

# CHECKLIST FOR PROFESSIONAL STRUCTURAL CONCEPT REVIEW

## The Structural Engineer of Record

RE: \_\_\_\_\_  
Project Name (print)

\_\_\_\_\_  
P.Eng. Name (print)

\_\_\_\_\_  
Address of Project (print)

\_\_\_\_\_  
Firm Name (print)

\_\_\_\_\_  
Legal Description of Project (print)

\_\_\_\_\_  
Address (print)

ITEM	REVIEWED	REMARKS
	Initials	
1. Design code loadings and serviceability limits.		
2. Material specifications and geotechnical recommendations.		
3. Concept and integrity of the gravity load resisting system.		
4. Concept and integrity of the lateral load resisting system.		
5. Drawing completeness and continuity of load paths.		
6. Design check of representative structural elements.		
7. Review of representative structural details.		
8. Effects on adjacent structures (seismic clearance, snow buildup, foundations).		
9. Concerns discussed with the Engineer of Record.		

## The Concept Review Engineer

\_\_\_\_\_  
P.Eng. Name (print)

\_\_\_\_\_  
Firm Name (print)

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
DATE: (yy    mm    dd)

\_\_\_\_\_  
Signature

# CHECKLIST FOR PROFESSIONAL STRUCTURAL CONCEPT REVIEW

To: The Structural Engineer of Record

Date: \_\_\_\_\_

\_\_\_\_\_  
P.Eng. Name (print)

\_\_\_\_\_  
Firm Name (print)

\_\_\_\_\_  
Address (print)

Re:

\_\_\_\_\_  
Project Name (print)

\_\_\_\_\_  
Address of Project (print)

\_\_\_\_\_  
Legal Description of Project (print)

The undersigned hereby records that an independent structural concept review of the project, based on the attached list of the structural plans and supporting documents prepared by the *Registered Professional* of the structural components, has been completed by this *Registered Professional*.

I certify that I am a *Registered Professional* as defined below.

\_\_\_\_\_  
Name (print)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signed (print)

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
Phone

(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. (print name of firm)

## NOTE:

1. The above letter must be signed by a *Registered Professional*, which is defined to mean a person who is registered or licensed to practise as a professional engineer under the *Engineers and Geoscientists Act* in BC.
2. Concept review as used herein shall mean such reviews of the structural plans and supporting documents as described in the Guideline for Professional Structural Concept Reviews as prepared by the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) and which, in this *Registered Professional's* discretion, is considered necessary to fulfill the requirements of APEGBC Quality Management Bylaw 14(b)(3).
3. This letter is endorsed by the Association of Professional Engineers and Geoscientists of British Columbia.