Notes: 1. This letter is endorsed by the Architectural Institute of British Columbia and the Engineers and Geoscientists British Columbia.
2. The phrase "building code" where used in this letter means the British Columbia Building Code.
3. Words in italics are given the same meaning as defined in the British Columbia Building Code.
4. Words in "quotations" are defined herein.

To: *authority having jurisdiction*

_____
Date

_____
Name of Jurisdiction

_____ _____
Project Address Building Permit No.

In signing and submitting this document to the *authority having jurisdiction,* the *owner* confirms that the *owner* has authorized the "Certified Professional (CP)" to undertake "code coordination," and the undersigned "CP" confirms that the "CP" will undertake "code coordination" with respect to the above-noted project for which a *building* permit is sought.

"Code coordination" includes the following tasks:

1. act on behalf of the *owner* as the *owner's* representative in matters involving the *authority having jurisdiction* in relation to the *building* permit, related project construction, and related occupancy;
2. ascertain that the required *registered professionals of record (RPR)* for the project have been retained to provide *design* and *field review* in accordance with the "*building* code";
3. obtain the necessary letters of Assurance of Professional Design and Commitment for Field Review from the *registered professionals of record* for the project and deliver the originals of same to the *authority having jurisdiction* when applying for the *building* permit for the project;
4. obtain the other necessary documents required to support the *building* permit application and deliver same to the *authority having jurisdiction* when applying for the *building* permit for the project;
5. apply for and obtain a *building* permit for the project in accordance with the process as described in the *authority having jurisdiction's* Building By-law;
6. provide "design review" of the plans and supporting documents prepared by each of the *registered professionals of record* for the project;
7. ascertain that the *registered professionals of record* have incorporated in their plans and supporting documents the requirements of the "*building* code" Division A; Division B, Parts 1 and 3; and Division C;
8. ascertain that the Division A; Division B, Parts 1 and 3; and Division C "*building* code" requirements governing the project are compatible between the plans and supporting documents prepared by each *registered professional of record*;
9. provide "site review" of the components of the plans and supporting documents prepared by each of the *registered professionals of record* for the project;
10. keep records of all "site reviews" by the "CP" and of any corrective action required and taken as a result of these "site reviews". Discrepancies noted during "site reviews" must be tracked and the resolution of these discrepancies noted such that a list of significant known unresolved discrepancies can be provided at the request of the *authority having jurisdiction*;
11. "monitor field review activities" of the *registered professionals of record*;
12. monitor and report on significant events and changes in the project;
13. submit a monthly summary progress report to the *authority having jurisdiction* during construction of the project;

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"Code coordination" (cont'd):

14. consult with the *authority having jurisdiction* if any unresolved variances in interpretation of the "*building* code" arise between the "CP" and the *registered professionals of record*;
15. consult with the *authority having jurisdiction* if any unresolved issues with respect to the "*building* code" arise between the "CP" and the contractor;
16. review relevant shop drawings with respect to the requirements of Division A; Division B, Parts 1 and 3; and Division C of the "*building* code";
17. notify the *authority having jurisdiction* in a timely manner of any significant known, unresolved contraventions of the "*building* code" or *building* permit requirements;
18. obtain the necessary letters of Assurance of Professional *Field Review* and Compliance from the *registered professionals of record* for the project and deliver the originals of same to the *authority having jurisdiction* when applying for *occupancy* for the project;
19. obtain the other necessary documents required to support the occupancy application and deliver same to the *authority having jurisdiction* when applying for occupancy for the project;
20. apply for the occupancy approval for the project in accordance with the process as described in the *authority having jurisdiction's* Building By-law; and
21. apply the "CP" stamp to all relevant documents that are submitted to the *authority having jurisdiction*. Affixing his or her "CP" stamp to a document confirms that the "CP" has provided the relevant portion of "code coordination" applicable to that document.

"Design review" means the activities necessary to ascertain that the design of the project will substantially comply, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the "*building* code".

"Monitoring field review activities" means ascertaining that the *registered professionals of record* are providing *field reviews* as required by Division C, Part 2 of the "*building* code," and includes keeping records of the *field review* reports prepared by the *registered professionals of record.* The *owner* will instruct each *registered professional of record* to highlight in the *RPR's* field review reports any significant variation from the documents accepted in support of the *building* permit and any corrective action as needed. The "CP" will review the variations highlighted in the *field review* reports and notify the *authority having jurisdiction*, in a timely manner, of significant known unresolved contraventions from the documents accepted in support of the *building* permit.

"Site review" means the activities necessary in the "CP's" professional judgment to ascertain that the construction of the project substantially complies, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the "*building* code" and the requirements of the *building* permit, and monitors for compliance with the development permit issued for the project.

In addition to "code coordination," the undersigned *owner* and "CP" also acknowledge that:

1. if the project involves future tenant improvement works, and the base *building* occupancy is not achieved prior to commencement of the tenant improvement works, the involvement of a "CP" may be required; and,
2. the *owner* and the "CP" are each required to notify the *authority having jurisdiction* on or before the date the "CP" ceases to be retained by the *owner.* It is understood that work on the above project will cease as of the effective date of such termination, until such time as a new appointment is made, and a *Stop Work Order* shall be posted upon the said project by the *authority having jurisdiction*.

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NOTE:
This letter must be signed by the *owner* or the *owner*'s appointed agent and by the "CP". 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.

Owner Information:

Owner's Name

Name and title of Signing Officer, or Agent (if applicable)

Address (including City and Postal Code)

Tel

Email

Signature

Owner's or Owner's appointed agent's signature

NOTE:
A "**Certified Professional**" means an Architect, professional engineer, or professional licensee engineering who has been recognized as qualified as a "Certified Professional" by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

"Certified Professional":

Name

Name of Firm

Address (including City and Postal Code)

Tel

Email

"CERTIFIED PROFESSIONAL" STAMP

"CERTIFIED PROFESSIONAL"
PROFESSIONAL SEAL