



The Coquitlam Supplement to the Guide to the CP Program

April 2026

TABLE OF CONTENTS

- 1. INTRODUCTION 3
 - 1.1 General 3
 - 1.2 City Of Coquitlam Building By-law 3
 - 1.3 Certified Professional Program 4
- 2. CITY OF COQUITLAM – CP PROGRAM REQUIREMENTS 4
 - 2.1 General 4
 - 2.2 Application of the CP Program 4
 - 2.3 Additional Information 4
 - 2.4 Certified Professional Responsibilities 4
 - 2.5 Building Permit Application 6
 - 2.6 Civic Address 6
 - 2.7 Development Permit 7
 - 2.8 Other Regulatory Approvals 7
 - 2.9 Construction Value 8
 - 2.10 Building Permit Fees 8
 - 2.11 Excavation/Foundation Permits Prior to Building Permit Issuance 8
 - 2.12 Intake Meetings 8
 - 2.13 Tenant or Landlord Improvements 9
 - 2.14 Departmental Reviews 10
 - 2.15 Special Mechanical Systems 10
 - 2.16 Alternative Solution 10
 - 2.17 Professional Liability Insurance 11
 - 2.18 Revision Permits 11
 - 2.19 Trade Permits 12
 - 2.20 Sign Permits 12
 - 2.21 BC Housing – Residential Projects 13
 - 2.22 Building Inspections and Occupancy 13
 - 2.23 Progressive Accountability 15
 - 2.24 Final Design Drawings (Record Drawings) 16
 - 2.25 Digital Submission 16
- 3. APPENDIX – CERTIFIED PROFESSIONAL PROGRAM FORMS 17

1. INTRODUCTION

1.1 General

The Certified Professional (“CP”) Program is a recognized voluntary alternative to the City of Coquitlam’s standard building permit plan review and field inspection processes. Under this program, the CP provides professional assurance to the City that they will take all necessary measures to ensure the project’s design and construction substantially complies with applicable fire and life safety and accessibility requirements of the BC Building Code, the City of Coquitlam Building By-law and any relevant development permit conditions.

To be acknowledged as a CP, a Registered Professional must successfully complete the CP Course and pass the required examinations administered by their respective professional associations.

The Coquitlam Supplement to the Guide to the CP Program referenced in the City of Coquitlam Building By-law No. 3598, 2003, as amended (the “Building Bylaw”) serves as the guide for CP participation and expectations. If a conflict exists between the Coquitlam Supplement to the Guide to the CP Program and the Building Bylaw, the terms of the Building Bylaw will prevail.

1.2 City Of Coquitlam Building By-law

Registered Professionals must be recognized under the terms of the City of Coquitlam’s CP Program to be retained as a CP for building projects in Coquitlam.

The term "Certified Professional" means a Registered Professional recognized by their respective organization and registered to practice in British Columbia, that has passed the CP course, and is accepted by the General Manager of the Planning and Development Department as qualified under the CP Program as administered in Coquitlam.

1.3 Certified Professional Program

The CP Program in Coquitlam follows the requirements outlined in the *British Columbia CP Program Practice and Procedure Manual BC - CP Program*, including this Supplement. For more information, contact the Architectural Institute of British Columbia (AIBC) - CP Program or the Engineers & Geoscientists of British Columbia (EGBC) - CP Program.

2. CITY OF COQUITLAM – CP PROGRAM REQUIREMENTS

2.1 General

This section outlines specific requirements and provides necessary information for CPs to practice in the City of Coquitlam.

2.2 Application of the CP Program

The CP Program applies to the design and construction of any new building falling under the scope of Sentence 1.3.3.2.(1) of Division A of the British Columbia Building Code (the “Building Code”) and to tenant improvements applied for prior to the final approval of the shell building constructed under the CP Program. The use of CPs through the building permit process is applicable only to buildings governed by Part 3 of the BC Building Code. Projects governed by Part 9 of the Building Code will continue to be reviewed under the City’s standard permitting review process.

2.3 Additional Information

The City of Coquitlam’s CP Program webpage contains additional information regarding the CP Program and the building permit application process with the City. The CP should familiarize themselves with the information provided on this webpage. The Coquitlam Supplement to the Guide to the CP Program summarizes some of the key requirements of which CPs need to be aware to work in the City of Coquitlam.

2.4 Certified Professional Responsibilities

The CP acts as the key liaison between the City of Coquitlam and the various parties

involved in a building project, including the owner, the Coordinating Registered Professional (“CRP”), other Registered Professionals (“RP”), and builders (collectively, the “project team”). The CP’s primary responsibility is to facilitate communication and ensure that information regarding specific Building Code issues and solutions flows efficiently between the City and the project team. To stay fully informed on the materials submitted for building permits, all documents and drawings must be stamped and signed by the CP.

It is the CP’s duty to provide Building Code review and Building Code coordination for both the design work and the field reviews of the Registered Professionals. This process ensures that the design complies with the Building Code as outlined in the submitted drawings and specifications. While field reviews are required from all Registered Professionals, the CP is also responsible for performing site reviews, acting in their capacity as the City Building Inspector. While the CP may make recommendations regarding final approval and occupancy issuance, the City of Coquitlam retains the final authority on all permit-related decisions.

The CP is also responsible for independently reviewing the design and field review processes, and acting on behalf of the City for providing plan and site review services. The CP must prepare and submit separate Building Code Report(s), Building Code Compliance Drawings, and other supporting documentation requested for review by the City.

All questions related to the Building Code will be directed to the CP during the building permit process and subsequent field reviews. City staff are available to offer their interpretation of the Building Code if the CP raises concerns during the course of their work. This can occur through a proposed Alternative Solution or an interpretation request based on the Building Code Compliance Checklist.

For the CP Program to function effectively, CPs must demonstrate in-depth knowledge of

the Building Code as well as all City of Coquitlam's bylaws, policies, and procedures relevant to the project. The General Manager of the Planning and Development Department, or their designate, holds the authority to qualify or disqualify a CP in accordance with the Building By-law. Although ensuring substantial compliance with the Building Code is a complex and multifaceted task, the CP is not required to be an expert in every aspect of the Building Code. However, the CP must possess:

- A comprehensive understanding of Division A, Parts 1 and 3 of Division B and Division C of the BC Building Code
- A conceptual understanding of key Part 3 standards, including NFPA 13, 13R, 14, 80, 96, and CAN/ULC S524, S537, and S1001
- The ability to determine when to apply other referenced standards and when to consult other Registered Professionals
- A thorough understanding of the City of Coquitlam's relevant bylaws, policies, and procedures applicable to the project

2.5 Building Permit Application

The CP must submit a CP Permit Application form and all related supporting documents. The building permit submission requirements are outlined in the Commercial, Industrial, Institutional, Multi-Family Building Permit Checklist. Once the building permit application package is complete and ready for submission, the CP must schedule a mandatory intake meeting with the City's Building Permits Division to review the details of the proposed project and the submitted materials. These building permit intake meetings can be scheduled through CPinfo@coquitlam.ca. For information on additional submission requirements, refer to Section 2.12 of this Supplement and the City's CP Program webpage.

2.6 Civic Address

Existing civic address(es) are rarely retained for new development. Before submitting a building permit application, the CP must verify the project's correct civic address

with the City's addressing clerk (buildingaddressing@coquitlam.ca). If a new legal description is required, it must be registered with the Land Title Office prior to the issuance of a building permit. It is expected that the CP will verify that all Letters of Assurance and every page of the submitted drawings have the accurate civic address(es).

2.7 Development Permit

The City's standard process is to only accept building permit applications after the development permit has been issued. However, the City may accept an early intake building permit application if City Council has granted third reading to all bylaws required for the development. The City will not accept any building permit application for a development prior to third reading. The CP must obtain an Early Building Permit Application Letter from the City's Development Planning prior to their mandatory intake meeting with the Building Permits Division and subsequent submission of their CP building permit application package. For more information on how to obtain an early building permit, visit coquitlam.ca/development or contact devinfo@coquitlam.ca.

Please be aware that the acceptance of a building permit application does not imply approval of the development permit application. The final decision to approve or reject a development permit application remains with Council and the Planning and Development Department. The building permit cannot be issued until the development permit process is fully completed. Please keep in mind that any changes to the design between third and final reading may result in extended permitting timelines and must be approved by Development Planning.

2.8 Other Regulatory Approvals

CPs are responsible for identifying the requirements of other regulatory authorities, such as Fraser Health, BC Hydro, Fortis BC, the Ministry of Water, Land and Resource Stewardship and the Ministry of Transportation and Transit. The CP must also ensure that all necessary approvals or clearances from these regulatory authorities are obtained and

documented prior to the issuance of the building permit.

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 the building permit application. "Construction value" is defined as the complete monetary value of all construction or work related to the building including a reasonable valuation for those site works and improvements not included in other permits. The "construction value" shall be based upon current estimated construction costs. For assessing permit fees, the Building Inspector may use the current edition of the Marshall Valuation Service, the Marshall and Swift Residential Cost Handbook, or other valuation tables to determine the market value.

2.10 Building Permit Fees

The building permit application fee must be paid at the time of application submission. The balance of the permit fees will be calculated and forwarded to the CP after final review of the building permit application has been completed and are required to be paid in full prior to building permit issuance.

2.11 Excavation/Foundation Permits Prior to Building Permit Issuance

Building permit applications may be considered for excavation and foundation prior to building permit issuance, provided the following conditions are met:

- A complete CP building permit application is submitted to the City.
- The development permit has been issued.
- The proposed works have been reviewed and approved by all affected City divisions.

2.12 Intake Meetings

An intake meeting with the City's Building Permits Division is mandatory prior to the

submission of each building permit application. During this meeting, the CP and the Architect are expected to present comprehensive overview of the project by guiding the Building Inspector through the proposal and highlighting any Alternative Solution(s) proposed. The Building Inspector will perform a cursory review of the building permit application to confirm if the application is complete and if it meets the necessary requirements to move forward to formally accepting the package as a submission for a building permit.

The CP is responsible for providing all required documentation and drawings, as outlined in the Commercial, Industrial, Institutional, Multi-Family Building Permit Checklist. Intake meetings are by appointment only and must be requested by the CP and scheduled via email: CPinfo@coquitlam.ca. Incomplete submissions cannot be accepted. If a submission is deemed to be incomplete, the intake meeting will be canceled and a new meeting must be scheduled, which may incur a rescheduling fee.

2.13 Tenant or Landlord Improvements

For buildings that have not yet received final approval and occupancy issuance, permit applications for tenant improvements or landlord improvements should involve the original CP. In such cases, the CP must either assume full responsibility for the work by submitting a Schedule CP-1 or by conducting a compatibility review of the proposed improvements with the base building and submitting a Schedule CP-3.

Ideally, the same Registered Professionals involved in the base building should also be retained for tenant or landlord improvements. If alternate Registered Professionals are engaged, then a letter from the base building's CP is required. This letter must confirm that the proposed improvements have been reviewed with the original shell building design team and that the use of other consultants is acceptable prior to the base building receiving final approval and occupancy. Tenant improvement applications made prior to

the building receiving final approval and occupancy are the responsibility of the CP. If Partial Occupancy is granted for the building, the CP must continue the site review of the tenant improvement permits until they are finalized. For more information on this process, refer to the AIBC website.

A building will be given final approval and occupancy once all the works related to tenant/landlord improvement permits have been completed and accepted. After the building has been granted final approval, subsequent tenant/landlord improvement permits do not require the involvement of the CP.

2.14 Departmental Reviews

In addition to the building permit review, separate reviews by other City Departments - such as Planning and Development, Engineering and Public Works, Coquitlam Fire/Rescue (refer to the Appendix for information regarding Coquitlam Fire/Rescue Department's requirements for new construction) - take place during the permitting review process. The CP serves as the primary point of contact with the City of Coquitlam and is responsible for coordinating with the project consultants to ensure all departmental information and requirements are provided as requested.

2.15 Special Mechanical Systems

The CP is required to ensure that mechanically related fire emergency systems (e.g., dust collectors, paint spray booths, commercial kitchen exhaust systems and fire suppression systems) are submitted to the Building Permits Division for review. The CP is also responsible for facilitating the exchange of all relevant information between the City of Coquitlam and the consultant(s).

2.16 Alternative Solution

Any Alternative Solution must be proposed in writing from a Registered Professional, reviewed by the CP and then coordinated by the CP for review by the City. All proposed

Alternative Solutions must be included as part of the building permit application submission package. Please note that the City of Coquitlam is not obligated to accept Alternative Solutions that do not demonstrate they meet the requirements of the Building Code. The City will not accept Alternative Solutions submitted to compensate for design errors or faulty construction.

2.17 Professional Liability Insurance

The CP must provide a valid copy of their “Professional Liability” insurance and must carry a minimum amount as required by the Building Inspector. It is the responsibility of the CP to ensure that the CP and each RP retained in relation to the building permit application submit a valid copy of their proof of liability insurance with the original building permit application. The Building Inspector also reserves the right to request proof of insurance coverage from time to time throughout the duration of the project. See Section 59.2 of the Building By-law for more information.

2.18 Revision Permits

After a building permit is issued, it is the CP's responsibility to gather and consolidate the revised drawings and supporting documents into a complete building permit revision application package for submission to the City. The CP must also review and stamp all revised drawings and supporting documents to certify that they substantially comply with the Building Code and the Building By-law. A revision to the building permit is required per the Building Inspector's request, the CP's directives or if proposed changes affect items including but not limited to:

- 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
- Major changes to the development permit drawings (to be assessed by Development Planning)

The CP must report to the City all deviations that change, relative to the development permit, the exterior appearance or any item on the Development Compliance Checklist of the project. The City retains sole discretion to accept or deny any proposed deviations. Revisions will not be accepted once partial or final occupancy have been granted for the building.

2.19 Trade Permits

Trade permits are required for plumbing, civil and fire suppression work. Please note that gas and electrical permits are not issued by the City of Coquitlam and must be obtained through Technical Safety BC. It is the responsibility of the CP to ensure that all applicable trade permits are in place before any work begins on site.

All drawings submitted as part of a trade permit application must be sealed by the Registered Professional of Record responsible for the design. These drawings must also be reviewed by the CRP for coordination purposes and then submitted to the City by the CP, bearing the CP's stamp.

2.20 Sign Permits

A separate permit application is required for signs. Signs are required to meet the City of Coquitlam Sign By-law No. 3873, 2008, and where applicable, must also meet

development permit requirements.

2.21 BC Housing – Residential Projects

In British Columbia, new homes must be built by licensed residential builders and covered by home warranty insurance under the Provincial Homeowner Protection Act. A BC Housing declaration (warranty approval or exemption) is required for all residential projects. Visit BC Housing's website at www.bchousing.org for full details and access to forms.

2.22 Building Inspections and Occupancy

After a building permit is issued, it is the responsibility of the CP to inform the City through notice in writing to CPinfo@coquitlam.ca that construction has begun. This notice must be received by the City within five business days of the commencement of construction.

The CP is required to perform monthly site reviews and submit a summary of these site reviews to the Building Inspector using the CP Program's Monthly Progress Report Form. If the CP is to be temporarily unavailable, the CP shall arrange, in consultation with the Building Inspector, for the reports during the time of absence to be submitted by another CP or a Registered Professional. This will be monitored and evaluated on each project.

The City's plumbing field review staff will conduct scheduled field reviews after the necessary plumbing trade permits are issued. The CP or the appropriate Registered Professional is expected to be able to address questions in the field related to site reviews and field reviews.

Building Inspectors may perform site visits to review the status of the building relative to the CP's Monthly Progress Report Form. When a CP project is approaching the AHJ demonstration stage, the CP will schedule a meeting on-site with the CRP, Building Inspector, Fire Prevention Officer and Project Manager. The purpose of the meeting is for

the CP and CRP to present the occupancy plan and final schedule for the project. The meeting is to be scheduled a minimum of 30 business days in advance of the demonstration of the life safety and fire protection systems to the AHJ.

When a project constructed under the CP Program is ready for partial occupancy or final approval and occupancy, the following procedure shall be followed:

- All necessary documents for fire and life safety systems tests applicable to the project are required to be submitted to the Building Inspector for review, a minimum of five business days prior to the demonstration of the life safety and fire protection systems to the AHJ. The CP is required to contact their Building Inspector or the Building Inspections Section to confirm if a Fire and Life Safety System demonstration will be required. If required, the Building Inspections Section will notify Coquitlam Fire/Rescue Department of the scheduled inspection. The AHJ demonstration is to be scheduled on a Tuesday, Wednesday or Thursday, at least five business days prior to the final building inspection.
- If design changes occur during construction, then all necessary documents and revision drawings must be submitted to the Building Inspector for review and acceptance before the final AHJ inspection. Refer to the City of Coquitlam Certified Professional Program Occupancy Certificate Application Checklist for more details.
- The CP is required to contact the Building Inspector to set up a final AHJ inspection. City staff will contact the Coquitlam Fire/Rescue Department and the Plumbing Department to organize the final AHJ inspection. The CP shall submit all required final approvals from other applicable regulatory authorities, such as the Elevator

Branch and Technical Safety BC, prior to requesting a final AHJ inspection.

- Any deficiencies observed during the final AHJ inspection must be forwarded, in writing, to the Building Inspector immediately after conclusion of the final AHJ inspection. All deficiencies documented during the final AHJ inspection must be corrected before making the request for any re-inspection.
- Final approval and occupancy of a building will be considered based on the recommendation of the CP. The CP can recommend final approval and occupancy but cannot authorize occupancy of a building. The City retains sole discretion and final authority to issue occupancy for the building.

2.23 Progressive Accountability

Progressive accountability ensures that CPs and RPs are held to consistent and fair standards throughout the building permit process. This approach allows the City of Coquitlam to respond efficiently to issues identified in submissions or on-site reviews. Minor concerns, such as isolated technical oversights or communication delays, are addressed directly at the staff level through discussions with the CP or RP.

If issues persist or are more serious—such as repeated errors, lack of responsiveness or failures to meet code and permit requirements, they will be escalated to senior management at the City, who will document the concerns, meet with the CP and project Architect, and determine next steps. In cases involving significant deficiencies or serious breaches of professional responsibility, such as major life-safety issues or Building Code violations, the City may refer the matter directly to the registered professional's regulatory body (e.g., AIBC or EGBC). This progressive process allows for education and correction when appropriate, while ensuring accountability and upholding public safety with CP's

professional regulating bodies.

2.24 Final Design Drawings (Record Drawings)

Final design drawings are not required for submission to the City if the CP verifies that the accepted building permit drawings were complete and that the final design substantially complies with the original building permit drawings. If the final design does not substantially comply with the accepted building permit drawings, the CP must not request a final AHJ inspection until after a revision permit application, along with revised drawings and a list of changes, is submitted to and accepted by the City. 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. Refer to sub-section 2.18 of this Supplement for additional information on revisions. The CP is required to keep a record of all construction-related events during construction and upon request, the CP shall forward a copy to the City for reference.

2.25 Digital Submission

CP Project building permit application submissions must be made digitally. See the City's CP Program webpage for more details.

3. APPENDIX – CERTIFIED PROFESSIONAL PROGRAM FORMS

1. Schedule CP-1 - Confirmation of Commitment by Owner and CP
2. Schedule CP-2 - Confirmation of Completion of Code Coordination
3. Schedule CP-3 - Confirmation of Tenant Improvement Compatibility
4. Commercial, Industrial, Institutional, Multi-Family Building Permit Checklist
5. Certified Professional Permit Application Form
6. 2024 British Columbia Building Code Checklist
7. Alternative Solution Application Form
8. Letters of Assurance
9. Certified Professional Program Monthly Progress Report Form
10. Certified Professional Program Occupancy Certificate Application Checklist
11. Fire Rescue, Building Permit Plan Review Checklist
12. Fire Rescue Directive D-007 Standpipe Systems in Building Under Construction
13. Fire Rescue Pre-Incident Plan Guidelines
14. Fire Rescue Vital Information Form
15. Fire Rescue Fire Safety Plan Guidelines
16. Tenant Improvement Building Permit Checklist