New Westminster

511 Royal Avenue
New Westminster BC
V3L 1H9

604 521 3711
info@newwestcity.ca
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CRP MONTHLY PROGRESS REPORT

Purpose:

This bulletin is issued to Coordinating Registered Professionals (CRP) regarding their responsibility to oversee regular field reviews of the project to ensure:

1. substantial compliance with the plans and supporting documents, and
2. the requirements of the B.C. Building Code

Background:

Generally, the coordinating registered professional is responsible for coordinating the work of each registered professional of record, and for the review and coordination of design documents prepared by the registered professionals of record throughout the term of the project. The coordinating registered professional is the contact point among the authority having jurisdiction, the owner, and each registered professional of record, and, as such, is responsible for facilitating communication among the various parties. (Guide to the Letters of Assurance in the BC Building Code 2006)

Implementation:

As part of the inspection process documentation, the Building Division requires the CRP submit a Monthly Progress Report throughout the duration of construction. These reports should be submitted prior to calling for inspection.

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MONTHLY PROGRESS REPORT

Report# _____

Project Address:		
BP 00_____	Report Month: _____, 20__	Report Date: _____, 20___
Other Attendees:		
Job Progress:		

Number of Site Visits this month:
___Architect ___Mechanical Engineer ___CRP_____
___Structural Engineer ___Electrical Engineer ___Others_____
___Envelope Consultant ___Fire Suppression Engineer _____

CRP has reviewed monthly field inspection reports ____ Copies available on site _____

Shop Drawings/Submittals Reviewed by CRP for code coordination:

Anticipated Work next 30 days:

Any change to permit documents: yes____ no ____
If yes, any changes pertaining to the BCBC from submitted permit drawings: (attach list if needed)

Non-Encroachment Certificate submitted: _____

Require AHJ Staff review _____ BP Change Notice required _____

Application for DP amendment required: yes ___ no___
If yes, please report the status of the amendment in the next monthly progress report

General Comments from CRP:

Street Use Permit Expiry Date_____

Report by _____

Seal