

BRITISH COLUMBIA BUILDING CODE 2024

SCHEDULE A

Forming Part of Sentence 2.2.7.2.(1), Division C of the
British Columbia Building Code

Building Permit Number
(for authority having jurisdiction's 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 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.

Re: Design and *Field Review* of Construction
by a *Coordinating Registered Professional*

To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

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* required¹ 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 British Columbia Building Code and other applicable enactments respecting safety and that the construction of the project will substantially comply with the British Columbia Building Code and other applicable enactments respecting safety, not including the construction safety aspects.

"*field reviews*" are defined in the British Columbia Building Code 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 of record* 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 British Columbia Building Code. The *owner* and the *coordinating registered professional* each acknowledge their responsibility to notify the addressee of this letter of 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 addressee of this letter 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.

¹It is the responsibility of the *coordinating registered professional* to ascertain which *registered professionals of record* are required, and to initial each Schedule B.

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Schedule A - Continued

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 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 form set out in Schedule B, as the case may be, is filed with the *authority having jurisdiction*.

The undersigned *coordinating registered professional* certifies that he or she is a *registered professional* as defined in the British Columbia Building Code, and agrees to coordinate the design work and *field reviews* of the *registered professionals of record* required for the project as outlined in each attached Schedule B including coordination and integration of functional testing of fire protection and life safety systems. (See A-2.2.7.3. in Appendix A of Division C.)

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 of Agent of Signing Officer if Applicable (Print)

 Date

 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.)

 (Professional's Seal and Signature)

 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)

This letter must be signed by the *owner* or the *owner's* appointed agent and by the *coordinating registered professional*. 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.

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.