



City of Winnipeg Certified Permit Coordinator

Module V:

Program Framework

Pre-application Meetings

Certification Responsibilities & Requirements

Program Framework

- Program Intent & Outcomes
- How will the Program work?
 - Pre-application Meetings
- Certification Responsibilities & Requirements
- Program delivery timelines

Program Intent

- To provide participants with an in-depth understanding and working knowledge of the various stages of the land development and building permit processes
- Only members of the APEGGM, MAA and WCA (with Gold Seal Certification) will be allowed to participate in the program
- Entitles certified Permit Coordinators to take advantage of the Foundation Permit Fast Track Process.
- Will initially apply to one storey Group D, E and F Buildings as defined in the Manitoba Building Code.

Benefits of the Permit Coordinator Certification Program

To You and Your Project:

- Allows for involvement of Professionals early in the project.
- Links the Land Development and Building Permit Process
- Predictable turn times for Foundation Permits
- Better understanding of approvals and processes
- Identifies issues with project early in planning

To the City:

- Knowledgeable customers in City approvals.
- Certified Professional involved in project for accountability.
- Expectations and deliverables are clear early in project
- Reduces delays and rework associated with incomplete information.
- Improved customer service.

Permit Coordinator Program

Outcomes - City Obligation

- ✓ give priority plan review
- ✓ designated staff to handle project
- ✓ guaranteed turnaround time for issuance of the foundation permit
- ✓ Reduced delays & rework
- ✓ provide a list of deficiencies or missing information

Permit Coordinator Program

Outcomes - Permit Coordinator Obligation

- ✓ Mandatory Permit Applicant & Pre-Application Meeting
- ✓ Agrees with and acknowledges deficiencies
- ✓ Gives assurances that deficiencies will be corrected and/or missing information submitted
- ✓ Submits security deposit to cover costs of correcting deficiencies or missing information

Permit Coordinator Program

*Program Details:
How will it work?*

Program Details

1. Building Eligibility
2. Preparation of simplified BSDS
3. Contact Development Projects Liaison
4. Mandatory Pre-Application Meeting
5. Fast Track Foundation Only Stage Permit
6. Permit Issuance – a) Without conditions or
b) With Conditions & Security Deposit
7. Conditions Met - Security released
8. Next stage permit – regular process

Eligible buildings

- One-storey buildings (no basement)
- Group D – offices
- Group E – retail stores
- Group F2 – medium hazard industrial
- Group F3 – low hazard industrial

Simplified BSDS Submissions

- The BSDS was modified for eligible buildings types under the program.
- Submit completed Simplified BSDS for this program.
- The program to be expanded to other building sizes based on how well this phase works.
- Other building types may be permitted upon evaluation.

Mandatory Pre-application Meetings

- **Pre-application meeting Purpose:**
 - Determine if application can go forward, and
 - Identify issues for discussion by either Certified Permit Coordinator or City Staff
- **Contact Development Projects Liaison to arrange Pre-application meeting**

Mandatory Pre-application Meeting

Timing of Pre-application Meeting:

- Meeting should be held at least two weeks *before* permit application.
- Information for pre-application meeting shall be submitted two weeks in advance:
 - To provide assessment of project and determine issues
 - To determine involvement of other departments or branches needed for meeting

Mandatory Pre-application Meeting

- At the time of the meeting, the Plan Examiner and Zoning Officer will be assigned to project.
- Other City staff to be identified (as required basis)
- The Permit Coordinator shall bring the design professional to the meeting and any other persons required to address issues.

Mandatory Pre-application Meeting

Minutes of Meeting

- **Permit Coordinator** will be responsible to take notes and submit minutes to Development Projects Liaison for agreement, confirmation & distribution to City staff

■ Pre-Application Meeting “Do’s”

- Do come prepared to ask and discuss specific code related questions. Be prepared with:
 - Your interpretation on the specific code articles/sentences.
 - Your definition of the major occupancy classification
 - Your specific question on the code construction article for the project,
 - Submission of your discussion documents prior to the meeting.

■ Pre-Application Meeting “Do’s”

■ Be prepared with: (cont’d)

- Building details and features, including building use, building area (both new and existing), building height, number of streets, sprinklers, fire alarm system, etc.
- Your solutions and supporting rationale to requests for variations.

■ Do take notes for follow-up or to confirm discussion

■ Do provide necessary follow-up documentation on a submission proposal.

■ Pre-Application Mtg “Don’ts”

- Do not ask for a waiver of a code requirement -- Compliance to the Manitoba Building Code is mandatory -- waivers are not permitted.
- Do not ask for a preliminary review or approval of the plans.
- Do not assume that the discussions imply approval -- follow-up documentation will be required specifically where a variation is requested or an alternative solution is being proposed.





■ Pre-Application Mtg “Don’ts”

■ Do not ask:

- “What does the code require?”
- “What do I have to do?”
- “Do you see anything wrong?”
- “Is there anything that I missed?”

■ It is the responsibility of the designer to be familiar with the code requirements for the project before attending the meeting. -- The purpose of the meeting is to discuss specific code question, requirements and /or issues.

Fast Track Review

-  Building Permit application is submitted for foundation only stage permit
-  The City will undertake a Fast Track Foundation Only review process
-  Communication – Results of Review
-  Identify items that must be addressed & security identified

Fast Track Review

Security Deposit

- Will be valued based on outstanding condition/information – case by case basis
- Payment required prior to issuance of Foundation permit
- Security Deposit will be accepted by Cheque, Cash or Letter of Credit process
 - It should be noted that initially, Security will not be released until all conditions are met

Fast Track Review

Permit Issuance

- Without conditions
- With conditions & Security Deposit

 The deficiency or missing information must be submitted before any additional permits can be issued.

 If deficiencies are not corrected the City will use the Security Deposit to rectify deficiencies and Permit Coordinator Certification status will be at risk.

Regular Process

- Following Foundation Only stage permit issuance, application will follow regular permit approval and inspections process
- Remember to continue to submit your required documents and drawings for subsequent permit stages
- All deficiencies must be corrected before next permit stage is to be approved.

Permit Coordinator Program

Certification Requirements

Certification Requirements

Eligible Participants must:

1. Attend each training module.
2. Successfully pass the written examination with a score of 80% or higher to achieve Certification.
3. Must act in a professional, ethical and respectful manner.

Certification Requirements

- A Certified Permit Coordinator accepts the following responsibilities:
 1. Permit Coordinator must be applicant.
 2. Acts as primary industry contact for project
 3. Ensures appropriate representation & preparation for Pre-Application meeting
 4. Ensures completion and adherence to BSDS
 5. Agrees with and Acknowledges conditions and deficiencies
 6. Provides Security Deposit as may be required
 7. Accepts responsibility for incomplete deficiencies if security cashed
 8. Uses discretion in cancelling permit applications if don't meet criteria
 9. Must pick up and sign for Foundation Only Permit Issuance
 10. Maintains annual certification through licensing fee.

Certification Requirements

-  Expectation of Higher Performance Standard by Certified Permit Coordinator
-  Permit Coordinator retains the ability to withdraw permits at their discretion.

Certification Requirements

- Poor performance, such as work without permits, incomplete or inaccurate submissions and lack of preparation for pre-application meetings will be considered penalties
- Program will be administered with penalties for misconduct
- Three strike system – Revoke certification.

Penalties for Misconduct

- Physical works on a project continue beyond point of (or without) permit applications
- Consistently demonstrate poor performance
- Demonstrated pattern of permit cancellation
- Misuse or false representation of Certification

■ Penalties (cont'd)

- Divulges exam content and/or cheat on the exam
- Failure to satisfy recertification requirements

NOTE:

The City of Winnipeg reserves the right to report actions and basis of revocation to the professional association represented by the Certified Permit Coordinator.

■ Revocation of Certification

- Permit Coordinator will not be entitled to apply for any Permit Coordinator Permits
- All active Permit Coordinator permits will be cancelled and returned to a standard permit application
- Time lapse of full calendar year to reapply for certification

■ Appeal Revocation


■ Hearing Body

- Director (Chair) – Planning, Property & Development
- Manager – Development & Inspections
- Active Member of Industry Advisory Group representative of appealing Certified Permit Coordinator’s professional association
 - (or their designates)

Appeal

- Hearing Body as the ability to adopt rules of practice and procedure in accordance with City By-laws
- Appeals must be received in Written Form

Certification Requirements

-  Following revocation, recertification can be obtained:
 - i. Following a time lapse of a full calendar year,
 - ii. Enrollment and attendance in the Certified Training Program
 - iii. Pass the written examination with a score of 80% or higher
 - iv. Obligation to report any misconduct to associations

Annual Recertification

-  Evidence of eligibility
-  Recertification fee – based on cost recovery for phased implementation

Permit Coordinator Program

*Certification Handbook:
Complete & Sign Application Form*

Permit Coordinator Program

Program Delivery

Trial Program Implementation

-  Implementation Date: April 2, 2010
-  Initial Course Training Fee and 2010 Certification Fee will be waived.
-  Certified Permit Coordinators will be expected to maintain certification status and annual licensing fee commencing 2011
-  Flexibility – Trial Program



Thank You!

Review