
Building Permit Number
(for *Authority Having Jurisdiction*)

Project Reference
(for *Coordinating Registered Professional*)

National Building Code – 2019 Alberta Edition Schedule A

CONFIRMATION OF COMMITMENT BY OWNER AND COORDINATING REGISTERED PROFESSIONAL

Notes:

- (i) Italicized words contained in this schedule have the same meanings as defined in the National Building Code – 2019 Alberta Edition (NBC(AE)).
- (ii) This schedule shall be submitted by the *owner* to the *authority having jurisdiction* before issuance of a *building permit*.
- (iii) If this schedule is signed by the owner's agent, a letter of appointment shall be attached to this schedule. If the *owner* is a corporation, the letter of appointment shall be signed by the owner's designated representative and the owner's designated representative shall set forth their position in the corporation.
- (iv) This schedule is endorsed by the Alberta Association of Architects (AAA) and the Association of Professional Engineers and Geoscientists of Alberta (APEGA). Both associations have a user guide available on their website that provides information on the use of this schedule.

To: The *authority having jurisdiction*

Name of *Authority Having Jurisdiction* (Print)

Re:

Name of *Project* (Print)

Address of *Project* (Print)

Legal Survey Description of *Project* (Print)

The undersigned *owner* has retained

Name of *Registered Professional*

of

Name of AAA/APEGA Permit Holder (if applicable)

as a *coordinating registered professional* to coordinate the design and *field reviews* of the *registered professionals of record* required for this *project*. The undersigned *owner* has confirmed the *coordinating registered professional* has the

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relevant experience for the *project* and has confirmed the *coordinating registered professional* and the AAA/APEGA Permit Holder they are employed by (if applicable) are registered with AAA/APEGA.

The undersigned *owner* shall identify the *constructor* to the *authority having jurisdiction* as soon as possible.

Name of *Constructor* (if known)

Constructor's Contact Information:

The undersigned *owner* shall

- Ensure the relationship between the *coordinating registered professional* and the *constructor* is clear with regard to meeting the Safety Codes Act (SCA) related requirements of the *project*.
- Notify the *authority having jurisdiction* should the *coordinating registered professional* cease to be retained as the *coordinating registered professional* at any time during the *project*. Notification shall be given before the date the *coordinating registered professional* ceases to be retained; or if that is not possible, then as soon as possible.
- Cease work on the portion of the *project* for which the *coordinating registered professional* was responsible should the *coordinating registered professional* cease to be retained as the *coordinating registered professional* for the *project*, until such time as
 - a new *coordinating registered professional* is retained, and
 - a new schedule in the form set out in Schedule A is filed with the *authority having jurisdiction*.
- Notify the *authority having jurisdiction* should a *registered professional of record* cease to be retained as a *registered professional of record* at any time during the *project*. Notification shall be given before the date the *registered professional of record* ceases to be retained; or if that is not possible, then as soon as possible.
- Cease work on the portion of the *project* for which the *registered professional of record* was responsible should a *registered professional of record* cease to be retained as a *registered professional of record* for the *project*, until such time as
 - a new *registered professional of record* is retained, and
 - a new schedule in the form set out in Schedule B is filed with the *authority having jurisdiction*.

The undersigned *coordinating registered professional* shall

- Identify the *project* scope and the details of the *project*.
- Determine if professional involvement is required by the NBC(AE), SCA, Architects Act, Engineering and Geoscience Professions Act and *authority having jurisdiction*. A building code analysis to support the *coordinating registered professional's* determination of professional involvement shall be attached to this schedule or included with the plans, specifications and other documents submitted in support of the *building permit* application.

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- Document the *registered professionals of record* and the AAA/APEGA Permit Holder each *registered professional of record* is employed by (if applicable) that will perform the following *engineering work* and/or *architectural work* as applicable
 - Architectural/Licensed Interior Design
 - Structural
 - Mechanical
 - Electrical
 - Geotechnical.
- Identify all authorized entities involved in the *project*
 - *Authority Having Jurisdiction*
 - *Owner, Owner's Designated Representative* and the *Owner's Agent* (if applicable)
 - AAA/APEGA Permit Holders
 - *Coordinating Registered Professional*
 - *Registered Professionals of Record.*

The list of authorized entities shall be attached to this schedule or included with the plans, specifications and other documents submitted in support of the *building permit* application.

- Confirm, through documentation, that all *registered professionals of record* and AAA/APEGA Permit Holders involved in the *project* are competent to perform their responsibilities and are registered with AAA/APEGA.
- Document changes to the authorized entities involved in the *project* and to the scope of the *project*.
- Coordinate the design done by the *registered professionals of record* to ensure that the design will substantially comply with the NBC(AE) and the SCA.
- Obtain Schedule C-2 from each *registered professional of record* with supporting Schedules C-3 (if applicable) attached to ensure that *field reviews* have been completed and the final design of the *project* (including approved changes) substantially complies with the NBC(AE) and SCA.
- Ensure authenticated documents submitted to the *coordinating registered professional* are authenticated by a *registered professional* in accordance with the enactments that govern their professions.
- Notify the *owner* and *authority having jurisdiction* should the *coordinating registered professional* cease to be retained as the *coordinating registered professional* at any time during the *project*. Notification shall be given before the date the *coordinating registered professional* ceases to be retained; or if that is not possible, then as soon as possible.
- Notify the *owner* and *authority having jurisdiction* should a *registered professional of record* cease to be retained as a *registered professional of record* at any time during the *project*. Notification shall be given before the date the *registered professional of record* ceases to be retained; or if that is not possible, then as soon as possible.

All information required above shall be fully transparent and readily available to all authorized entities involved in the *project*.

The undersigned AAA/APEGA Permit Holder understands that should the undersigned *coordinating registered professional* cease to be retained as the *coordinating registered professional* at any time during the *project* that the AAA/APEGA Permit Holder shall notify the *owner* and *authority having jurisdiction* of the date the *coordinating registered professional* will cease to be retained. Notification shall be given before the date the *coordinating registered professional* ceases to be retained; or if that is not possible, then as soon as possible.

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The undersigned *owner* and *coordinating registered professional* confirm they have read and understand Part 1 of Division A and Part 2 of Division C of the NBC(AE).

The undersigned *coordinating registered professional* gives assurance of competence in the necessary fields of expertise to undertake the *project* and that they are a *registered professional* as defined in the NBC(AE).

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AAA/APEGA Permit Holder (if applicable)

AAA/APEGA Permit Holder's Phone Number

AAA/APEGA Permit Holder's e-mail (Print)

AAA/APEGA Permit Holder's Validation

Coordinating Registered Professional

Coordinating Registered Professional's Legal Name
(Print)

Coordinating Registered Professional's Address (Print)

Coordinating Registered Professional's Phone Number

Coordinating Registered Professional's e-mail (Print)

Coordinating Registered Professional's Authentication

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Owner

Owner's Legal Name (Print)

*Owner's Designated Representative's or Agent's Legal
Name (Print)*

Owner's Address (Print)

Owner's Phone Number

*Owner's, Owner's Designated Representative's or
Agent's Signature*

Owner's e-mail (Print)

Date