



Building Division, Planning and Development Department  
4949 Canada Way, Burnaby, BC V5G 1M2  
Phone: 604-294-7130

## CERTIFIED PROFESSIONAL (CP) PROGRAM MONTHLY PROGRESS REPORT

**Project Address:** \_\_\_\_\_ **Report Month:** \_\_\_\_\_  
**Master Permit Number:** BLD **Report Date:** \_\_\_\_\_

This report shall be submitted to the Building Division at least once a month after building permit issuance

**Assigned Building Inspector** <sup>1</sup> \_\_\_\_\_

Did the building inspector attend the site meeting this month? Yes ☐ No ☐ Unknown ☐

**Job Progress** (please attach spreadsheet if needed)

**Number of Field Reviews this month** <sup>2, 3, 4</sup>

Architect:		Mechanical Engineer:		Fire Suppression	
Structural Engineer:		Electrical Engineer:		Geotechnical Engineer:	

CP has reviewed the Field Review Reports by each RPR this month: Yes ☐ No ☐

**List shop drawings/submittals reviewed by CP for Code Coordination this month** <sup>5</sup>

Are there any substantial changes to permit documents/drawings? Yes ☐ No ☐

If yes, any substantial changes pertaining to the BC Building Plan Review Yes ☐ No ☐

Code from submitted permit drawings required? (*attach list*) Amendment to PPA Yes ☐ No ☐

**General Comments from CP:**

CP Phone: \_\_\_\_\_ CP Email: \_\_\_\_\_

(Affix Certified Professional Stamp)



Notes:

1. Please contact [CP.Submission@burnaby.ca](mailto:CP.Submission@burnaby.ca) for the assigned Building Inspector to this permit.
2. The CP is required to review field review reports prepared by Registered Professionals of Record (RPRs) to determine if any Part 3 Code-related issues have arisen. The CP will then monitor, and initiate as necessary, any corrective action necessary to address such Part 3 Code-related issues. Should corrective action not be followed through, the CP will notify the assigned Building Inspector for appropriate action.
3. Add more RPRs as applicable to the project in the blank cells below.
4. Field Review Reports shall be available upon request by the building inspector.
5. The CP is required to review the relevant shop drawings with respect to Division A; Division B Parts 1 and 3; and Division C requirements.