



Purpose: To clarify the role and responsibility of a Registered Professional responsible for the building envelope with regard to water penetration renovations or exterior envelope repairs on existing construction in Richmond.

Who qualifies as a Registered Professional for the building envelope?

Richmond Building Bylaw 7230, Section 5.13.2 states:

*“The **registered professional** carrying out the **professional design** and **field review** of the building envelope must provide evidence to the **building inspector** that he or she has experience and expertise in respect of the **design** and **field review** of building envelopes.”*

When is a building permit required for renovations or repairs on existing multiple unit residential construction?

Any **replacement or repairs to structural members** are required to be undertaken under a building permit. These include, replacement of structural framing, such as load bearing studs, floor joists, columns, beams, lintels and exterior balcony guards, and including sheathing when the assembly design included the sheathing to be a structural member.

Once it has been determined that structural members are to be replaced or repaired and the scope of work impacts the exterior building envelope, the repairs to the building envelope are to be undertaken through the involvement of a qualified Registered Professional responsible for the building envelope, and the structural repairs through the involvement of a Professional Engineer.

Prior to Building Permit Issuance

The Registered Professional responsible for the building envelope is required to submit a letter of undertaking, signed and sealed, stating that the design of the building envelope has been reviewed and that it complies with BC Building Code requirements and also confirms an undertaking to carry out all field reviews for the building envelope renovations or repair. It is the responsibility of the Registered Professional responsible for the building envelope to clearly identify their scope of his/her work in the letter. The Structural Engineer is to utilize the Letters of Assurance contained in the current edition of the BC Building Code. In addition, letters required by the current Richmond Building Bylaw are to be submitted confirming proof of errors and omissions insurance coverage, for each Registered Professional.

Building Permit Processing

It is recognized that when structural repairs are determined to be necessary and as such, require a building permit, a significant amount of repair work may have commenced and exposed to the elements. To facilitate construction time schedules, Building Approvals Department will expedite this type of building permit application under the following conditions:

- A complete building permit application is submitted, including a site plan and building elevations, together with a letter describing the scope of structural and impacted building envelope repairs; and
- Appropriate Letters of Assurance, Letters of Undertaking, and applicable City of Richmond Schedules are submitted by the Registered Professionals involved with the repair work.

Prior to Final Inspection Approval

- The Registered Professional retained for structural repairs must submit a Schedule 'C – B', together with a Schedule E.
- The Registered Professional responsible for the building envelope must submit a letter, signed and sealed, stating that the appropriate field reviews have been conducted and the construction complies with his/her design and the BC Building Code.

Note: The above is provided as information required by the City of Richmond. The Homeowners Protection Office (HPO) may require additional information to address third party warranty or licencing requirements for those involved in repairs of water penetration problems. For further information on HPO regulations, contact them by phone at 604-646-7050, fax at 604-646-7051 or their web site at <http://www.hpo.bc.ca>.