

# Building Envelope Design and Field Review

This information guide applies to all new construction, and repairs to the building envelope of residential buildings except single- and two-family dwellings.

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*"This information is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."*

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The City of Burnaby Building Department currently does not perform inspections of exterior cladding systems for multi-family residential buildings and relies on the Registered Professional of Record (RPR) through their Letter of Assurance, and seal on the drawings and field reviews, to assure substantial compliance with the applicable provisions of the BC Building Code.

## Requirement for Building Envelope Professional (BEP)

All new construction and repairs to the building envelope of residential buildings, excluding individual single- and two-family dwellings falling within Part 9, will require the service of a Building Envelope Professional to assist the Registered Professional through the reviewing the design and providing field reviews of the building envelope details.

The Building Envelope Professional (BEP) is to confirm that the building envelope has been designed, installed and provided field review to achieve substantial compliance with the applicable sections of Division B, Part 5 of the current BC Building Code.

A RPR and a BEP must be engaged as early as possible in the project design stage so that the appropriate detailing and specifications are incorporated into the tender/building permit plans and contract documents.

## Permit Application Requirements

Three sets of detail drawings, signed and sealed by the RPR, the BC Building Code's Schedules A and B from the RPR, and a copy of the City of Burnaby's [Letter of Commitment Schedule E1 from](#) the BEP for the building envelope, must be included with each building permit application.

Upon completion of the project, the BEP must provide the building inspector with a copy of the [Letter of Completion Schedule E2](#), in support of the RPR's Schedule C.

Please note that "where a BEP is engaged on a project, this does not in any way relieve the RPR from responsibility for the project, including design and field reviews of the building envelope. Such responsibility is primary and not transferable".

## **Building Envelope Maintenance or Minor Repairs**

Although the literal wording of the Burnaby Building Bylaw requires a building permit for alterations to an existing building, it is not the City's policy to require a building permit for routine maintenance or minor repair work to the building envelope.

Complete replacement of all windows or cladding would require permits except for single- and two-family dwellings.

Depending on the extent of work, replacement of some windows or cladding may require permits, such as those in high-rise buildings or part of a more comprehensive building envelope remediation.

For multi-family residential buildings, a BEP must be involved as required by the Building Bylaw, as described above. For other buildings, an RPR (architect or engineer) would be required.

As it would be impossible to cover all situations of what types of work require permits, it would be prudent for a building owner to discuss the scope of any proposed building envelope work with the Building Department, in order to determine the potential requirement of a building permit.

## **Additional Requirements for Building Envelope Repair**

All building envelope repairs will require a building permit. In addition to the drawings and Schedules listed above, the following shall be submitted prior to the issuance of a building permit:

- appropriate drawings and Schedule B if there are any structural repairs or any additional work outside the scope of the building envelope repair,
- Homeowner Protection Office (HPO) Building Envelope Renovation Schedule,
- damage deposit and inspection fee to the Engineering Department (if applicable), and
- Preliminary Plan Approval (PPA) from the Planning Department (if applicable).

## **Definition of Building Envelope Professional**

The Burnaby Building Bylaw defines a "Building Envelope Professional" as a member of the Architectural Institute of British Columbia (AIBC) or the Association of Professional Engineers and Geoscientists of British Columbia (EGBC), who has qualified by virtue of training or experience to provide building enclosure services.

## **Records**

To facilitate the effective maintenance of the residential structure, recommendation #55 of the Barrett Commission's report and the guidelines of the HPO require that a complete set of records be transferred to the management company or strata council. These records should include the following as applicable:

- a copy of all drawings accepted for Building Permit,
- the BC Building Code's Letters of Assurance: Schedules A, B and C from the Registered Professionals of Record,

- the City of Burnaby's Letters of Commitment Schedule E1 and Letter of Completion Schedule E2 from the BEP noting specific items,
- all documents indicating actual location of pipes, wires and other infrastructure,
- the names and addresses of all professionals, major contractors and sub-contractors,
- all warranties, service manuals, and manufacturers' documentation relating to the common property and common assets, and
- maintenance manual, renewal plans, and procedures specific to each multi-family building.

## **For more information**

Please contact the Building Department at 604-294-7130.

For information regarding the responsibilities and expected scope of services of a Building Envelope Professional (BEP) please refer to bulletins available from the Architectural Institute of BC (AIBC) and the Association of Professional Engineers and Geoscientists of BC (EGBC).

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