

SCHEDULE C-A

Forming Part of Sentence 2.2.7., Division C of the Building By-law

Building Permit Number (for CoV Use)

**ASSURANCE OF COORDINATION OF
PROFESSIONAL FIELD REVIEW****Notes:**

- i) This letter must be submitted after completion of the *project* but before the *occupancy permit* is issued or a final inspection is made, by the *Chief Building Official*.
- 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.

To: The *Chief Building Official*

Re:

Name of Project (Print)

Address of Project (Print)

(The *coordinating registered professional* shall complete the following:)

Coordinating Registered Professional's Name (Print)

Address (Print)

Address (Print) (continued)

Phone Number and Email Address

(Professional's Seal and Signature)

Date

I hereby give assurance that

- a) I have fulfilled my obligations for coordination of *field reviews* of the *registered professionals of record* required for the *project* as outlined in Subsection 2.2.7., Division C of the Building By-law and in the previously submitted Schedule A, "CONFIRMATION OF COMMITMENT BY OWNER AND BY COORDINATING REGISTERED PROFESSIONAL,"
- b) I have coordinated the functional testing of the fire protection and life safety systems to ascertain that they substantially comply in all material respects with
 - i) the applicable requirements of the Building By-law and other applicable enactments respecting safety, not including construction safety aspects, and
 - ii) the plans and supporting documents submitted in support of the application for the *building permit*,
- c) I have coordinated the *field reviews* to ascertain that the *project* substantially complies in all material respects with
 - i) the applicable requirements of Part 10, and
 - ii) the plans and supporting documents submitted in support of the application for the *building permit*,
- d) I am a *registered professional* as defined in the Building By-law.

(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)