

**CITY OF VANCOUVER  
CONFIRMATION OF COMMITMENT  
BY OWNER AND CERTIFIED PROFESSIONAL**

Certified Professional Program  
An Alternate Program for the Building Permit Process

To: The Chief Building Official

DATE \_\_\_\_\_ (YY MM DD)

RE: \_\_\_\_\_

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

Building Permit No. \_\_\_\_\_

The undersigned has authorized as the **Certified Professional**, \_\_\_\_\_

to provide overall responsibility and authority for "code coordination" of design and "field reviews" required for this Project. It is understood that this Certified Professional will take all such steps as regulated under the Provincial Statute for their profession and by the definitions of "code coordination" and "field reviews" hereinafter set forth, to ascertain that the design will substantially comply and construction of the Project will substantially conform in all material respects with the current Vancouver Building By-law, other applicable safety enactments, and the Development Permit. This Certified Professional will ascertain that only qualified personnel are retained to carry out tests, inspect or carry out design work, detailing or "field reviews".

As used herein, "code coordination" shall mean the activities necessary to ascertain that the Registered Professionals of record for the various components of the project.

- have reasonably interpreted the applicable code requirements governing the design of such components,
- have incorporated such applicable code requirements in their designs,
- have interfaced the design of such code requirements so that they are compatible with the code requirements of other disciplines,
- have fulfilled the applicable code requirements as outlined in the CP checklist submitted for permit, and
- shall provide "field reviews" of code related aspects.

Further to the above, all Tenant Improvement designs shall be monitored and officially indicated by the Certified Professional on the CP-4 letter to determine substantial compatibility with the original concepts, where application for Building Permits for such improvements is made prior to the date when the final Occupancy Permit is issued for the base building.

As used herein, "field reviews" shall mean such reviews of the work at the project site and at fabrication locations, where applicable, as the Registered Professional in his or her professional discretion considers to be necessary in order to ascertain that the work substantially conforms in all material respects to the plans and supporting documents prepared by the Registered Professional and accepted by the City of Vancouver for the project. This includes keeping records of all site visits and any corrective action taken as a result thereof.

The Certified Professional is mandated to review reports of other testing and inspection agencies and disciplines where necessary, comment on their acceptability, determine the corrective action to take if

**CITY OF VANCOUVER  
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RE: \_\_\_\_\_  
Project Address \_\_\_\_\_ DATE (YY MM DD)  
Building Permit No. \_\_\_\_\_

unacceptable, and maintain a detailed record of every such report and comments. The Certified Professional will automatically submit a monthly summary progress report to the City Building Inspector.

**NOTE:** The owner will notify the City Building Inspector in writing prior to any intended termination of or by the Certified Professional. It is understood that work on the above project will cease as of the effective date of such termination, until such time as a new appointment is made, and a "Stop Work Order" shall be posted upon the said project by the City.

OWNER INFORMATION

OR AGENT FOR OWNER OR CORPORATION INFORMATION

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Address  
\_\_\_\_\_  
Print City \_\_\_\_\_ Postal Code  
Telephone (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Title  
\_\_\_\_\_  
Print Address  
\_\_\_\_\_  
Print City \_\_\_\_\_ Postal Code  
Telephone (\_\_\_\_\_) \_\_\_\_\_

If Owner is company, affix Corporate Seal in space below:

CERTIFIED PROFESSIONAL INFORMATION

\_\_\_\_\_  
Certified Professional's Name (Print)

\_\_\_\_\_  
Certified Professional's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone FAX

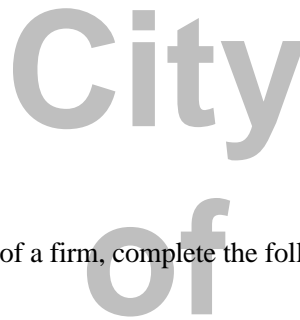
\_\_\_\_\_  
Occupation (Print)

**CITY OF VANCOUVER  
CONFIRMATION OF COMMITMENT BY OWNER AND CERTIFIED PROFESSIONAL (cont'd)**

RE:

Project Address \_\_\_\_\_  
Building Permit No. \_\_\_\_\_

DATE (YY MM DD) \_\_\_\_\_



(Affix Certified Professional's Stamp Here)

(Affix Certified Professional's Professional Seal Here)

If the Certified Professional is a member of a firm, complete the following.

I am a member of the firm

\_\_\_\_\_

Print Name of Firm

\_\_\_\_\_

Print Address

\_\_\_\_\_

Print City

Postal Code

and I sign this letter on behalf of myself and the firm.

**NOTE:** This letter must be signed by the *owner* or the *owner's* appointed agent and by the Certified Professional who is a *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 Certified Professional must be registered as an Architect in good standing in the Architectural Institute of British Columbia or a Professional Engineer in good standing of the Association of Professional Engineers and Geoscientists of the Province of British Columbia.