

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of British Columbia.
  2. The phrase Building By-law where used in this letter means the Vancouver Building By-law.
  3. Words in italics are given the same meaning as defined in the Vancouver Building By-law.
  4. Words in "quotations" are defined herein.

To: Chief Building Official Date: \_\_\_\_\_

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

In signing and submitting this document to the *Chief Building Official* the *owner* confirms that the *owner* has authorized the *Certified Professional*, to undertake "code coordination" and the undersigned *Certified Professional* ("CP") confirms that the CP will undertake "code coordination" with respect to the above noted project for which a building permit is sought.

"Code coordination" includes the following tasks:

1. act on behalf of the *owner* as the *owner's* representative in matters involving the City of Vancouver in relation to the building permit, related project construction and related occupancy permit;
2. ascertain that the required "Registered Professionals of Record" for the project have been retained to provide *design* and *field review* in accordance with the Building By-law;
3. obtain the necessary letters of Assurance of Professional Design and Commitment for Field Review from the "Registered Professionals of Record" for the project and deliver the originals of same to the *Chief Building Official* when applying for the building permit for the project;
4. obtain the other necessary documents required to support the building permit application and deliver same to the *Chief Building Official* when applying for the building permit for the project;
5. apply for and obtain a building permit for the project in accordance with the process as described in the Building By-law;
6. provide "design review" of the plans and supporting documents prepared by each of the "Registered Professionals of Record" for the project;
7. ascertain that the "Registered Professionals of Record" have incorporated in their plans and supporting documents, the requirements of the "Building By-law" Division A; Division B Parts 1 and 3; and Division C;
8. ascertain that the Division A; Division B, Parts 1 and 3; and Division C Building By-law requirements governing the project are compatible between the plans and supporting documents prepared by each "Registered Professional of Record";
9. provide "site review" of the components of the plans and supporting documents prepared by each of the "Registered Professionals of Record" for the project;
10. keep records of all "site reviews" by the CP and of any corrective action required and taken as a result of these "site reviews". Discrepancies noted during "site reviews" must be tracked and the resolution of these discrepancies noted such that a list of significant unresolved discrepancies can be provided at any time;
11. "monitor field review activities" of the "Registered Professionals of Record";
12. monitor and report on significant events and changes in the project;
13. submit a monthly summary progress report to the *Chief Building Official* during construction of the project;
14. consult with the *Chief Building Official* if any unresolved variances in interpretation of the Building By-law arise between the CP, and the "Registered Professionals of Record";
15. consult with the *Chief Building Official* if any unresolved issues with respect to the Building By-law arise between the CP and the contractor;

16.

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

“Code coordination” (cont’d):

16. review relevant shop drawings with respect to the requirements of Division A, Division B, Parts 1 and 3 and Division C of the Building By-law;
17. notify the *Chief Building Official* in a timely manner of any significant known, unresolved contraventions of the Building By-law or Building Permit requirements;
18. obtain the necessary letters of Assurance of Professional *Field Review* and Compliance from the “Registered Professionals of Record” for the project and deliver the originals of same to the *Chief Building Official* when applying for the occupancy permit for the project;
19. obtain the other necessary documents required to support the occupancy permit application and deliver same to the *Chief Building Official* when applying for the occupancy permit for the project;
20. apply for occupancy approval for the project in accordance with the process as described in the Building By-law; and
21. apply the CP stamp to all relevant documents that are submitted to the *Chief Building Official*. Affixing his or her CP stamp to a document confirms that the CP has provided the relevant portion of “code coordination” applicable to that document.

“Design review” means the activities necessary to ascertain that the design of the project will substantially comply, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the Building By-law.

“Monitoring field review activities” means ascertaining that the “Registered Professionals of Record” are providing *field reviews* as required by Div C, Part 2 of the Building By-law, and includes keeping records of all *field review* reports prepared by each Registered Professional of Record. The owner will instruct each “Registered Professional of Record” to highlight in his or her field review reports any significant variation from the documents accepted in support of the building permit and any corrective action as needed. The CP will review the variations highlighted in the *field review* reports and notify the *Chief Building Official*, in a timely manner, of significant unresolved variations from the documents accepted in support of the building permit.

“Registered Professional of Record” means a *registered professional* retained to undertake design work and *field review* pursuant to Schedules B and C-B of Subsection 2.7 in Division C of the Building By-law.

“Site review” means the activities necessary in the CP’s professional judgment to ascertain that the construction of the project substantially complies, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the Building By-law and the requirements of the building permit and monitoring for compliance with the development permit issued for the project.

In addition to “code coordination” the undersigned *owner* and CP also acknowledge that:

1. If the project involves future tenant improvement works, and the base *building* occupancy is not achieved prior to commencement of the tenant improvement works, the involvement of the CP may be required; and,
2. The *owner* and the CP are each required to notify the *Chief Building Official* on or before the date the CP ceases to be retained by the *owner*. 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 *Chief Building Official*.

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

Date: \_\_\_\_\_  
Building  
Permit No.: \_\_\_\_\_

<b>NOTE:</b>	This letter must be signed by the <i>owner</i> or the <i>owner's</i> appointed agent and by the CP. 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.
--------------	--

**Owner Information (please print):**

Owner's Name: _____	Name and title of Signing Officer, or Agent (if Applicable): _____
Address: _____	Tel: _____
City: _____	Email: _____
Postal Code: _____	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.)*

<b>NOTE:</b>	A <b>Certified Professional</b> means an Architect or Professional Engineer who has been recognized as qualified as a <i>Certified Professional</i> by the <i>Chief Building Official</i> pursuant to the Certification of Professionals By-law.
--------------	--

**Certified Professional (please print):**

Name: _____	Name of Firm: _____
Address: _____	Tel: _____
City: _____	Email: _____
Postal Code: _____	Signature: _____

(Affix *Certified Professional's* stamp here)

(Affix *Certified Professional's* professional seal here)