

**SCHEDULE B**

CONFIRMATION OF COMMITMENT BY OWNER  
AND COORDINATING REGISTERED PROFESSIONAL

Notes: (i) This letter must be submitted before issuance of a building permit.  
(ii) In this letter the words have the same meaning as in the National Building Code of Canada (“the Code”).

**Re: Design and Field Review of Construction by a Coordinating Registered Professional**

To: The authority having jurisdiction

Town of Quispamsis

Name of Jurisdiction

Re: \_\_\_\_\_

Name of Project (Print)

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

\_\_\_\_\_



The undersigned has retained \_\_\_\_\_ as a coordinating registered professional to coordinate the design work and field reviews of the registered professionals of record required for this project. The coordinating registered professional shall coordinate the design work and field reviews of the registered professionals of record required for the project in order to ascertain that the design will substantially comply with the Code and other applicable enactments respecting safety and that the construction of the project will substantially comply with the Code and other applicable enactments respecting safety, not including the construction safety aspects.

“field reviews” are those reviews of the work that a registered professional of record in his or her professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the registered professional of record for which the building permit is issued located either:

- (a) at a project site of a development to which a building permit relates, and
- (b) where applicable, at fabrication locations where building components are fabricated for use at the project site

The owner and the coordinating registered professional each acknowledge their responsibility to notify the addressee of this letter of the date the coordinating registered professional ceases to be retained by the owner before the date the coordinating registered professional ceases to be retained or, if that is not possible, then as soon as possible. The coordinating registered professional acknowledges the responsibility to notify the addressee of this letter of the date a registered professional of record ceases to be retained before the date the registered professional of record ceases to be retained or, if that is not possible, then as soon as possible.

It is the responsibility of the coordinating registered professional to ascertain which registered professionals of record are required, and to initial each Schedule B.

The owner and the coordinating registered professional understand that where the coordinating registered professional or a registered professional of record ceases to be retained at any time during construction, work on the above project will cease until such time as

- (a) a new coordinating registered professional or registered professional of record, as the case may be, is retained, and
- (b) a new letter in the form set out in Schedule B, as the case may be, is filed with the authority having jurisdiction.

The undersigned coordinating registered professional certifies that he or she is a registered professional, and agrees to coordinate the design work and field reviews of the registered professionals of record required for the project as outlined in the attached Schedules C including coordination and integration of functional testing of fire protection and life safety systems.

**Coordinating Registered Professional**

**Owner**

\_\_\_\_\_  
Coordinating Registered Professional's Name (Print)

\_\_\_\_\_  
Owner's Name (Print)

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

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

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Name of Agent of Signing Officer if Applicable (Print)



\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's or Owner's appointed agent's Signature. (If owner is a corporation the signature of a signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.)

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

I am a member of the firm \_\_\_\_\_  
and I sign this letter on behalf of the firm.

This letter must be signed by the owner or the owner's appointed agent and by the coordinating registered professional. 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. A registered professional means:

- (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 Professions Act.