

## ADMINISTRATIVE POLICY

**6/BLD**

<b>SUBJECT:</b>	Building Review Procedures – Complex Buildings	
<b>DATE:</b>	OCTOBER 2004	<b>ORIGIN:</b> PLANNING

Pursuant to Saanich Building and Plumbing Bylaw 7188 and the B.C. Building Code, the purpose of the policy is to clarify the Municipal Building Official's role in respect to construction work covered by Letters of Assurance related to Complex Buildings.

A. Permit Application and Approval Phase

The Building and Plumbing Official's role is:

1. To ensure the required Letter of Assurance and proof of professional liability insurance are submitted along with sealed drawings.
2. To coordinate the review of plans by other departments and agencies, as may be required.
3. To review plans for compliance with municipal bylaws, development permits, municipal servicing requirements and Code equivalency submissions prepared by Registered Professionals.
4. To complete documentation for Permit issuance.

B. Construction Phase

The Building and Plumbing Official's role is:

1. To monitor the Field Reviews and site inspection records of the Registered Professionals as provided for under the Letters of Assurance and the B.C. Building Code. To that end, and at the sole option of the Building Official, the following on-site meetings may be scheduled:
  - a) a pre-construction meeting with the coordinating registered professional;
  - b) a meeting with the coordinating Registered Professional and/or other Registered Professionals, at the framing stage and before drywalling, to assess their Field Reviews records and any corrective action that may have been required as a result of their Field Reviews.
  - c) a meeting with the co-ordinating registered professional and/or other Registered Professionals to complete the Coordinated Final AHJ Review (Appendix A-2.6.3, Sub-section 4.0 – B.C. Building Code), prior to issuance of an Occupancy Permit.

- d) notwithstanding the above and pursuant to Section 2.6.3.1.2 of the B.C. Building Code and Section 2.2.4.(5) of the Building and Plumbing Bylaw, a Building Official may attend to the building, from time to time, to ascertain that field reviews are taking place and to monitor Field Reviews pursuant to the Letters of Assurance submitted by the Registered Professionals.

C. Field Reviews and Consistency with the Approved Building Permit

Where a Building Official observes or is made aware of a situation on a building site in which a record of a Field Review appears to be inconsistent with the approved building or plumbing permit or where a record of a field review is incomplete, the Registered Professional responsible for that aspect of the work may be required to confirm to the Building or Plumbing Official, that the work in question has been considered by a Field Review and/or corrected and substantially complies with the B.C. Building Code.

D. Site Inspections by Building or Plumbing Officials

With respect to construction work that is to be supervised by a Registered Professional under a Letter of Assurance, Building and Plumbing Officials will not undertake site inspections of construction work, nor will they issue correction notices.

E. Site Attendance Unrelated to Letters of Assurance Issues

Building and Plumbing Officials may attend to the site at any time to review and inspect any aspect of the site development not addressed by Letters of Assurance, including, but not limited to the enforcement of the Zoning Bylaw, Development Permit Requirements and Municipal Engineering Servicing.