

## **Building Envelope Repair Requirements**

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Where an existing environmental separation is being repaired, the design of the environmental separation must demonstrate that the proposed construction conforms to the BC Building Code requirement for restricting entry of rain into the wall assembly and conforms to good practice, such as described in the current editions of the *Best Practice Guide* developed for the Canada Mortgage and Housing Corporation.

**To meet Building Bylaw No. 5693, the following items must to be submitted for permits to repair building envelope:**

- **Submission of the building envelope professional credentials for proof of these items:**
  - an architect or engineer who has successfully completed a program in building envelope studies offered by the Architectural Institute of BC or the Association of Professional Engineers and Geoscientists of BC, and
  - has not less than five years of previous working experience in the design and review of building envelope construction, and
  - has not less than one year of previous working experience in the design and review of building envelope construction in British Columbia and
  - can provide to the Manager of Building Inspection documentary proof of the completion of the program and the experience referred to above.
- **Schedule A and Schedule B1 & B2 from a Building Envelope Professional**
- **A Report from a Building Envelope Professional** detailing the type and extent of testing completed, portions of the building that will undergo envelope renovations, specific components to be repaired and the nature of the work to be completed. Reports submitted with the HPO documents Sections 4 through 7 may meet this requirement. Two sets of sealed drawings are required.
- **Schedule B1 & B2 from a Structural Engineer** where structural repairs are necessary.
- **Home Owner Protection Branch Documents**  
Submission of the HPO Building Envelope Renovation Schedule document sealed by the warranty provider which includes the submission of Sections 4 through 7 documents/reports. For information and documents contact the HPO office at 1-800-407-7757, fax 1-877-476-6657, email: [hpo@hpo.bc.ca](mailto:hpo@hpo.bc.ca), web site: [www.hpo.bc.ca](http://www.hpo.bc.ca).
- **An Appointment of Agent letter(s) (attached) Signed by the Building Owner or Strata Council** appointing the building envelope professional and/or licensed builder as their agent.

City of Nanaimo Building Inspection Division requires sealed copies of each progress report issued by the registered professional after the Building Permit is issued.

Please call City of Nanaimo Building Inspection Division at (250) 755-4429 if you have questions.