



*This information is provided for clarification purposes only and is not in substitution of any applicable City Bylaws or Provincial or Federal Codes or laws. In the case of any contradictions, legislative Codes, laws or Bylaws take precedence. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes, applicable Acts, regulations, and decisions and orders of any person or body having jurisdiction over the Lands.*

## Building Envelope Repair

**No.: PERMITS-25**

**Date: 2000-08-31**

**Revised: 2020-07-10**

**This bulletin is to inform Owners, Designers, Registered Professionals, and Repair Contractors undertaking building envelope repairs of the regulations under the Provincial Homeowner Protection Office (HPO).**

### Summary

- The Homeowner Protection Act and Insurance Act on Building Envelope Renovation Regulations require Repair Contractors to be licensed by the Homeowner Protection Office (HPO) and provide mandatory third-party warranty.
- Please use the attached checklist when preparing the submission package for building envelope repair to meet application requirements.

### General Information

- A Building Envelope includes all the building components that separate the indoors from the outdoors. This includes the exterior walls, foundations, roof, windows, and doors.
- **Repair Contractors must be licensed by the HPO and provide mandatory, third-party warranty** in order to get a building permit for the applicable building envelope repairs (Note: The Provincial Residential Repair Contractor Licensing is separate from the City's mandatory business licensing).
  - Minimum coverage and standards for repair warranty are now set by the HPO regulations.
  - Repair regulations do not apply to certain building types, please refer to the [Building Envelope Renovation Regulations](#) webpage for more details.
- Additional detailed information on the regulations can be obtained from the HPO by phone at 604-646-7055 or by their website at [www.hpo.bc.ca](http://www.hpo.bc.ca).

### Application Requirements

A building permit is required for building envelope repairs. In addition to the HPO regulations, the following must be provided at the time of permit application submission:

- Registered Professionals involved with the envelope repair shall:
  - Ensure that plans are signed and sealed.
  - Provide a letter with the following:
    - Confirming the repair scope.
    - Confirming zoning compliance.
    - Confirming that no new area has been added to the building envelope.
    - Indicating whether or not building envelope materials have been replaced. If the replacement will result in the use of new/different materials, clearly identify the new materials used.
- Provide a cost estimate of repairs. If costs exceed \$75,000 and changes to the exterior are proposed, Planning Review may be required.
- If new area is added to the building envelope, the permit will be processed as an "Addition" not a "Repair" and may be subject to other fees and review procedures.

### References

- [BC Building Code, Article 3.2.3.2](#)
- [Building Envelope Renovation Regulations \(HPO\)](#)
- [Checklist for Residential Exterior Building Envelope Repair Permits](#)
- [Homeowner Protection Act and Insurance Act, Building Envelope Renovation Regulation](#)

Should you have any questions, comments, or suggestions concerning this bulletin, please reference the Bulletin number and email [building@richmond.ca](mailto:building@richmond.ca) or call the Building Approvals General Inquiries line at **604-276-4118**.

See over →



## **Multi-Unit Residential Dwellings: Including Apartments & Townhouses, and Mixed Use Buildings containing multiple units.**

*Note: No permit is required if the repair work does not involve structural components of the building (eg. re-roofing, cladding-only replacement, etc.)*

- Letter from the Registered Professional, clearly identifying the scope of work, eg. windows and flashing being replaced, wall cladding being removed and replaced, including guardrails, etc.
- Building permit application is to include:
  - Two sets of construction drawings signed and sealed by the Registered Professionals
  - Construction value of the work being done
  - Authorization letter from the owner or strata council to do the work
  - Home Owner's Protection Office Form, if required
- Schedule B from all Registered Professionals with the appropriate disciplines signed off on Schedule B; and including Schedule "E" with the insurance certificates
- Confirmation from the Registered Professional that the construction requirement of the "exposing building face" has been reviewed in accordance with Article 3.2.3.7 of the BC Building Code (if the material is changed)
- Schedule "F" filled out with the Owners signature and the names of the Registered Professionals listed
- Prior to requesting final building inspections, Schedules "C-B" and "E" including insurance certificates are required from each Registered Professional