
    - i) structural components that are not within the scope of Part 9 of Division B (See Note A-2.2.7.1.(1)(c)(i).),
    - ii) geotechnical conditions at *building* sites that are not within the scope of Part 9 of Division B,

- iii) sprinkler systems designed to NFPA 13, “Installation of Sprinkler Systems”, NFPA 13R, “Installation of Sprinkler Systems in Low-Rise Residential Occupancies”, or NFPA 13D, “Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes”, and
- iv) standpipe and hose systems designed to NFPA 14, “Installation of Standpipe and Hose Systems”,
- d) a *building* that is designed according to Article 1.3.3.5. of Division A of Book I (General) of this By-law,
- e) a *building* that is within the scope of Part 5 of Division B of Book I (General) of this By-law,
- f) *additions* which are subject to Part 11 of Division B of Book I (General) of this By-law, and
- g) a change of *major occupancy* which is subject to Part 11 of Division B of Book I (General) of this By-law.

### 2.2.7.2. Responsibilities

- 1) Before the construction of or the *alteration* to a *building*, the owner shall
  - a) retain a *coordinating registered professional* to coordinate all design work and *field reviews* of the *registered professionals of record* required for the project in order to ascertain that (See Note A-2.2.7.2.(1)(a).)
    - i) the design will substantially comply with the Building By-law and other applicable *City* By-laws, and
    - ii) the construction of the project will substantially comply with the Building By-law and other applicable enactments respecting safety, not including the construction safety aspects, and
  - b) if a *building* permit is required, deliver to the *Chief Building Official* letters in the forms set out in Schedules A and B, and (See the end of Division C and Note A-2.2.7.2.(1)(a) and (b).)
  - c) provide reasonable and timely written notice of any work or excavation that would directly or indirectly affect private property adjacent to the excavation site, to the *owner* of the affected property, and deliver a copy of the notice to the *Chief Building Official*. (See Note A-2.2.7.2.(1)(c).)
- 2) If an occupancy permit or final inspection from an *Chief Building Official* is required and before an owner occupies or receives permission to occupy the *building*, the owner or *coordinating registered professional* shall deliver to that authority letters in the forms set out in Schedules C-A and C-B (See the end of Division C and Note A-2.2.7.2.(2).)

### 2.2.7.3. Registered Professional Responsibilities

(See Note A-2.2.7.3.)

- 1) A *registered professional of record* who signs a letter, the form of which is set out in a Schedule to this Subsection, and an owner who signs or has an agent sign a letter the form of which is set out in a Schedule to this Subsection, shall comply with this Subsection, Part 1, and the provisions of the letter that apply to the person signing.
- 2) A *registered professional of record* or *coordinating registered professional* who is responsible for a *field review* shall keep a record of the *field review* and of any corrective action taken as a result of the *field review* and shall submit monthly summary reports to the *Chief Building Official*.
- 3) A *registered professional of record* who is retained to undertake design work and *field reviews* and who is required to provide letters pursuant to Clause 2.2.7.2.(1)(b) shall
  - a) place his or her professional seal or stamp on the plans submitted by him or her in support of the application for a *building* permit, after ascertaining that they substantially comply with the Building By-law and other applicable enactments respecting safety,
  - b) provide to the *Chief Building Official* a letter in the form of Schedule C-B (See the end of Division c) after ascertaining that the components of the project for which the *registered professional of record* is responsible are constructed so as to substantially comply, in all material respects, with
    - i) the plans and supporting documents prepared by the *registered professional of record*, and
    - ii) the requirements of the Building By-law and other applicable enactments respecting safety, not including construction safety aspects.

**2.2.7.4. Termination**

- 1) An owner must not terminate the appointment of a *coordinating registered professional* or *registered professional of record* unless
  - a) the owner immediately replaces the *coordinating registered professional* or *registered professional of record*, or
  - b) the owner has complied with Clause (1)(b) and Sentence (2) of Article 2.2.7.2. by delivering letters in the forms set out in Schedule A, B, C-A and C-B, as applicable, to the *Chief Building Official*.
- 2) In respect of a project to which this Subsection applies,
  - a) if the *coordinating registered professional* ceases to be retained at any time before the completion of the project, both the owner and the *coordinating registered professional* shall notify the *Chief Building Official*, and
  - b) if a *registered professional of record* ceases to be retained at any time before the completion of the project, both the *coordinating registered professional* and the *registered professional of record* shall notify the *Chief Building Official*.
- 3) Notification under Sentences (1) and (2) shall be made,
  - a) if possible, before the *coordinating registered professional* or *registered professional of record*, as the case may be, ceases to be retained, or
  - b) if advance notice is not possible, as soon as possible.

**2.2.7.5. Reserved****2.2.8. Deleted****2.2.9. Buildings on Designated Flood Plains****2.2.9.1. Exemptions from Flood Construction Level Requirements**

- 1) *Flood construction level requirements* do not apply to:
  - a) *alteration* of an *existing building*, not including reconstruction as defined in this By-law. (See A-11.2.1.2. of Div C),
  - b) *alteration* of an *existing building* to increase the *building area* by less than 25 per cent of the total *building area* existing as of July 29, 1999, if
    - i) the number of *dwelling units* is not increased,
    - ii) there is no further encroachment into setbacks required by this By-law, and
    - iii) there is no further reduction in the *flood construction level*,
  - c) enclosed parking areas, including bicycle and residential storage areas, in a multiple dwelling, if there is
    - i) an unobstructed non-mechanized means of pedestrian ingress and egress to the areas, above the *flood construction level*, and
    - ii) a sign posted at all entry points warning of the risk of flood damage,
  - d) *buildings* and portions of *buildings* used as a carport or garage,
  - e) non-residential accessory *buildings*, and
  - f) loading facilities used for water oriented industry.

**2.2.9.2. Design Considerations on Designated Flood Plains**

- 1) For *buildings* constructed on *designated flood plains*, the *building designer* shall comply with by-law requirements regarding *construction materials* and service equipment installations below *flood construction level requirements*, to the satisfaction of the *Chief Building Official*. (See Article 1.5.2.11. of Division C.)

**2.2.9.3. Construction Considerations on Designated Flood Plains**

- 1) For *buildings* constructed on *designated flood plains*, *construction* of the *buildings* to *flood construction level requirements* shall be achieved, to the satisfaction of the *Chief Building Official*, by

- a) the structural elevation of the floor system of the *building*
- b) the use of adequately compacted fill, or
- c) a combination of structural elevation and compacted fill.

2) No person shall install furnaces, electrical switchgear, electrical panels, fire protection systems or other fixed *building* services susceptible to flood damage, below the *flood construction level*, unless such services are protected from flood damage and accessible for servicing during a flood, to the satisfaction of the *Chief Building Official*.

3) No person shall store hazardous or toxic substances below the *flood construction level*.

4) All piping, wiring and conduit penetrations shall be water stopped and sealed to prevent water seepage into the *building*.

#### 2.2.9.4. Setback Requirements on Designated Flood Plains

1) Subject to the provisions of this By-law, no *building*, structural support or fill shall be constructed or located within

- a) 30 m of the *natural boundary* of the Fraser River,
- b) 15 m of the *natural boundary* of Burrard Inlet, English Bay or False Creek,
- c) 5 m of the *natural boundary* of Still Creek,
- d) 7.5 m of any structure erected for flood protection or seepage control, or
- e) in the case of a *building*, structural support, or fill located on a bluff in a *designated flood plain*, where the toe of the bluff is subject to erosion or is closer than 15 m from the *natural boundary*, a setback measuring 3.0 times the height of the bluff as measured from the toe to the crest of the bluff.

#### 2.2.9.5. Increase of Flood Construction Level and Setback Requirements on Designated Flood Plains

1) The *Chief Building Official* may increase the *flood construction level requirements* or the setback requirements in this By-law if, in the opinion of the *Chief Building Official*, a higher *flood construction level* or a greater setback is necessary as the result of a site-specific geological or hydrological feature.

#### 2.2.9.6. Relaxation of Flood Construction Level and Setback Requirements on Designated Flood Plains

1) The *Chief Building Official* may relax the *flood construction level requirements* in this By-law in accordance with Article 1.5.2.11., if

- a) the *owner* demonstrates to the satisfaction of the *Chief Building Official*, that, due to existing site characteristics and the location of existing infrastructure, it is impractical to meet the *flood construction level requirements*,
- b) the *owner* demonstrates to the satisfaction of the *Chief Building Official*, the proposed *construction* methods are designed to mitigate flood damage, and
- c) the *owner* provides a report, to the satisfaction of the *Chief Building Official*, stamped by a professional engineer, certifying that the habitable space in the *building* will be safe during a flood if a lower *flood construction level* is applied.

2) The *Chief Building Official* may relax the setback requirements in this By-law in accordance with Article 1.5.2.11., if

- a) the *owner* demonstrates to the satisfaction of the *Chief Building Official*, that, due to existing site characteristics and the location of existing infrastructure, it is impractical to meet the setback requirements,
- b) if considered necessary by the *Chief Building Official*, the *owner* agrees to construct erosion protection works to mitigate flood damage and erosion, and
- c) the *owner* provides a report, to the satisfaction of the *Chief Building Official*, stamped by a professional engineer, certifying that the habitable space in the *building* will be safe during a flood if a reduced setback requirement is applied.