



## **PRACTICE NOTE 16: PROFESSIONAL DESIGN AND FIELD REVIEW BY SUPPORTING REGISTERED PROFESSIONALS**

**FIRST EDITION: September 2010**

### **Purpose**

This Practice Note is a guide to the recommended use of two, new “intraprofessional” forms:

**Model Schedule S-B: ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR  
FIELD REVIEW by Supporting Registered Professional (SRP)**

and:

**Model Schedule S-C: ASSURANCE OF PROFESSIONAL FIELD REVIEW AND  
COMPLIANCE by Supporting Registered Professional (SRP)**

Schedules S-B and S-C are not to be confused with the *British Columbia Building Code* (the Code) mandated Letters of Assurance (LOA) and are not intended to be submitted to the Authority Having Jurisdiction (AHJ). There may (or may not) be reasons for them to be called for by a project’s Registered Professionals of Record.

### **Terminologies**

The term Registered Professional is defined in the Code as:

- 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*.

The term Registered Professional of Record (RPR) is defined in the Code as:

*Registered professional of record* means a registered professional retained to undertake design work and *field review* in accordance with Subsection 2.2.7 of Division C.

For the purposes of this Practice Note the following term is introduced:

A SRP is an architect or professional engineer providing design and/or field review of building components, or sub-components, within a discipline to the RPR for that discipline.

This could include a Professional Engineer providing specialty engineering services as defined in the different discipline-based APEGBC guidelines for engineering services for building projects, e.g. *APEGBC Guidelines for Electrical Engineering Services for Building Projects*.

## Parallel Considerations

While this Practice Note provides advice on the recommended use of Schedules S-B and S-C, it is worthwhile to remind the reader of the *Guide to the Letters of Assurance* (the Guide) in the Code published by the Office of Housing and Construction Standards of the Province of British Columbia. In addition professional engineers and licensees should refer to APEGBC *Bulletin K: Letters of Assurance and Due Diligence*. Also AIBC Practice Notes 4, 12, and 15 provide a broader discussion of the appropriate use of the Code-mandated LOAs. Finally *AIBC Bulletin 34 - Building Envelope Services – Appropriate Professional Practice*, also endorsed by the APEGBC, regarding the use of Model Schedules D is a useful resource where Registered Professionals are providing building envelope services.

## Background

The LOA in the Code provide a uniform standard across the Province for providing professional assurance of design and field review of new construction. The roles and responsibilities of the Owner, Registered Professionals and AHJ are clearly defined.

LOA are required to be submitted at building permit application and prior to occupancy of buildings described under Section 2.2.7 of Part 2 of Division C of the Code. These letters are legal documents based on the authority of the Code. Uniform mandatory LOA have been incorporated as Schedules into the Code since December 1992.

A Registered Professional who signs and seals a LOA is accepting responsibility for the obligations committed to in that LOA. For example, in signing and sealing a Schedule C-B, Assurance of Professional Field Review and Compliance, a Registered Professional is giving his or her assurance, based on their field reviews, that the relevant aspects of the project for which they are responsible substantially comply, in all material respects, with the applicable requirements of the Code and the plans and supporting documents submitted in support of the application for the building permit (design documents).

There are seven principle disciplines identified in the Code:

- Architectural
- Structural
- Mechanical
- Plumbing
- Fire Suppression
- Electrical
- Geotechnical (Temporary and Permanent)

Typically, only one LOA is to be provided to the AHJ for each discipline identified in the Code, as applicable to the project. The Registered Professional providing the LOA for each discipline is the RPR.

A RPR should only undertake design and field review for the items identified on the LOA for their discipline based on their competency. As such, a RPR, or Owner, may require supplementary supporting engineering or architectural services for a particular component, or sub-component, of a discipline. In instances where supporting engineering or architectural services are required it is recommended that appropriate assurances should be obtained by the relevant RPR from the SRP (who could be engaged by the RPR; the Owner; a contractor, sub-trade or supplier) providing the supporting design service and/or field service. Upon receipt of assurance from such SRP that a particular component, or sub-component substantially complies, in all material respects, with the applicable requirements of the Code, the RPR can complete and submit the LOA for his or her discipline. This allows the integrity of the Code scheme for LOA to be maintained (one LOA per discipline).

## **Schedules S-B and S-C**

The Schedules S-B and S-C, as identified in Appendix A of this Practice Note, are recommended mechanisms for the RPR to receive assurance from the SRP providing supporting engineering or architectural services; confirming that the plans and supporting documents relating to the supporting engineering or architectural services for a particular component, or sub-component, of a discipline substantially comply, in all material respects, with the applicable requirements of the Code.

The RPR must coordinate the work of the SRP providing supporting engineering or architectural services to assure that the work is compatible with, and integrated into, the overall design. Although the RPR may not have carried out the design and/or field review for a particular item under the LOA, the RPR can sign the LOA for that item based on the assurance represented by the Schedules S-B and S-C from the SRP that provided the supporting services for that discipline.

The SRP must typically liaise with the RPR for the purposes of the designs and field reviews within the scope of work being provided. The necessity to liaise and the level of interaction between the SRP and the RPR is dependent on the service being provided, the specifications, and the roles of the design team.

The Code does not require, and this Practice Note does not contemplate, that the Schedules S-B and S-C be part of the Code-mandated LOA system. It is not intended by this Practice Note that Schedules S-B and S-C be requested by, or submitted to, AHJs as part of building permit or occupancy procedures. The RPR should retain a copy of all Schedules S-B and S-C for their permanent project file.

Schedule S-B is intended to be used by the SRP to provide assurance that the design of a component, or sub-components, substantially complies with the Code. If it is intended that the SRP will also provide field review services with respect to those supporting components, that commitment for field review is also indicated on the S-B. The need for a SRP is at the sole discretion of the relevant RPR signing and sealing the Code-mandated LOAs.

When there is a SRP carrying out field reviews, Schedule S-C is intended to provide assurance that field reviews of components or subcomponents identified in the previously submitted Schedule S-B have been completed and that those works substantially comply with the Code, or where a SRP has been retained solely to provide field review services with respect to supporting components, that the field reviews have been completed and the work substantially complies with the Code. Some supporting engineering or architectural services may impact more than one RPR. While the Coordinating Registered Professional is not required to collect the Schedules S-B or S-C they may request copies from the RPR.

Examples of conditions under which supporting architectural or engineering services may be required and the use of Schedules S-B and S-C would be appropriate to support the RPR completing the Code LOAs include:

- 1.5 Performance and physical safety features (guardrails, handrails, etc.)
- 1.6 Structural capacity of architectural components, including anchorage and seismic restraint
- 1.7 Sound control
- 1.19 Wall cladding systems
- 1.21 Exterior Glazing
- 3.6 Structural capacity of mechanical components, including anchorage and seismic restraint
- 4.7 Structural capacity of plumbing components, including anchorage and seismic restraint
- 5.9 Structural capacity of sprinkler components, including anchorage and seismic restraint
- 6.5 Structural capacity of electrical components, including anchorage and seismic restraint

All of the above items may require design and/or field review beyond the core competency of the RPR.

2.1 Structural capacity of structural components of the building, including anchorage and seismic restraint

Supporting structural engineering services may be required for design and/or field review of certain proprietary design components (i.e. trusses, steel frames) or factory prefabricated structures.

1.18 Roofing and flashing

Supporting architectural or engineering services may be required for design and/or field review of roofing systems.

**Part 9 Buildings**

Supporting engineering or architectural services may be required for specific aspects of a Part 9 Building when a RPR is required.

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## Model Schedule S-B

### ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

by  
**Supporting Registered Professional**

- Note:
1. This letter is endorsed by the Architectural Institute of B.C and the Association of Professional Engineers and Geoscientists of BC.
  2. The applicable Code is the British Columbia Building Code, hereinafter referred to as the Code.
  3. In this letter the words in italics have the same meaning as in the Code.

To: The Registered Professional of Record

Date: \_\_\_\_\_

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_

\_\_\_\_\_

Re:

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

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

This is to advise that the undersigned is the *Registered Professional* retained by \_\_\_\_\_  
\_\_\_\_\_ to design engineering/architectural components for the captioned project in accordance with the Code.

The undersigned hereby gives assurance that the design and supporting documents prepared by this *Registered Professional* in support of the project for \_\_\_\_\_

\_\_\_\_\_  
(Insert here the area of responsibility, e.g. seismic restraint, fire resistance, acoustic properties, structural capacity)

substantially comply with the Code and other applicable enactments respecting safety except for construction safety aspects.

These engineering/architectural components are addressed in the report/drawings prepared by me, or under my direct supervision, which bear my Professional Seal and signature.

(With respect to field reviews, initial or cross out the following statement as applicable)

\_\_\_\_\_ The undersigned hereby undertakes to be responsible for field reviews of the above referenced components during construction.

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

I confirm I have liaised as required with the appropriate *Registered Professionals* for the purposes of my services.

I hereby give my assurance that I am a registered professional as defined in the Code.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Phone

(PROFESSIONAL SEAL)

(If the *Registered Professional* is a member of a firm, complete the following.)

I am a member of the firm \_\_\_\_\_  
(Print name of firm)

and I sign this letter on behalf of the firm.

Note: The above letter must be signed by a *Registered Professional*. The Code 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*.

# Model Schedule S-C

## ASSURANCE OF PROFESSIONAL FIELD REVIEW AND COMPLIANCE by Supporting Registered Professional

- Note:
1. This letter is endorsed by the Architectural Institute of B.C and the Association of Professional Engineers and Geoscientists of BC.
  2. The applicable Code is the British Columbia Building Code, hereinafter referred to as the Code.
  3. In this letter the words in italics have the same meaning as in the Code.

To: The Registered Professional of Record

Date: \_\_\_\_\_

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_

\_\_\_\_\_

Re:

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

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

(With respect to field reviews, initial the applicable statement (A or B) and cross out the non-applicable statement below)

### DESIGN AND FIELD REVIEW

- A. \_\_\_\_\_ I hereby give assurance that I have fulfilled my obligations for field review as outlined in the Code and in the previously submitted Schedule S-B, Assurance of Professional Design and Commitment for Field Review, and

that those components of the project identified in the Schedule S-B substantially comply in all material requests with the applicable requirements of the Code and other enactments respecting safety, not including construction safety aspects, and the plans and supporting documents prepared by the undersigned, respecting:

\_\_\_\_\_

\_\_\_\_\_  
(Insert here the area of responsibility, e.g. seismic restraint, fire resistance, acoustic properties, structural capacity)

### FIELD REVIEW ONLY

- B. \_\_\_\_\_ I hereby give assurance that I have fulfilled my obligations for field review as outlined in the Code and that those components of the project substantially comply in all material requests with the applicable requirements of the Code and other enactments respecting safety, not including construction safety aspects, and the plans and supporting documents, respecting

\_\_\_\_\_

\_\_\_\_\_  
(Insert here the area of responsibility, e.g. seismic restraint, fire resistance, etc.)

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

I confirm I have liaised as required with the appropriate *Registered Professionals* for the purposes of my services.

I hereby give my assurance that I am a *Registered Professional* as defined in the Code.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Phone

(PROFESSIONAL SEAL)

\_\_\_\_\_  
Email

(If the *Registered Professional* is a member of a firm, complete the following.)

I am a member of the firm \_\_\_\_\_  
(Print name of firm)

and I sign this letter on behalf of the firm.

Note: The above letter must be signed by a *Registered Professional*. The Code 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*.