

**SCHEDULE A**

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

Building Permit Number (for CoV 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. and the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
  - 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)


(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 of record* are required, and to initial each Schedule B prior to submission to the *Chief Building Official*.



Certified Professional's Stamp and Signature  
(if applicable)

**SCHEDULE A** - continued

Building Permit Number (for CoV 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)

Address (Print) (continued)

Address (Print) (continued)

Phone Number and Email Address

Name Agent of Signing Officer (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)

Phone Number and Email Address

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)

**Note:** The above letter must be signed by a *coordinating registered professional*, who is also a *registered professional*. The Building By-law defines a *registered professional* to mean

- a) a person who is registered as an Architect with the Architectural Institute of British Columbia under the Professional Governance Act, or
- b) a person who is registered as a professional engineer or professional licensee engineering with the Association of Professional Engineers and Geoscientists of the Province of British Columbia under the Professional Governance Act.

Certified Professional's Stamp and Signature  
(if applicable)