



Certified Professional (CP) Program Monthly Progress Report

Building Permits Division

3000 Guildford Way, Coquitlam, BC V3B 7N2

Phone: 604-927-3441 Email: CPinfo@coquitlam.ca

Submit this form directly to the Building Official assigned to the project at CPinfo@coquitlam.ca.

Project Name: _____

Project Address: _____ **Report Month:** _____

Building Permit Number: _____ **Report Date:** _____

Assigned Building Official: _____

Actions/Activities		Yes	No
City Building Official attended site meeting this month?		<input type="checkbox"/>	<input type="checkbox"/>
Job Progress (attach separate sheet(s) or spreadsheet as needed)			
Field Reviews ^{1,2}		Yes	No
Certified Professional has reviewed the monthly field review reports?		<input type="checkbox"/>	<input type="checkbox"/>
Copies of each monthly field review report is attached and available on-site?		<input type="checkbox"/>	<input type="checkbox"/>
Field Reviews Performed	Registered Professional	Number of Field Reviews this Month	
	▪ Coordinating Registered Professional		
	▪ Architect		
	▪ Structural Engineer		
	▪ Mechanical Engineer		
	▪ Electrical Engineer		
	▪ Fire Suppression Engineer		
	▪ Geotechnical Engineer		
	▪ Civil Engineer		
	▪ Alternative Solution RP		
▪ Other			

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Project Address: _____ Building Permit No.: _____

Revisions/Amendments	Yes	No
Were any changes made to permit documents/drawings? ▪ If yes, list any changes pertaining to the British Columbia Building Code requirements. Attach a separate list.	<input type="checkbox"/>	<input type="checkbox"/>
Do the changes require a revision permit application? ▪ If yes, report the status of the application in the next monthly progress report.	<input type="checkbox"/>	<input type="checkbox"/>
Do the changes require a minor Development Planning amendment application? ▪ If yes, report the status of the application in the next monthly progress report.	<input type="checkbox"/>	<input type="checkbox"/>
Do the changes require a major Development Planning amendment application? ▪ If yes, report the status of the application in the next monthly progress report.	<input type="checkbox"/>	<input type="checkbox"/>
Shop drawings submitted and reviewed by CP for Code Coordination (attach separate sheet(s) as needed) ³	<input type="checkbox"/>	<input type="checkbox"/>
General Comments from Certified Professional		
For Office Use Only		

Certified Professional: _____ **Signature:** _____

(Affix "Certified Professional's" stamp here)



Notes:

1. 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. Should the corrective action not be taken, the CP will notify the assigned Building Official for appropriate action.
2. Field review reports shall be available upon request by the Building Official.
3. 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.