

**SCHEDULE C-A**

Forming Part of Subsection 2.2.7, Division C of the  
Vancouver Building By-law

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

**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 *authority having jurisdiction*.  
 (ii) This letter is endorsed by: Architectural Institute of B.C., Association of Professional Engineers and Geoscientists of B.C., Building Officials' Association of B.C., and Union of B.C. Municipalities.  
 (iii) In this letter the words in italics have the same meaning as in the Vancouver Building By-law.

To: *The Chief Building Official*

\_\_\_\_\_  
Name of Jurisdiction (Print)

Re: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Name (Print)

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

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

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

\_\_\_\_\_  
Date

I hereby give assurance that

- (a) I have fulfilled my obligations for coordination of *field review* of the *registered professionals* required for the project as outlined in Subsection 2.2.7, Division C of the Vancouver 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 Vancouver 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 am a *registered professional* as defined in the Vancouver Building By-law.

(If the *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 Vancouver 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.