

Appendix A: Guides on How to Submit the Variance Application Through Online Services

How and Where to Submit a Variance Request?

Variance applications must be submitted through the Client Portal, not the Design Registration Portal, using an [Online Services account](#). For general information, visit [our webpage on variances](#).

The screenshot displays the Technical Safety BC Client Portal interface. At the top left is the logo for TECHNICAL SAFETY BC. To the right of the logo is a navigation menu with a home icon, a 'PERMITS' button (highlighted with a red box), and links for 'LICENCES', 'CERTIFICATION', and 'INVOICES'. In the top right corner, there are links for 'Report a Risk', 'Resources', and 'TSBC UAT'. The main content area is divided into several sections:

- Permits:** Contains a link to 'View and manage permits >' and a button labeled 'Apply for a new permit'.
- Units:** Contains a link to 'View and manage units >' and a button labeled 'Submit annual contractor declaration'.
- Variance:** Contains a link to 'View variances >' and a button labeled 'Submit a variance request' (highlighted with a red box).
- Urgent Non-Compliances & Code Violations:** Displays the message 'You have no urgent non-compliances and/or code violations'.
- Product Approval:** Contains a link to 'View Product Approvals >' and a button labeled 'Submit product approval / SPFX request'.

Business account

You will need to select a business account before submitting a request

Select business account *

Your company name

Business account selected

Your company name
Your company address

EL/GA/BPV variance request

ED/PR/AD variance request

Start application

If you can't find the business account you're looking for from the dropdown list, please use the search field to select and request access.

Search business account

Search by business name, account number or phone number

Search

If the business account you are looking for is not in the search results, you will need to [create a new business account](#).

Cancel

What Information Needs to be Provided?

A. Applicant Information

Applicant information is automatically populated based on the Online Services account credentials. The applicant may be the asset owner, licensed contractor, or an authorized representative including consultants, professional engineers, and architects.

Note: All applications must be reviewed by the licensed contractor and, where applicable, by a professional engineer or architect.

B. Technology Information

Select the technology applicable to the application, then select Next.

C. Unit/Device Information

Complete all required fields and select Next.

If a unit ID # is available, there is no need to provide the design registration admin #. Design registration portal admin # is for applications where a unit ID # is not available yet.

TECHNICAL SAFETY BC

PERMITS LICENCES CERTIFICATION INVOICES

Elevating Devices, Passenger Ropeways, and Amusement Devices (ED-PR-AD) Variance

A. Applicant Information B. Technology Information C. Unit/Device Information

C. Unit/Device Information

Does a Unit ID# exist? *

Yes

No

Has a design registration application been submitted for this unit? *

Yes

Not Applicable

If a Unit ID is available, it must be entered. You will be prompted to enter the Unit ID#. In this case, the Design Registration Portal Admin # is not required.

If a unit ID does not exist, select "No" and provide the design registration admin # in the following.

Select N/A, if Unit ID# is provided above, or if variance is requested before registering the design.

D. Relevant Contractor Details

Provide the name of the licensed elevating devices (ED) contractor who has reviewed the application and is responsible for installing, altering, or maintaining the device.

E. Variance Information

- **Applicable Code and Code Edition:** Select the applicable code and edition, as relevant.
 - a) **Elevating Devices:** Either one of ASME A17.1/CSA B44; CSA B355; CAN/CSA Z185, ASME A17.7/CSA B44.7, CSA B354, or CAN/CSA-B311;
 - b) **Passenger Ropeways:** CAN/CSA Z98;
 - c) **Amusement Rides and Devices:** CSA Z267; and
 - d) **Rope-Guided Hoists:** ANSI A10.22.
- **Applicable Code Clause(s) and Elevating Devices Safety Regulation**

Clearly identify the specific code clause(s) and, where applicable, the Elevating Devices Safety Regulation provision for which a variance is requested. Please be as precise as possible.

Note: If there is no explicit requirement being varied, the application must be revisited before submitting.

- **Safety Officer Certificate of Inspection (COI Number)**

If an inspection has been performed, provide the **COI number** and attach a copy of the COI as a supporting document in the next stage.

F. Details of Variance

This section is the **core of the variance application** and must clearly demonstrate why a variance is necessary and how equivalent safety will be achieved.

The applicant must address **all** of the following elements:

- **Reason for Variance Request**

Clearly describe:

- a. what the non-compliance is: the specific condition that does not comply with the identified code clause(s); and
- b. why compliance with the applicable code requirement is unattainable; provide the rationale. This must go beyond cost, convenience, or scheduling constraints.

- **Alternative Proposed:** Provide a detailed description of the proposed alternative, including, but not limited to,:

- a. design features,
- b. administrative controls,
- c. operational controls,
- d. safeguards, limitations, and conditions; and
- e. how it will be implemented and maintained.

All relevant details must be included so the proposed alternative can be fully assessed.

Note: How it provides equivalent safety is for the next data field.

- **Proof of Equivalency:** Demonstrate how the proposed alternative achieves equivalent safety by:

- a. identifying the intent and purpose of the original code requirement; and
- b. explaining how the proposed alternative effectively addresses the same risks and hazards.

- **Upload Fiels:** Upload all relevant supporting documents. Supporting evidence may include engineering analysis, drawings, calculations, manufacturer documentation, test data, or third-party assessments.

Note: If a certificate of inspection (COI) has been issued, attach the COI to the application.

G. Review

Based on the requirements being varied, the application must be reviewed by:

- a. the licensed elevating devices contractor; and
- b. where applicable, the professional engineer or architect of record.

The applicant must:

- a. ensure the required review has taken place;
- b. provide complete and accurate reviewer contact information; and
- c. retain records of the review as proof.

Note: In all cases, the application must be reviewed by the Licensed elevating device contractor.

Elevating Devices, Passenger Ropeways, and Amusement Devices (ED-PR-AD) Variance

A. Applicant Information B. Technology Information C. Unit/Device Information D. Relevant Contractor Details E. Variance Information F. Details of Variance G. Review

G. Review

Name of reviewer *

Reviewer Roles *

LICENSED CONTRACTOR
 REGISTERED ENGINEER (P.ENG.)
 REGISTERED ARCHITECT

Reviewer email *

Phone *

Comments

Checking this box and submitting this form to Technical Safety BC constitutes your authorization. This has the same effect as submitting a handwritten signature.*

Date *

Complete the submission by declaring the information submitted.

* Indicates required field

Once submitted, allow up to five (5) business days for initial review. If the reviewer requires clarification or additional information, communication will occur through the Variance Portal. Applicants should monitor their email closely and respond promptly to any requests to avoid delays.