

## Introduction

This information circular outlines the process for submitting a professional reliance building permit application, from application submission to occupancy.

A professional reliance building permit application is the acceptance and reliance on information provided by qualified professionals and accepts the responsibility of the project. The application has a coordinating registered professional (CRP) that facilitates all aspects of the development project. This application stream does not include any review or inspections by the building official.

## Step 1: Application Submission

Applicants must send all application submission items digitally to development services by emailing [devserv@princegeorge.ca](mailto:devserv@princegeorge.ca). Required items are identified in the application submission checklist on page two of this document.

This information will allow staff to issue a fee slip and a building permit number for future reference. Use the checklist to identify the items required for your application and the naming convention for each file. Any items not submitted will result in an incomplete application.

All professional reliance applications must have a CRP. The CRP must ensure all information is complete and that any drawings and/or technical reports are signed and sealed by a qualified professional. Qualified professionals must be registered within the Province of British Columbia.

Information provided will be referred to development services staff to confirm zoning and off-site services. A summary letter may be sent to clarify information and request to enter into a works and services agreement.

# Application Submission Checklist

Application Information			
Application Form <small>All sections to be completed in full</small>			
Project Directory List (including breakdown of professional responsibilities)			
Title Search			
BC Corporate Search <small>If property owner on title is a company</small>			
All Encumbrances/Legal Notations			
Appointment of Agent Form			
BC Housing Registration Documents (HPO)			
Letters of Assurance			
<i>Description</i>	<i>Schedule B</i>	<i>Alternate Standard</i>	<i>Insurance</i>
Architectural			
Structural			
Mechanical			
Plumbing			
Electrical			
Site Servicing and Civil			
Fire Suppression			
Geotechnical			
Schedule A			

The City of Prince George will rely solely on the information provided by the coordinating registered professional and qualified professionals identified on the project directory.

Technical Information and Drawings
Signed Indemnity Waiver
Building Code Analysis or Checklist
Off Site Works Design and Estimates
Water Meter Sizing Calculation
Fire Flow and hydraulic calculations
Archaeological Review
Health Authority Approval and ROWP Design <small>On-site portable water and sanitary system</small>
Site Disclosure Statement
Technical Reports
Geotechnical
Traffic
Servicing
Erosion and Sediment Control
Protection of Adjacent Building
Construction Fire Safety
Energy Advisor Pre-Construction
Other?
Drawings
Site Plan
Architectural
Structural
Mechanical
Plumbing
Electrical
Civil
Fire Suppression and Sprinkler Drawings

## Step 2: Permit Issuance

Once development services releases the permit, construction may begin.

### CRP Monitoring – Building

The CRP must coordinate the necessary inspections, send engineered field reports, and provide development services with the completed letters of assurance. In accordance with the Building Bylaw, construction of the building to final occupancy may take up to two years. If an extension is needed, contact development services in writing prior to expiration of the permit.

The CRP Monitoring Reports and Letters of Assurance must be submitted digitally to development services using the following naming convention: year, building permit number, and letters of assurance description (e.g., 2023 BP100123 CA Architectural).

The City of Prince George will rely solely on the monitoring and engineered field reports provided to development services.

### CRP Monitoring - Plumbing

#### Water Meter – Water Service

Contact development services to arrange an in-person meeting with City staff on the subject property to confirm the placement of the water meter, the size of the meter, if there is a bypass to the meter, and if there is a back flow preventor to this system. If anything deviates from the original civil drawings, the CRP must provide the rationale in writing and amend the civil drawings on file at City Hall.

#### Photos – Water Service

Prior to back fill of the foundation, the CRP must coordinate photos of the installation of the water service from the building to the connection to the City's main, compaction, and includes the stand pipe infrastructure.

#### Dye Test – Sewer Service

Contact development services to arrange an in-person meeting on the subject property to conduct a sanitary service dye test. The contractor or representative of the appointed agent must meet City staff in-person and will place the dye in the toilet within the building. City staff will monitor the nearest sanitary manhole for the presence of dye. If the contractor or representative is not able to attend the meeting, the dye test will be cancelled and a re-inspection fee will be required.

#### CCTV –Sewer Service

Prior to back fill of the foundation, the CRP must coordinate a CCTV of the sewer service from the new building to the connection to the City's main. Please charge the pipe with water prior to the CCTV occurring. The water must be turned off after the pipe is charged. The CCTV must be provided to development services.

#### Photos – Sewer Service

Prior to back fill of the foundation, photos should be provided that includes the installation of the sewer system installation from the building to the City's main, compaction, and includes the cleanout infrastructure. Photos must be provided to development services.

## Final Building Permit Submission List

Letters of Assurance		
<i>Description</i>	<i>Schedule CB</i>	<i>Alternate Standard</i>
Architectural		
Structural		
Mechanical		
Plumbing		
Electrical		
Site Servicing and Civil		
Fire Suppression		
Geotechnical		
Schedule CA		
Off-site Works Information		
As-Constructed Drawings		
Lot Servicing Drawings		
Material Testing Results		
Engineer's Construction Completion Certificate		
Fire Protection Reports		
Sprinkler Test Reports		
Fire Alarm Verification Report		
Other Approvals		
Final Technical Safety BC Approval		
Northern Health Approvals (if needed)		

### Step 3: Notice of Construction Completion

#### As-Constructed Drawings

Prior to the release of occupancy, a qualified professional engineer will be required to provide inspection services during construction and certify “as-constructed” drawing verifying that the works and services have been constructed in accordance with the works and services agreement.

As-constructed drawings (i.e., record drawing and a lot servicing sheet) must be provided to development services. The provision of this information allows the City to update its records on the infrastructure capacity and location along the street frontage of the proposed development. The CRP must monitor the installation of these off-site works and sign and seal the drawings.

Prior to occupancy, development services needs the Final Building Permit Submission List to complete the development application.

### Step 4: Release of Occupancy

### Step 5: Performance Test Period (PTP)

Off-site works and services will have a one (1) year performance test period. Once the PTP has been completed, the CRP must inspect the off-site works and provide an engineer's construction certificate on the works and services. If there are any deficiencies, development services will correspond with the CRP to determine when the deficiencies will be corrected. Development services may reimburse a portion or hold onto the works and services agreement security.

#### Questions?

Contact development services:  
devserv@princegeorge.ca