



PROPONENTS

Building Code review guide

This document provides an outline of the Port Metro Vancouver (PMV) Building Code review process. PMV uses external consultants to assess proposed projects against the National Building Code of Canada. As the proponent, you will be responsible for paying for this service. The document below highlights the key steps and outcomes in the review process.

Stage 1 – Pre-assessment

- You will be asked to submit PDF drawings to PMV of the proposed building or structure. These drawings should provide an adequate level of detail for an initial assessment by the PMV Code Consultant, including building or structure design and site layout. They do not need to be signed and sealed drawings at this stage.
- The PMV Code Consultant will provide a fee proposal to PMV based on the scope of work they will need to undertake to review your building or structure.
- PMV will forward the fee proposal to you for your approval. You will need to sign the proposal and return it to PMV.
- Once you have approved the fee proposal, PMV will send you an invoice for this amount plus a 10% administration fee.
- Should the final fee from the Code Consultant be less than what was originally quoted, the difference will be refunded to you. You will also be informed of any expected increase in the fees. Work will not continue without your consent.

Stage 2 – Assessment

- At this stage, PMV will provide you with the contact information of the Code Consultant responsible for reviewing your proposal. You should contact them directly to discuss the type of documentation you will need to provide. Typically, required documentation will include sealed drawings and relevant PMV Letters of Assurance.
- You or your contractors will send originals of this material to the Code Consultants directly and provide PDF copies to PMV.
- The PMV Code Consultant will complete their review, which may include one or more site reviews. They will contact you directly to organise these reviews.
- The PMV Code Consultant will then provide a recommendation for approval or refusal to PMV.
- If approved, a Building Permit will be issued to you by PMV, appended with the full-sized drawings, Letters of Assurance and other relevant



documentation from the Code review. Provided all the necessary conditions are met, construction may begin at this point.

- The Building Permit and all relevant drawings and documentation must be kept onsite during construction.

Stage 3 – Final Inspection

- Following project completion, the Code Consultant will typically conduct a site review for purposes of a final inspection.
- Following project completion, you or your contractor will need to provide the Code Consultant with original copies of Schedules C-A and C-B.
- Once all the occupancy requirements have been met, the Code Consultant will send a letter and the relevant Letters of Assurance to PMV recommending that the building can now be occupied.
- You will then receive a letter of confirmation from PMV at which point you may occupy the building.