

# BRITISH COLUMBIA BUILDING CODE 2024

## SCHEDULE C-A

Forming Part of Subsection 2.2.7., Division C of the  
British Columbia Building Code

Building Permit Number  
(for authority having jurisdiction's 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 *authority having jurisdiction*.
- (ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.
- (iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

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

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

Name of Project (Print)

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

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

\_\_\_\_\_  
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 British Columbia Building Code 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 British Columbia Building Code 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 British Columbia Building Code.

(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 British Columbia Building Code 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.