

**SCHEDULE C-A**Forming Part of Subsection 2.2.7, Division C of the  
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 *Chief Building Official*.
- (ii) This letter is endorsed by: Architectural Institute of B.C., Association of Professional Engineers and Geoscientists of B.C.
- (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) \_\_\_\_\_

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 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 *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 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.