

<div>Building Permit Number (for Authority Having Jurisdiction)</div>	<div>Project Reference / Components (for Registered Professional of Record)</div>
---	---

SCHEDULE B

ASSURANCE OF PROFESSIONAL DESIGN INVOLVEMENT AND COMMITMENT FOR FIELD REVIEWS BY THE REGISTERED PROFESSIONAL OF RECORD

- Notes:
- 1. Italicized words contained in this schedule have the same meanings as defined in the National Building Code – 2023 Alberta Edition (NBC(AE)).
  - 2. This schedule shall be submitted by each *registered professional of record* to the *coordinating registered professional* before the application for a *building permit* is submitted.
  - 3. This schedule is endorsed by the Alberta Association of Architects and the Association of Professional Engineers and Geoscientists of Alberta. Both associations have a user guide available on their website that provides information on the use of this schedule.

To: the *coordinating registered professional*

Name of *coordinating registered professional* (print)

Re:

Name of *project* (print)

Address or legal survey description of *project* (print)

The undersigned *registered professional of record* hereby gives assurance that

- (a) the design of the  
(Instructions: Mark only the component(s) listed below that the undersigned *registered professional of record* is responsible for)

- ☐ architectural/licensed interior design
- ☐ structural
- ☐ mechanical
- ☐ electrical
- ☐ geotechnical

components of the *project* described on the drawings and specifications prepared by the undersigned *registered professional of record* in support of the application for a *building permit*, substantially complies with the NBC(AE) and the Safety Codes Act (SCA);

Building Permit Number (for Authority Having Jurisdiction)	Project Reference / Components (for Registered Professional of Record)
---	---

SCHEDULE B - Continued

- (b) they shall conduct or coordinate *field reviews* during construction of the above referenced components to verify the final design of the components (including approved changes), as constructed, substantially complies with the NBC(AE) and SCA;
- (c) they shall notify the *coordinating registered professional* should they or the undersigned *professional permit holder* (if applicable) cease to be retained at any time during the *project*. Notification shall be given before the date the *registered professional of record* or the undersigned *professional permit holder* (if applicable) ceases to be retained; if that is not possible, then as soon as possible; and
- (d) they are a *registered professional* as defined in the NBC(AE) and licensed with a sufficient scope of practice in accordance with the Architects Act or the Engineering and Geoscience Professions Act. (See Note A-1.4.1.2.(1) of Division A of the NBC(AE).)

The design and *field reviews* delegated to other *registered professionals* are described in the drawings and specifications prepared by the undersigned *registered professional of record* and the following Schedules C-3 shall be provided after substantial completion of the *project*. The undersigned *registered professional of record* shall confirm, through documentation, that *registered professionals* and the *professional permit holder* each *registered professional* is appointed by (if applicable) that have been delegated design and *field reviews* are competent to perform their responsibilities. The undersigned *registered professional of record* will review or coordinate the review of all applicable shop drawings.

Schedules C-3 required:

The *constructor* is responsible under the SCA to ensure that the work complies with the drawings and specifications.

<div>Building Permit Number</div> <div>(for Authority Having Jurisdiction)</div>	<div>Project Reference / Components</div> <div>(for Registered Professional of Record)</div>
--	--

SCHEDULE B - Continued

The undersigned *professional permit holder* shall notify the *coordinating registered professional* should they or the undersigned *registered professional of record* cease to be retained at any time during the *project*. Notification shall be given before the date the *professional permit holder* or *registered professional of record* ceases to be retained; if that is not possible, then as soon as possible.

Professional Permit Holder (if applicable)

<div>Professional permit holder's phone number</div>	
<div>Professional permit holder's e-mail (print)</div>	<div>Professional permit holder's validation</div>

Registered Professional of Record

<div>Registered professional of record's legal name (print)</div>	
<div>Registered professional of record's address (print)</div>	
<div>Registered professional of record's phone number</div>	
<div>Registered professional of record's e-mail (print)</div>	<div>Registered professional of record's authentication</div>