

*Building Permit Number*  
(for Authority Having Jurisdiction)

*Project Reference / Components*  
(for Registered Professional of Record)

**SCHEDULE C-1**

**ASSURANCE OF COMPLIANCE BY THE COORDINATING REGISTERED PROFESSIONAL**

- 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 the *coordinating registered professional* to the *authority having jurisdiction* after substantial completion of the *project* and before permission to occupy is given by the *authority having jurisdiction*.
  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 *authority having jurisdiction*

\_\_\_\_\_  
Name of *authority having jurisdiction* (print)

Re:

\_\_\_\_\_  
Name of *project* (print)

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

The undersigned *coordinating registered professional* hereby gives assurance that

- (a) they have fulfilled their obligations for coordinating the *field reviews* as outlined in Sentence 2.4.2.3.(1) of Division C of the NBC(AE) and as agreed to in the previously submitted Schedule A;
- (b) if requested by the *authority having jurisdiction*, they will make available all documents supporting all approved changes to the drawings and specifications on which the *building permit* was issued for this *project*;
- (c) the final design of the *project* (including approved changes), as constructed, substantially complies with the NBC(AE) and Safety Codes Act; and
- (d) they are a *registered professional* as defined in the NBC(AE).

Attached are Schedules C-2 from all the *registered professionals of record* that have signed a Schedule B.

Attached are Schedules C-3 from *registered professionals* that have been delegated responsibility for design and *field reviews* as described on Schedules B.

<div>Building Permit Number (for Authority Having Jurisdiction)</div>	<div>Project Reference / Components (for Registered Professional of Record)</div>
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SCHEDULE C-1 - Continued

Professional Permit Holder (if applicable)

Professional permit holder's phone number

Professional permit holder's e-mail (print)	Professional permit holder's validation
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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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\_\_\_\_\_  
Building Permit Number  
(for Authority Having Jurisdiction)

\_\_\_\_\_  
Project Reference / Components  
(for Registered Professional of Record)

**SCHEDULE C-2**  
**ASSURANCE OF FIELD REVIEWS AND COMPLIANCE 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* after substantial completion of the *project* and before permission to occupy is given by the *authority having jurisdiction*.
  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) they have fulfilled their obligations for *field reviews* as outlined in Sentence 2.4.2.3.(2) of Division C of the NBC(AE) and as agreed to in the previously submitted Schedule B;
- (b) they have made available to the *coordinating registered professional*, all documents supporting all approved changes to the drawings and specifications prepared by them on which the *building permit* was issued for this *project*;
- (c) the final 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 on which the *building permit* was issued (including approved changes), as constructed, for this *project* substantially complies with requirements of the NBC(AE) and the SCA; and

- (d) they are a *registered professional* as defined in the NBC(AE).

<div>Building Permit Number (for Authority Having Jurisdiction)</div>	<div>Project Reference / Components (for Registered Professional of Record)</div>
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SCHEDULE C-2 - Continued

Attached are the following Schedules C-3 from *registered professionals* that have been delegated responsibility for design and *field reviews* as described on Schedule B.

Schedules C-3 attached:

Professional Permit Holder (if applicable)

Professional permit holder's phone number

Professional permit holder's e-mail (print)

Professional permit holder's validation

Registered Professional of Record

Registered professional of record's legal name (print)

Registered professional of record's address (print)

Registered professional of record's phone number

Registered professional of record's e-mail (print)

Registered professional of record's authentication

\_\_\_\_\_  
Building Permit Number  
(for Authority Having Jurisdiction)

\_\_\_\_\_  
Project Reference / Components  
(for Registered Professional of Record)

**SCHEDULE C-3**  
**ASSURANCE OF DELEGATED DESIGN COMPLIANCE AND FIELD**  
**REVIEWS BY THE DELEGATED PROFESSIONAL**

- 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*, that has been delegated responsibility for design and *field reviews* of specific building components, to the *registered professional(s) of record* after substantial completion of the applicable *project work* and before permission to occupy is given by the *authority having jurisdiction*.
  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 *registered professional(s) of record*

\_\_\_\_\_  
Name of *registered professional(s) of record* (print)

Re:

\_\_\_\_\_  
Name of *project* (print)

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

The undersigned *registered professional* hereby gives assurance that  
(a) the submitted design of the

Enter specific components here:

- components of the *project* described on the drawings and specifications prepared by them substantially complies with the NBC(AE) and the Safety Codes Act (SCA);
- (b) they have made available to the *registered professional(s) of record* submittals showing the intended design of the components identified above for review prior to construction;
  - (c) they have fulfilled their obligations for *field reviews* as outlined in Sentence 2.4.2.3.(3) of Division C of the NBC(AE);
  - (d) they have made available to the *registered professional(s) of record*, all documents supporting all approved changes made during construction;
  - (e) the final design of the components described above (including approved changes), as constructed, substantially complies with the NBC(AE) and SCA; and
  - (f) they are a *registered professional* as defined in the NBC(AE).

<div>Building Permit Number (for Authority Having Jurisdiction)</div>	<div>Project Reference / Components (for Registered Professional of Record)</div>
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Schedule C-3 - Continued

Professional Permit Holder (if applicable)

Professional permit holder's phone number

Professional permit holder's e-mail (print)

Professional permit holder's validation

Registered Professional

Registered professional's legal name (print)

Registered professional's address (print)

Registered professional's phone number

Registered professional's e-mail (print)

Registered professional's authentication