

# Building Permit Update Policy for active Building Permits

**Overview:** These procedures are intended to improve change management during construction of a Part 3 and complex Part 9 building, provide guidance on City of Nanaimo requirements for design changes after the issuance of a building permit, and record document requirements:

1. These procedures do not apply for regular building maintenance/repair not requiring a building permit.
2. These procedures represent minimum requirements of the City of Nanaimo Building Inspections Section, but in no way limit what registered professionals or other City departments may require.
3. The list of Change Examples is not a comprehensive list; it is intended to provide context for change classification and will be reviewed/adjusted over time; however, the City of Nanaimo has final authority on change classification.
4. The Designated Document Controller is to act as the single point of contact for submission of updates to the City;
5. Failure to comply with these procedures may result in a Stop Work Order being issued for the site.

Definitions	
The following definitions apply to the entirety of this document but are not intended to be applied beyond the scope of this document:	
<b>Approved Update Format</b>	<p><i>Moderate</i> changes must be captured in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Affected drawing sheet reissued for construction with changes clouded (digitally-sealed PDF)</li> <li>• Supplemental instruction (digitally-sealed PDF)</li> <li>• Field review (digitally-sealed PDF)</li> <li>• Other as approved by the City of Nanaimo</li> </ul>
<b>Building Permit Revision</b>	Permit revision through current City process. Approval from the City is required prior to proceeding with the work affected by the revision.
<b>Building Permit Update</b>	<p>Building permit updates are required at the following points in a project:</p> <ul style="list-style-type: none"> <li>• Immediately following final Footing inspection, prior to any further inspections;</li> <li>• Immediately following final Framing inspection, prior to any further inspections; and</li> <li>• Prior to final Occupancy being approved or issued.</li> </ul> <p>The <i>Building Permit Update</i> package must capture all <i>Moderate</i> changes that have occurred since the most recent <i>Building Permit Update</i> or <i>Building Permit Revision</i>.</p> <p>If there have been no <i>Moderate</i> changes on the project since the most recent <i>Building Permit Update</i> or <i>Building Permit Revision</i>, a signed and dated letter from the <i>Designated Document Controller</i> confirming that no <i>Moderate</i> changes have occurred on the project is required at <i>Building Permit Update</i> points.</p>
<b>Designated Document Controller</b>	The single point of contact for all documents and updates for the project. This person is responsible for tracking, collecting, and submitting all changes/adjustments to the building in accordance with this policy. This person is to be designated at the time of Building Permit Application. In the absence of a specified <i>Designated Document Controller</i> , this role will be filled by the Coordinating Registered Professional (CRP) and in the absence of a CRP, the permit Applicant.

# Building Permit Update Policy

Change Classifications	
<b>Major</b>	<p>Require City approval of a <i>Building Permit Revision</i> prior to proceeding with work on site.</p> <p><b>Intent Statement</b>  <i>Major</i> changes encompass changes that significantly impact life safety, fire safety, building systems or existing municipal Planning/Engineering approvals. <i>Major</i> changes also include changes, excluding <i>Minor</i> changes, not designed under professional schedules of assurance.</p>
<b>Moderate</b>	<p>Require Coordinating Registered Professional (CRP) approval prior to proceeding with work on site. Work may occur on site without City approval once approved by the CRP and captured in an <i>Approved Update Format</i> (refer to Definitions). In the absence of a CRP for a project, <i>Moderate</i> changes will be designated as <i>Major</i> changes and must follow the process for a <i>Major</i> change.</p> <p><b>Intent Statement</b>  <i>Moderate</i> changes encompass changes that impact life safety, fire safety, and building systems designed under professional schedules of assurance, but are not significant enough to require approval that is subject to interpretation and review by City staff. A <i>Building Permit Update</i> will be required to capture all <i>Moderate</i> changes at prescribed <i>Document Update</i> points (refer to Definitions).</p>
<b>Minor</b>	<p>Do not require approval by the City nor the consultant team prior to proceeding with work on site and do not need to be captured in approved update document.</p> <p><b>Intent Statement</b>  <i>Minor</i> changes encompass changes with no meaningful impact on life safety, fire safety, and building systems and provide no meaningful value if recorded in approved update document.</p>

Change Examples		
Discipline	Description	Change Classification
Architectural	Change having significant impact on BC Building Code (BCBC) 3.2 analysis	Major
Architectural	Building occupancy classification change	Major
Architectural	Building exterior change that significantly departs from the Development Permit	Major
Architectural	Change requiring modification to an Alternative Solution	Major
Architectural	Flooring material change (significant change in traction or acoustical performance)	Moderate
Architectural	Cladding-type change from non-combustible to combustible	Major
Architectural	Wall extent/location adjustment with significant impact on exit path (non-load-bearing and no Fire-Resistance Rating [FRR])	Moderate
Architectural	Wall extent/location adjustment (with FRR)	Moderate
Architectural	Wall/column/beam extent/location adjustment (load-bearing)	Moderate
Architectural	Adjustments having minor impact on BC Building Code (BCBC) 3.2 analysis or life safety	Moderate

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Change Examples, cont'd		
Architectural	Door hardware device function change on exit door or door with FRR	Moderate
Architectural	Interior wall/ceiling finish change (increase in flame-spread rating)	Moderate
Architectural	Change to means of egress	Major
Architectural	Change to millwork affecting accessibility requirements	Moderate
Architectural	Wall extent/location adjustment with no significant impact on exit path or suite size (non-load-bearing)	Minor
Architectural	Cladding manufacturer change with no decrease in performance	Minor
Architectural	Window manufacturer change with no decrease in performance	Minor
Architectural	Door hardware change for internal residential suite doors	Minor
Architectural	Roofing system change that meets or exceeds specified performance	Minor
Architectural	Interior wall/ceiling finish change (no change in flame-spread rating)	Minor
Architectural	Flooring material change (with consistent traction and similar acoustical performance)	Minor
Architectural	Change to millwork not affecting accessibility requirements	Minor
Electrical	Change requiring modification to an Alternative Solution	Major
Electrical	Significant adjustment to location of fire alarm panel or annunciator panel	Major
Electrical	Adjustment to location or addition of an electrical panel to wall with FRR	Moderate
Electrical	Significant adjustment to location, addition, or deletion of fire alarm device or exit signage	Moderate
Electrical	Change to main electrical distribution	Minor
Electrical	Adjustment to location, addition, or deletion of secondary electrical panel to wall with no FRR	Minor
Electrical	Equipment adjustment requiring electrical service adjustments	Minor
Electrical	Minor adjustment to location of fire alarm device, exit signage or emergency lighting	Minor
Electrical	Light fixture-type modification	Minor
Electrical	Light fixture location modification	Minor
Fire Protection	Pipe size/routing/head change that impacts the design area and hydraulic calculations or an Alternative Solution	Major
Fire Protection	Pipe size/routing change significantly affecting design performance	Moderate
Fire Protection	Change in sprinkler head type	Moderate

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Change Examples, cont'd		
Fire Protection	Significant adjustment to location, addition, or deletion of sprinkler head	Moderate
Fire Protection	Change in piping material	Moderate
Fire Protection	Minor adjustment to location of sprinkler head	Minor
Fire Protection	Pipe routing change that does not significantly affect design performance	Minor
HVAC	Change requiring modification to an Alternative Solution	Major
HVAC	Adjustment that significantly affects an NFPA exhaust system	Major
HVAC	Equipment adjustment significantly affecting design performance	Moderate
HVAC	Significant change in HVAC controls	Moderate
HVAC	Ductwork size/routing adjustment with significant impact on system performance	Moderate
HVAC	Ductwork adjustment impacting an assembly with an FRR	Moderate
HVAC	Changes to mechanical system connection to fire alarm system	Moderate
HVAC	Equipment adjustment that does not significantly affect design performance	Minor
HVAC	Ductwork size/routing adjustment with minimal impact on system performance	Minor
Landscape	Landscape change that significantly departs from the Development Permit	Major
Landscape	Onsite change that affects storm water management	Major
Landscape	Onsite changes maintaining the Development Permit intent	Minor
Landscape	Changes to irrigation system downstream of the double-check backflow protection	Minor
Plumbing	Change to water entry/water protection system	Major
Plumbing	Change to storm water management system	Major
Plumbing	Change that requires modification to an Alternative Solution	Major
Plumbing	Plumbing change or adjustment that changes the specified or approved firestop system	Moderate
Plumbing	Pipe routing change significantly affecting design performance	Moderate
Plumbing	Fixture change significantly affecting design performance	Moderate
Plumbing	Pipe material change	Moderate
Plumbing	Significant adjustment to location, addition, or deletion of fixture	Major
Plumbing	Change requiring modification to an Alternative Solution	Major

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Change Examples, cont'd		
Plumbing	Pipe routing change that does not significantly affect design performance	Minor
Plumbing	Fixture change that does not significantly affect design performance	Minor
Structural	Change requiring modification to an Alternative Solution	Major
Structural	Global change to lateral system	Major
Structural	Wall/column/beam extent/ location adjustment (load-bearing)	Moderate
Structural	Penetration in structural member outside of manufacturer's standards	Moderate
Structural	Penetrations in structural member within manufacturer's published standards	Minor
Structural	Wall location adjustment (non-load-bearing)	Minor