

**SCHEDULE A**Forming Part of Sentence 2.2.7.2.(1), Div. C of the  
Vancouver Building By-lawBuilding Permit No. <sup>1</sup>**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., 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.

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

To: The *Chief Building Official*

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

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

Name of Project (Print)

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

\_\_\_\_\_  
Legal Description 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* required<sup>2</sup> for this project. The *coordinating registered professional* shall coordinate the design work and *field reviews* of the *registered professionals* required for the project in order to ascertain that the design will substantially comply with the Vancouver Building By-law and other applicable enactments respecting safety and that the construction of the project will substantially comply with the Vancouver Building By-law and other applicable enactments respecting safety, not including the construction safety aspects.

“*field reviews*” are defined in the Vancouver 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* for which the *building* permit is issued.

The *owner* and the *coordinating registered professional* have read Subsection 2.2.7, Division C of the Vancouver 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* ceases to be retained before the date the *registered professional* ceases to be retained or, if that is not possible, then as soon as possible.

<sup>1</sup> For Building Official's use only

<sup>2</sup> It is the responsibility of the *coordinating registered professional* to ascertain which *registered professionals* are required, and to initial each Schedule B-1 and B-2 prior to submission to the *Chief Building Official*.

Schedule A – Continued

\_\_\_\_\_  
Building Permit No.<sup>1</sup>

\_\_\_\_\_  
Project Address

The *owner* and the *coordinating registered professional* understand that where the *coordinating registered professional* or a *registered professional* 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*, 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-1 and B-2, 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 Vancouver Building By-law, and agrees to coordinate the design work and *field reviews* of the *registered professionals* required for the project as outlined in the attached Schedules B-1 and B-2 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)

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

\_\_\_\_\_  
Name of Agent or Signing Officer if applicable (Print)

(Professional's Seal and Signature)

\_\_\_\_\_  
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.)

\_\_\_\_\_  
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 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.

<sup>1</sup> For Building Official's use only