

**SCHEDULE A**

Forming Part of Sentence 2.2.7.2.(1), Div. C of the Building By-law

Building Permit No. \_\_\_\_\_  
(for Building Official's use)

**CONFIRMATION OF COMMITMENT BY OWNER AND COORDINATING REGISTERED PROFESSIONAL**

- Notes:
- (i) This letter must be submitted before issuance of a *building* permit.
  - (ii) This letter is endorsed by: Architectural Institute of B.C., Association of Professional Engineers and Geoscientists of B.C.
  - (iii) In this letter the words in italics have the same meaning as in the Building By-law.

Re: Design and *Field Review of Construction* by a *Coordinating Registered Professional*

To: The *Chief Building Official*

Re: \_\_\_\_\_  
Name of Project (Print)

\_\_\_\_\_   
Address of Project (Print)

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

\_\_\_\_\_  
(Professional's Seal and Signature)

\_\_\_\_\_  
Date

The undersigned has retained \_\_\_\_\_ as a *coordinating registered professional* to coordinate the design work and *field reviews* of the *registered professionals of record* required<sup>1</sup> for this project. The *coordinating registered professional* shall coordinate the design work and *field reviews* of the *registered professionals of record* required for the project in order to ascertain that the design will substantially comply with the Building By-law and other applicable enactments respecting safety and that the construction of the project will substantially comply with the Building By-law and other applicable enactments respecting safety, not including the construction safety aspects.

- “*field reviews*” are defined in the Building By-law to mean those reviews of the work
- (a) at a project site of a development to which a *building* permit relates, and
  - (b) where applicable, at fabrication locations where *building* components are fabricated for use at the project site

that a *registered professional* in his or her professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the *registered professional of record* for which the *building* permit is issued.

The *owner* and the *coordinating registered professional* have read Subsection 2.2.7, Division C of the Building By-law. The *owner* and the *coordinating registered professional* each acknowledge their responsibility to notify the *Chief Building Official* of the date the *coordinating registered professional* ceases to be retained by the *owner* before the date the *coordinating registered professional* ceases to be retained or, if that is not possible, then as soon as possible. The *coordinating registered professional* acknowledges the responsibility to notify the *Chief Building Official* of the date a *registered professional of record* ceases to be retained before the date the *registered professional of record* ceases to be retained or, if that is not possible, then as soon as possible.

<sup>1</sup> It is the responsibility of the *coordinating registered professional* to ascertain which *registered professionals* are required, and to initial each Schedule B prior to submission to the *Chief Building Official*.

Schedule A – *Continued*

\_\_\_\_\_  
Building Permit No.  
(for Building Official's use)

\_\_\_\_\_  
Project Address

The *owner* and the *coordinating registered professional* understand that where the *coordinating registered professional* or a *registered professional of record* ceases to be retained at any time during *construction*, work on the above project will cease until such time as

- (a) a new *coordinating registered professional* or *registered professional of record*, as the case may be, is retained, and
- (b) a new letter in the form set out in Schedule A or in the forms set out in Schedules B, as the case may be, is filed with the *Chief Building Official*.

The undersigned *coordinating registered professional* certifies that he or she is a *registered professional* as defined in the Building By-law, and agrees to coordinate the design work and *field reviews* of the *registered professionals of record* required for the project as outlined in the attached Schedules B including coordination and integration of functional testing of fire protection and life safety systems. (See A-2.2.7.3 in Appendix A.)

**Coordinating Registered Professional**

**Owner**

\_\_\_\_\_  
*Coordinating Registered Professional's Name (Print)*

\_\_\_\_\_  
*Owner's Name (Print)*

\_\_\_\_\_  
*Address (Print)*

\_\_\_\_\_  
*Address (Print)*

\_\_\_\_\_  
*Phone No.*

\_\_\_\_\_  
*Name of Agent or Signing Officer if applicable (Print)*

\_\_\_\_\_  
*Date*



*(Professional's Seal and Signature)*

\_\_\_\_\_  
*Owner's or Owner's appointed agent's Signature. (If owner is a corporation the signature of a signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.)*

\_\_\_\_\_  
*Date*

*(If the Coordinating 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)*

This letter must be signed by the *owner* or the *owner's* appointed agent and by the *coordinating registered professional*. An agent's letter of appointment must be attached. If the *owner* is a corporation, the letter must be signed by a signing officer of the corporation and the signing officer must set forth his or her position in the corporation.

The Building By-law defines a *registered professional* to mean

- (a) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Act.