

Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Legislative and Regulatory Services	09
Sub-Section:	Building Permits and Inspections	3800
Title:	Monitoring Construction – General	01

Related Policies

Number	Title
09-3800-02	Health and Safety Aspects of Standard Buildings

Approvals

Approval Date: November 25, 2003	Approved by: Council
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:
Amended:	Resolution #:

Policy

For the purpose of administering City of Port Moody Building Bylaw No. 2577, a policy for the monitoring of construction of Complex Buildings is required. This policy is meant to define the intent of monitoring and at the same time provide guidance on the roles and responsibilities of the Building Official, the constructor, and any Registered Professionals retained in connection with the construction of complex buildings. While the BC Building Code outlines some of the responsibilities of Registered Professionals, the intent of this policy is to provide clarification regarding their responsibilities outlined in Building Bylaw No. 2577.

For Complex Buildings, the BC Building Code and City of Port Moody Building Bylaw No. 2577 require Registered Professionals to prepare the design and undertake Field Reviews. The Field Reviews must be sufficient to ascertain whether the work substantially complies in all material respects with the design.

Monitoring entails the Building Official attending the construction site of a Complex Building to ascertain that Field Reviews by Registered Professionals are taking place, and to monitor that the Field Reviews undertaken by the Registered Professionals relate to the progress of the project. At no time should the Building Official provide design solutions to the contractor, as that is the role of the Registered Professional. Comments provided on a monitoring report issued by the Building Official should be relayed to the Coordinating Registered Professional for their review and action.

The intent of this policy is to provide general guidance, some buildings may require less monitoring of certain phases of construction than others because of the nature of construction

Definitions

Complex Building – has the same definition as in City of Port Moody Building Bylaw No. 2577.

Coordinating Registered Professional – has the same definition as in the BC Building Code.

Field Review – has the same definition as in the BC Building Code.

Monitoring Report – means the form adopted by the City of Port Moody Development Services Department for use by Building Officials when monitoring Complex Buildings.

Registered Professional has the same definition as in the BC Building Code.

Procedures

1. During on-site monitoring of a Complex Building, the Building Official shall use the Monitoring Report as prescribed by the Development Services Department.
2. The Building Official shall provide the Monitoring Report to the contractor on-site and shall forward a copy to the Coordinating Registered Professional.
3. A copy of the Monitoring Report shall be kept on file at the City to confirm the Registered Professional's response and to determine whether any identified issues have been either considered or clarified by the Registered Professional.

Corporate Policy Manual

Monitoring Construction – General

4. A lack of response by the Registered Professional, or the covering of the work in question may require a Stop Work Order to be placed on the construction site until the issue is resolved.
5. In all cases where monitoring is taking place, the Coordinating Registered Professional should be provided with a copy of the Monitoring Report.

Monitoring/Authority

Delegated to the Manager of Building, Bylaw, and Licensing.