



# ALTERNATIVE SOLUTION APPLICATION FORM

Alternative solution applications must be submitted by a registered professional (architect or engineer).  
Electronic application documents must be provided with appropriate Digital Seal technology in accordance with AIBC and EGBC regulatory requirements. To apply complete the application form and include it with your online application.  
Submit an application to: <https://qfile.coquitlam.ca/altsolution>

**City of Coquitlam**  
**Building Permits Division**  
3000 Guildford Way  
Coquitlam, BC V3B 7N2  
Tel: 604-927-3441  
[alternativesolution@coquitlam.ca](mailto:alternativesolution@coquitlam.ca)  
[www.coquitlam.ca/altsolution](http://www.coquitlam.ca/altsolution)

<b>PROJECT ADDRESS:</b>	
<b>Registered Professional:</b>	Phone:
Address:	Email:
<b>CRP for the Related Project:</b>	Phone:
Address:	Email:
<b>Developer:</b>	Phone:
Address:	Email:
<b>Owner:</b>	Phone:
Address:	Email:

**Invoice to:**     Registered Professional             Developer             Owner

### PLEASE READ CAREFULLY AND COMPLETE ACCURATELY

Related building permit number(s): \_\_\_\_\_

- Is the owner aware of the application? Yes     No
- Is the applicant the Registered Professional responsible for the Alternative Solution(s)? Yes     No
- Are digital copies of the required documents included? Yes     No
- Is this a new alternative solution to add to an existing alternative solution application currently under review? Yes     No

### Note:

- **Applications for additional new Alternative Solution(s) review received prior to acceptance of the original application and/or any recheck of Alternative Solution(s) currently under review are subject to fees.**
- **A review of submissions that precede a building permit application may not be reviewed immediately and the City's response may be withheld until the building permit application is submitted.**
- **An alternative solution is not a building permit. You will need to make a separate application for any required construction permits.**



### Applicant's Acknowledgement

I, the **Applicant**, certify that, to the best of my knowledge, the information provided in this application and supplemental documentation submitted in support of the Application for Alternative Solution is true and correct. I acknowledge that any material falsehood or any intentional or unintentional omission of any material fact with respect to this application made by the **Applicant** may result the alternative solution(s) being rejected. Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way. I, the **Applicant**, certify that this application is being made with the full knowledge and consent of all Owners of the property in question.

**X** \_\_\_\_\_  
**Applicant's Name (please print)**                      **Applicant's Signature**                      **Date**

### Conditions applicable to all relying on this Record of Alternative Solution

1. Acceptance of this alternative solution is site specific and does not establish a precedent for acceptance of similar alternative solutions on other projects.
2. Matters not specifically addressed by the alternative solution must be in full compliance with the British Columbia Building Code.
3. The alternative solution addressed under this assurance constitutes an integral component of all currently active and subsequent permit applications pertaining to the above referenced building and the provisions of this alternative solution may be superseded only by a Code compliant design or a design based on a new alternative solution.
4. Pursuant to Section 290 of the Local Government Act (RSBC 1996) Chapter 323, the City relies on this assurance.
5. Unless otherwise authorized by the Manager Building Permits of the City of Coquitlam, the termination of the engagement of the registered professional prior to his completion of the undertakings identified herein will nullify and make void this alternative solution.
6. In this document, the italicized words have the same meaning as in the British Columbia Building Code.

<b>Coquitlam Alternative Solution Review Committee - Office Use Only</b>			
AS Permit #:	Fee Paid: <input type="checkbox"/>		
Application Form: <input type="checkbox"/>	Sign-off Form: <input type="checkbox"/>	Agent Form: <input type="checkbox"/>	Code Compliance Report: <input type="checkbox"/>
<b>This Is A:</b>			
<b><u>New</u></b> Alternative Solution(s): <input type="checkbox"/>		Revision to issued application: <input type="checkbox"/>	

**Assurance**

The undersigned hereby gives assurance that this alternative solution will provide a level of performance equal to or greater than that required by the British Columbia Building Code.

**Undertaking**

The undersigned hereby undertakes to be responsible for review of all relevant shop drawings for and for field review of the above referenced alternative solution and to submit:

1. Field review reports; and
2. A letter upon completion of this project, providing assurance that:
  - the undersigned has fulfilled his obligation for shop drawing review and field review, and
  - the alternative solution has been installed in a manner satisfactory to the undersigned as being in substantial compliance in all material respects with the above referenced alternative solution.

**Name of Registered Professional:** \_\_\_\_\_

**Signature of Registered Professional:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_



*(Affix PROFESSIONAL SEAL here)*

***If the registered professional is a member of a firm, complete the following:***

I am a member of the firm \_\_\_\_\_ and I sign this letter on behalf of the firm.

<b>Coquitlam Alternative Solution Review Committee – Office Use Only</b>		
Name:	Date:	
Signature:	Accepted: <input type="checkbox"/>	Rejected: <input type="checkbox"/>
Alternative Solution #:	Original Application and/or Revision Date:	

***Please note:***

The personal information collected on this form is collected in accordance with the *Freedom of Information and protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Building Permitting System in accordance with Division 9 of the *Community Charter*. Should you have any questions or concerns about the collection of your personal information, please call the Front Counter Supervisor at 604-927-3441. (NOTE: Business contact information is not considered personal information and will be released on request).