

Building By-Law #055



Town of Quispamsis

BY-LAW NO. 055

A BY-LAW OF THE MUNICIPALITY OF QUISPAMISIS RESPECTING BUILDING

The Council of the town of Quispamsis under the authority vested in it by Section 62 of the Community Planning Act of New Brunswick, enacts as follows:

1) TITLE

- a) This By-law may be cited as the town of Quispamsis Building By-law.

2) INTERPRETATION

- a) Unless otherwise defined herein, definitions in the Code also apply to this by-law.
- b) In this By-Law:
 - i) "Building" means a structure regulated by the Code;
 - ii) "Building Inspector" means the person appointed by Town of Quispamsis Council;
 - iii) "Code" means the latest edition of the National Building of Canada as adopted by the Province of New Brunswick and all amendments thereto;
 - iv) "Coordinating Registered Professional" means a Registered Professional that coordinates the design work and field reviews of all of the Registered Professionals retained for the project. This person may also act as a Registered Professional for one or more disciplines.
 - v) "Registered Professional" means a Professional Engineer or Architect licensed to practice in the Province of New Brunswick;
 - vi) "Letter of Assurance" Letters completed by the building permit applicant, Coordinating Registered Professional and Registered Professional in a form prescribed by the Building Inspector;
 - vii) "Lot Grading Plan" means a site drainage plan created by a Registered Professional for a single lot detailing conveyance of storm water to an approved municipal storm water conveyance system;
 - viii) "Maintenance" means upkeep which is a cosmetic non-structural repair;
 - ix) "Sign" means any display of advertisement, placard, billboard or other form or means or device whatsoever of public notice or announcement whether erected, placed or painted;

- x) "Structure" means any assembly constructed or erected that is fixed to or supported by the soil or by any other building or structure;
- xi) "Subdivision Drainage Plan" means the storm water management and conceptual lot drainage plan submitted as part of the subdivision process and approved by the Town;
- xii) "Town" means the Town of Quispamsis;
- xiii) "Work" means the building, locating, relocating, demolishing, altering, structurally altering, repairing or replacing or any combination thereof, of a building, structure or sign.

3) SCOPE

- a) The purpose of this by-law is:
 - i) to prescribe standards for the building, locating or relocating, demolishing, altering, structurally altering, repairing or replacing, or any combination thereof, of a building, structure or sign;
 - ii) to prohibit the undertaking or continuing of such work in violation of standards prescribed by this by-law; and
 - iii) to prescribe a system of permits for such work, their terms and conditions, the conditions under which they may be issued, suspended, reinstated, revoked and renewed, their form and the fees to be paid.
- b) This by-law applies to any building or any part thereof that has been affected in any manner in whole or in part by a change in occupancy or use.

4) ADOPTION OF CODE

- a) The latest edition of the National Building Code of Canada, as adopted by the Province of New Brunswick including any amendments thereto, is hereby adopted as the standard for all work undertaken in the Town.
- b) The Town shall keep one copy of the adopted Code available for public use, inspection and examination during regular business hours.

5) BUILDING PERMIT PROCESS

- a) Permit required:
 - i) A person shall not undertake or continue the building, locating or relocating, demolishing, altering or replacing of a building, structure or sign unless a

building permit has been issued by the Building Inspector.

b) A building permit is not required for the following:

- i) Maintenance work that does not impact;
 - (1) the building envelope;
 - (2) building components forming part of an assembly required to have a fire resistance rating; or
 - (3) The means of egress.
- ii) retaining walls less than 1 metre in height from the top of wall to the lowest adjacent surface;
- iii) recreational structures such as play ground equipment,
- iv) poles such as those used for flags, clotheslines, power and communication; and
- v) Temporary car shelters erected after October 30th of any year and removed prior to May 15th of the following year.
- vi) An Electrical Waiver may be issued in place of a Building Permit when the work is solely of an electrical nature, and:
 - (1) is not part of a fire alarm or life safety system;
 - (2) does not impact any structural aspect of the building;
 - (3) does not impact the exterior wall assembly or the building envelope, any fire walls, fire separations, or fire rated materials, fire rated assemblies by conduct penetrations or otherwise; and
 - (4) there is no change in the use.
- vii) An owner seeking to obtain an Electrical Waiver shall make an application in writing, in a form prescribed by the Building Inspector, to the Building Inspector and shall pay the fees as prescribed in this bylaw.

6) Permit Application:

- a) A person seeking to obtain a building permit shall submit the following:
 - i) application form prescribed by the Town completed in full;
 - ii) where necessary, legible scaled drawings and specifications;
 - iii) all applicable deposits and fees; and
 - iv) all other information required by the Building Inspector.
- b) The site and building or structure drawings shall include the following, unless waived by the Building Inspector:

- i) The site plan shall be prepared in conformity with a Subdivision Drainage Plan and/or Lot Grading Plan filed with the Town, or be an engineered design, sealed by a Design Professional and approved by the Town;
- ii) dimensions of the property and the building or structure and location of same on said property;
 - (1) the geodetic elevation of the basement floor, attached garage slab elevation where applicable and the top of all the foundation walls;
 - (2) the front yard, rear yard, and side yard as defined in the Town Zoning By-Law;
 - (3) the elevation of the lowest section of foundation wall;
 - (4) the proposed finished land elevation at each corner of the property and foundation wall;
 - (5) the driveway location and its slope from the property line adjacent to the road right-of-way;
 - (6) the size and location of driveway culvert if applicable;
 - (7) the geodetic elevation of the finished grade of the centreline of the road where it meets the extended centreline of any driveway;
 - (8) the proposed geodetic elevations of the finished land elevation of mid-points along the property line;
 - (9) existing municipal and private service easements, telecommunications, underground electrical, cable, and all other public utility easements;
 - (10) any physical feature that may impede drainage such as accessory buildings and structures, and natural vegetation such as large trees or landscape gardens;
 - (11) any proposed finished land elevations that indicate the existence and functionality of swales or other drainage elements, including catch basins and drainage ditches within the street right-of-way;
 - (12) height and views of each building or structure face; and
 - (13) dimensions and proposed use of each room or area of building or structure;
- iii) any other information that the Building Inspector may require for the purpose of determining compliance with the by-law.
- c) To obtain any associated permits relating to the construction from the appropriate authorities.

- d) The drawings and specifications for buildings or structures or any component thereof that fall under Part 3 and/or Part 4 of the National Building Code shall be stamped and sealed by a professional engineer or architect skilled in the work concerned and licensed to practice in the Province of New Brunswick.
- e) Buildings or structures or any component thereof that fall under Part 3 and/or Part 4 of the National Building Code shall require the submission of Schedule B and Schedule C forms as applicable, completed as per Section 7.

7) Professional Design and Review

- a) Application
 - i) The requirements of this Section applies to a building permit for
 - (1) a building that falls within the scope of Part 3 in Division B of the Code; or
 - (2) structural components of buildings that fall within the scope of Part 4 in Division B of the Code, at the discretion of the Building Inspector.
- b) In addition to the requirements of Section 6, before obtaining a building permit from the Town, the applicant shall
 - i) retain a Coordinating Registered Professional to coordinate all design work and field reviews of the Registered Professionals required for the project in order to ascertain that
 - (1) the design will substantially comply with the Code and other applicable enactments respecting safety, and
 - (2) the construction of the project will comply with the Code and other applicable enactments respecting safety, not including the construction safety aspects; and
 - ii) deliver to the Town a Letter of Assurance for commitment to field review attached to this by-law as Schedule B
 - iii) Before obtaining a final inspection from the Town, the applicant shall deliver a Letter of Assurance for confirmation of field review attached to this by-law as Schedule D
- c) Registered Professional Responsibilities
 - i) A Registered Professional who signs a Letter of Assurance and an applicant who signs or has an agent sign a Letter of Assurance, attached to this by-law as Schedule C, shall comply with Section 7 of this by-law and the provisions of the

letter that apply to the person signing.

- ii) A Registered Professional or Coordinating Registered Professional who is responsible for a field review shall keep a record of the field review and of any corrective action taken as a result of the field review and shall make the record available to the Town on the request of that authority.
- iii) A Registered Professional who is retained to undertake design work and field reviews and who is required to provide letters pursuant to Clause 7(ii) shall
 - (1) place his or her professional seal or stamp on the plans submitted by him or her in support of the application for the building permit, after ascertaining that they substantially comply with the Code and other applicable enactments respecting safety,
 - (2) provide to the Town a completed Letter of Assurance attached to this by-law as Schedule E for confirmation of field review after ascertaining that the components of the project for which the registered professional is responsible are constructed so as to substantially comply, in all material respects, with
 - (a) the plans and supporting documents, and
 - (b) the requirements of the Code and other applicable enactments respecting safety, not including construction safety aspects, and
- iv) ensure that the field reviews that are necessary to comply with Clause 7(c)(iii)(2) are properly completed.
- d) Termination
 - i) The owner and the Coordinating Registered Professional shall each notify the Town of the date the Coordinating Registered Professional ceases to be retained at any time during the project's construction.
 - ii) The Coordinating Registered Professional shall notify the Town of the date a Registered Professional ceases to be retained at any time during the project's construction.
 - iii) The Registered Professional shall notify the Town of the date they ceases to be retained at any time during the project's construction.
 - iv) Notification under Sentences (7)(d)(i), (7)(d)(ii) and (7)(d)(iii) must be made before the Coordinating Registered Professional or the Registered Professional ceases to be retained or, If that is not possible, then as soon as possible.
 - v) The owner must not terminate the appointment of a Coordinating Registered

Professional or a Registered Professional unless

(1) the owner immediately replaces the Coordinating Registered Professional or the Registered Professional, or

(2) the owner has complied with Section (7)(b)(ii) and (7)(b)(iii).

8) PERMIT FEES AND REFUNDABLE DEPOSITS:

- a) No permit or waiver may be issued under Section 5 herein until the fees and/or refundable deposits set out in Schedule “A” have been paid in full to the Town.
- b) All applicable refundable deposits shall be returned to the person named in the official receipt of deposit with the Town, unless otherwise directed by the person named therein, provided:
 - i) All inspections and work has been carried out as required by this By-law in a reasonable time. For the purpose of administering this By-law, reasonable time means work is completed within 1 year from date of permit approval or, where deemed necessary by the Building Inspector, 1 year from date of permit approval and a single renewal;
 - ii) Municipal property or infrastructure has not been damaged;
 - iii) All construction or demolition debris has been disposed of in a provincially approved disposal site;
 - iv) The Building Inspector has completed all necessary inspections to confirm that the lot grading are in general conformance with the site plan submitted or an approved engineered solution;
 - v) The civic number assigned to the property by the Development Officer is displayed in accordance with the town of Quispamsis Numbering of Buildings By-law;
 - vi) Where required by the Town, a driveway culvert has been installed to the satisfaction of the Town Engineer; and
 - vii) A Final Inspection Certificate has been issued by the Building Inspector for the property.
- c) If municipal property or infrastructure is damaged, the deposit or a portion thereof shall be used to cover the cost of repairs by Town forces. If the cost of repairs exceeds the deposit, the additional cost shall be a debt owed to the Town by the permit holder and/or property owner.

- d) Failure of compliance with the requirements of this By-law shall result in a deposit being forfeited to the Town.
- e) The permit fee may be fifty-percent (50%) refunded within six (6) months from the date of approval provided no work has been completed under the permit. Upon being refunded by the Town, the permit shall be deemed to be cancelled.
- f) Where work requiring a permit under this By-law has been commenced by anyone prior to the issuance of a Building Permit, the fees prescribed herein shall be doubled.

9) Permit Issuance:

- a) Upon receipt of a complete application as mentioned in Section 6 and the determination by the Building Inspector that the proposed work conforms to this by-law and any other applicable by-laws and/or regulations, a building permit shall be issued.
- b) A permit issued pursuant to this by-law shall be valid for a period of 1 year from date of issuance after which time the permit shall be null and void, unless extended or renewed by the Building Inspector.
- c) A building permit may be deemed null and void if work has not commenced within 6 months from the date of issuance.
- d) A building permit may be deemed null and void if work appears to have been discontinued or suspended for a period of more than 6 months
- e) A permit may be revoked by the Building Inspector if the work is contrary to that described in the permit or the Code.
- f) The issuance of a permit or the review of the drawings and specifications or inspections made by the Building Inspector shall not relieve the permit holder or owner from full responsibility for carrying out the work in accordance with this by-law and/or other applicable by-laws and regulations.
- g) The work shall not commence until a building permit has been issued.

10) RESPONSIBILITY OF PERMIT HOLDER

- a) Every permit holder shall give to the Building Inspector sufficient notice as defined below, exclusive of Saturdays, Sundays and holidays, for inspection purposes:
 - i) 48 hours prior to placement of foundation footings;

- ii) 48 hours prior to backfilling of foundation;
 - iii) 48 hours prior to placement of the water service lines and connection to the municipal system;
 - iv) 48 hours prior to placement of the sewerage service lines and connection to the municipal system;
 - v) 48 hours prior to placement of the drain tile lateral service lines and connection to the municipal system;
 - vi) 48 hours prior to the installation of cavity insulation and vapour barrier;
 - vii) 48 hours prior to interior sheathing of walls and ceilings;
 - viii) 48 hours prior to occupancy; and
 - ix) 48 hours of any other critical construction phases identified during the plan review and indicated in writing to the building permit applicant.
- b) Notice required shall be deemed received by the Building Inspector upon the delivery or provision of a verbal or written confirmation of receipt from the Building Inspector.
 - c) Written approval is required from the Building Inspector before proceeding to the next phase of construction.
 - d) The permit shall be posted in a conspicuous place on the property for the length of the project, but in no case less than 10 days and a copy of the approved drawings and specification shall be kept on the property throughout the duration of the work.
 - e) Where work has not been completed within a period of 1 year from the original approval date, the applicant must:
 - i) Apply for a permit renewal stating the reason why the extension is necessary; and
 - ii) Upon approval of the permit renewal, pay the prescribed fee.
 - f) The permit holder is responsible for any repair costs associated with Town owned property damaged as a result of undertaking the work described in the permit.
 - g) The permit holder and/or owner shall not deviate from this by-law or from the conditions of a permit or omit work that is required by this by-law or the conditions of the permit. The permit holder and/or owner is responsible to ensure that all work meets the requirements of the by-law, notwithstanding that a permit has been issued for the work and the drawings and specifications have been approved by the Building Inspector and inspections have been performed.

- h) Blasting or the use of explosives are not permitted.
- i) Construction or demolition debris must be disposed of in a provincially approved site. There shall be no burning or burying of construction debris

11) RESPONSIBILITY OF BUILDING INSPECTOR

- a) The Building Inspector shall administer and enforce this by-law.
- b) Perform all inspections identified to, and requested by, the permit holder.
- c) The Building Inspector may issue in writing, such notices or orders to inform the owner where a contravention of this by-law has been observed. The order may specify the corrective action to be completed within a reasonable time or may order the cessation of the work.
- d) The Building Inspector may issue such orders prohibiting the covering of any work,
- e) The Building Inspector may order work uncovered where;
 - i) the notice for inspection required under Subsection 10.(a) herein was not received;
 - ii) the notice under Subsection 10.(a) herein was received, but the period of time prescribed by this by-law had not elapsed before the work was covered;
 - iii) the work was covered in spite of an order under Subsection 11.(d);
 - iv) there is reasonable cause to believe that the construction is not in compliance with this or any other by-law.
- f) The Building Inspector, when deemed necessary, may require the testing of materials, devices, systems, construction methods, structural assemblies or foundation conditions, or require sufficient proof of same at no cost to the Town, where such evidence or proof is necessary to determine compliance with the requirements of this by-law.
- g) The Building Inspector may answer relevant questions as may be reasonable with respect to the provisions of this by-law, except for standard design aids, but, shall refrain from assisting in the laying out of any work and from acting in the capacity of a designer.
- h) The Building Inspector shall issue a building permit to the owner or agent when to the best of knowledge, the applicable requirements of this by-law and any other applicable by-law/regulations have been met.

- i) The Building Inspector is not required to inspect work to which Part 4 of the Code applies.
- j) The Building Inspector is authorized, at all reasonable times and with the permission of the owner or occupant, to enter any land, building, or premises for the purpose of an inspection as per the Community Planning Act

12) SURVEYOR REAL PROPERTY REPORT

- a) Unless waived by the Building Inspector, where a variance for side or rear yard has been granted for the construction of a building, a provisional permit for such construction shall be issued on the condition that the construction does not proceed beyond the foundation stage unless the Building Inspector has received and approved a Surveyor's Real Property Report;
- b) The Surveyor's Real Property Report shall show the distances from the outer walls of the foundation to the property boundary lines, and shall be signed by a New Brunswick Land Surveyor before being received and considered by the Building Inspector.
- c) Where an appropriate Surveyor's Report exists for a property undergoing a foundation alteration or extension, the Building Inspector may waive the above requirement.

13) SEVERABILITY

- a) If any part of this By-law shall be held to be invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this By-law.

14) REPEAL OF PREVIOUS BY-LAW

- a) Building By-law No 044 and all amendments are hereby repealed;
- b) The repeal of By-law No. 044, a By-law of the Municipality of Quispamsis Respecting Building, shall not affect any By-law infraction, penalty, forfeiture or liability, incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal; nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any Agreement completed, existing or pending at the time of repeal.


15) EFFECTIVE DATE


- a) This By-law comes into effect on the date of final enactment thereof:

Read First Time: June 19, 2018

Read Second Time: June 19, 2018

Read Third and Final Time: July 17, 2018

 _____ S E A L
Gary Clark, Mayor

 _____
~~Catherine Snow, Clerk~~
Lisa MacInnis, Assistant Town
Clerk

SCHEDULE “A”
PERMIT FEES AND REFUNDABLE DEPOSITS

1. Permit and waiver fees

- a. In the case of all construction, additions, relocations, or renovations, the following fees apply based on the occupancy groups established in the National Building Code of Canada:

Type	Service Index \$/m²
Group A	
Divisions 1,2 & 3	8.75
Other	7
Fit-Up/Tenant Improvement	4.5
Group B	
Divisions 1 & 2	9.75
Division 3	8.75
Fit-Up/Tenant Improvement	5
Group C	
Detached, semi-detached, townhouses and duplexes	
Main Floor	6.75
Basement	3.25
Second/Third Storeys	3.25
Renovation	1.5
Multiple Suite Residential Buildings	7.25
Hotels	7.25
Garage	2.25
Shed	1.5
Fit-Up/Tenant Improvement	3
Group D	
Office building (shell)	5.5
Office building (finished)	7.25
Other	7.75
Fit-Up/Tenant Improvement	4.5
Group E	
Retail Stores (shell)	6.75
Retail stores (finished)	7.95
Fit-Up/Tenant Improvement	3
Group F	
Warehouse (shell)	3.75
Warehouse (finished)	4.25
Storage Garage	3
Other	5

Fit-Up/Tenant Improvement	2.75
Miscellaneous	
Finishing basements (residential)	2
Unfinished basements (non-residential)	4.25
Sprinkler	0.14
Decks	1.75
Other miscellaneous work	
Portable structures complying with CSA Z240.10.1 (mobile classrooms, mobile homes, etc.)	250\$ Each
Communication and Transmission towers	300\$ Each
Windows, Doors, and Skylights	4.5\$ Each
Fence	0.8\$/ Linear Metre
Pool	75\$ Each
Change of Use	The Greater of 250\$ or 1.50\$/ sq. m.

- b. Area calculations are based on the building area.
- c. With the exception of a permit solely for the replacement of windows, doors, and skylights, the minimum permit fee for a fit-up or tenant improvement (commonly called a renovation) shall be fifty dollars (\$50.00).
- d. A minimum fee for an accessory building serving only a single dwelling unit of twenty five dollars (\$25.00) applies.
- e. In all other cases, the minimum fee for an accessory building shall be one hundred dollars (\$100.00).
- f. Electrical Waiver fee to be twenty five dollars (\$25.00)
- g. In the case of a building permit or demolition permit renewal issued in accordance with Subsection 9(B) herein, the processing fee shall be the lesser of five hundred dollars (\$500.00), or the fees charged when the permit was issued.
- h. In the case of demolition, the following fees apply:
 - i. Where an accessory building serving only a single dwelling unit is being demolished and replaced, no fee shall apply.
 - ii. A fee of twenty five dollars (\$25.00) where an accessory building is being demolished.
 - iii. A fee of one hundred dollars (\$100.00) where a main building is being demolished.

2. REFUNDABLE DEPOSITS

- a. In the case of construction, addition or renovation of a detached dwelling, semi-detached dwelling, or duplex, and the renovation of or addition to a townhouse:
 - i. A refundable deposit equal to fee charged for the permit to a maximum of two thousand dollars (\$2000.00).
 - ii. Where any one person has multiple building permits with the Town;

1. The total refundable deposits held by the Town shall not exceed five thousand dollars (\$5000.00).
- b. In the case of construction, addition or renovation of any other main building:
 - i. A refundable deposit equal to the fee charged for the permit.

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

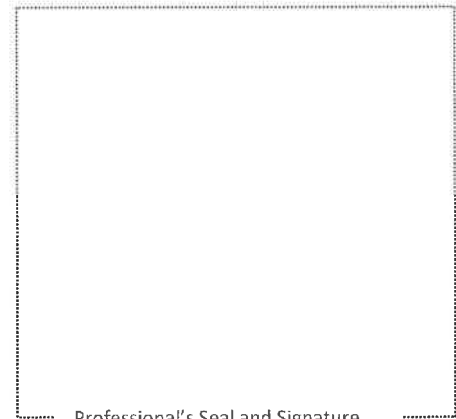
To: The authority having jurisdiction

Town of Quispamsis

Name of Jurisdiction

Re: _____
Name of Project (Print)

Address of Project (Print)



Professional's Seal and Signature

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

Build

Town of Quispamsis

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.)

Professional's Seal and Signature

(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.

SCHEDULE C

ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

Notes: (i) This letter must be submitted prior to the commencement of construction activities of the components identified below. A separate letter must be submitted by each registered professional of record.

(ii) In this letter the words have the same meaning as in the National Building Code of Canada ("the Code").

To: The authority having jurisdiction

Town of Quispamsis

Name of Jurisdiction

Re: _____

Name of Project (Print)

Address of Project (Print)



Professional's Seal and Signature

The undersigned hereby gives assurance that the design of the (initial those of the items listed below that apply to this registered professional of record. All the disciplines will not necessarily be employed on every project.);

_____ ARCHITECTURAL
_____ STRUCTURAL
_____ MECHANICAL
_____ PLUMBING
_____ FIRE SUPPRESSION SYSTEMS
_____ ELECTRICAL
_____ GEOTECHNICAL — temporary
_____ GEOTECHNICAL — permanent

components of the plans and supporting documents prepared by this registered professional of record in support of the application for the building permit as outlined below substantially comply with the Code and other applicable enactments respecting safety except for construction safety aspects.

The undersigned hereby undertakes to be responsible for field reviews of the above referenced components during construction, as indicated on the “SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS” below.

Coordinating Registered Professional’s Initials

Schedule C - Continued

Project Address

Discipline

The undersigned also undertakes to notify the authority having jurisdiction in writing as soon as possible if the undersigned's contract for field review is terminated at any time during construction.

I certify that I am a registered professional as defined by this document.

Registered Professional of Record's Name (Print)

Address (Print)

Phone No.

Professional's Seal and Signature

(If the Registered Professional of Record 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.

Note: The above letter must be signed by a registered professional of record. 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.

Coordinating Registered Professional's Initials

Project Address

Discipline

SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS

(Initial applicable discipline below and cross out and initial only those items not applicable to the project.)

ARCHITECTURAL

- 1.1. Fire resisting assemblies
- 1.2. Fire separations and their continuity
- 1.3. Closures, including tightness and operation
- 1.4. Egress systems, including access to exit within suites and floor areas
- 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
- 1.8. Landscaping, screening and site grading
- 1.9. Provisions for firefighting access
- 1.10. Access requirements for persons with disabilities
- 1.11. Elevating devices
- 1.12. Functional testing of architecturally related fire emergency and devices
- 1.13. Interior signage, including acceptable materials, dimensions and locations
- 1.14. Review of all applicable shop drawings
- 1.15. Interior and exterior finishes
- 1.16. Dampproofing and/or waterproofing of walls and slabs below grade
- 1.17. Roofing and flashings
- 1.18. Wall cladding systems
- 1.19. Condensation control and cavity ventilation
- 1.20. Exterior glazing
- 1.21. Integration of building envelope components
- 1.22. Environmental separation requirements (Part 5)

Professional's Seal and Signature

STRUCTURAL

- 2.1. Structural capacity of structural components of the building, including anchorage and seismic restraint
- 2.2. Structural aspects of deep foundations
- 2.3. Review of all applicable shop drawings

2.4. Structural aspects of unbonded post-tensioned concrete design and construction

Coordinating Registered Professional's Initials

Project Address

Discipline

MECHANICAL

- 3.1. HVAC systems and devices, including high building requirements where applicable
- 3.2. Fire dampers at required fire separations
- 3.3. Continuity of fire separations at HVAC penetrations
- 3.4. Functional testing of mechanically related fire emergency systems and devices
- 3.5. Maintenance manuals for mechanical systems
- 3.6. Structural capacity of mechanical components, including anchorage and seismic restraint
- 3.7. Review of all applicable shop drawings

PLUMBING

- 4.1. Roof drainage systems
- 4.2. Site and foundation drainage systems
- 4.3. Plumbing systems and devices
- 4.4. Continuity of fire separations at plumbing penetrations
- 4.5. Functional testing of plumbing related fire emergency systems
- 4.6. Maintenance manuals for plumbing systems
- 4.7. Structural capacity of plumbing components, including anchorage and seismic restraint
- 4.8. Review of all applicable shop drawings

Professional's Seal and Signature

FIRE SUPPRESSION SYSTEMS

- 5.1. Suppression system classification for type of occupancy
- 5.2. Design coverage, including concealed or special areas
- 5.3. Compatibility and location of electrical supervision, ancillary alarm and control devices
- 5.4. Evaluation of the water supply capacity versus system demands and domestic demand, including pumping devices where necessary
- 5.5. Qualification of welder, quality of welds and material
- 5.6. Review of all applicable shop drawings
- 5.7. Acceptance testing for "Contractor's Material and Test Certificate" as per NFPA Standards
- 5.8. Maintenance program and manual for suppression systems
- 5.9. Structural capacity of sprinkler components, including anchorage and seismic restraint
- 5.10. For partial systems — confirm sprinklers are installed in all areas where required

- 5.11. Fire Department connections and hydrant locations
- 5.12. Fire hose standpipes
- 5.13. Freeze protection measures for fire suppression systems
- 5.14. Functional testing of fire suppression systems and devices

Coordinating Registered Professional's Initials

Project Address

Discipline

ELECTRICAL

- 6.1. Electrical systems and devices, including high building requirements where applicable
- 6.2. Continuity of fire separations at electrical penetrations
- 6.3. Functional testing of electrical related fire emergency systems and devices
- 6.4. Electrical systems and devices maintenance manuals
- 6.5. Structural capacity of electrical components, including anchorage and seismic restraint
- 6.6. Clearances from buildings of all electrical utility equipment
- 6.7. Fire protection of wiring for emergency systems
- 6.8. Review of all applicable shop drawings

GEOTECHNICAL — Temporary

- 7.1. Excavation
- 7.2. Shoring
- 7.3. Underpinning
- 7.4. Temporary construction dewatering

GEOTECHNICAL — Permanent

- 8.1. Bearing capacity of the soil
- 8.2. Geotechnical aspects of deep foundations
- 8.3. Compaction of engineered fill
- 8.4. Structural considerations of soil, including slope stability and seismic loading
- 8.5. Backfill
- 8.6. Permanent dewatering
- 8.7. Permanent underpinning

Professional's Seal and Signature

Coordinating Registered Professional's Initials
SCHEDULE D

ASSURANCE OF COORDINATION OF
PROFESSIONAL FIELD REVIEW

Notes: (i) This letter must be submitted after completion of the project but before the occupancy permit is issued, or a final inspection is made, by the authority having jurisdiction

(ii) In this letter the words have the same meaning as in the National Building Code of Canada ("the Code").

To: The authority having jurisdiction

Town of Quispamsis

Name of Jurisdiction

Re: _____

Name of Project (Print)

Address of Project (Print)

Professional's Seal and Signature

(The coordinating registered professional shall complete the following:)

Name (Print)

Address (Print)

Phone No.

I hereby give assurance that

- a) I have fulfilled my obligations for coordination of field review of the registered professionals required for the project as outlined in the previously submitted Schedule B, "CONFIRMATION OF COMMITMENT BY OWNER AND BY COORDINATING REGISTERED PROFESSIONAL,"
- b) I have coordinated the functional testing of the integrated fire protection and life safety systems to ascertain that they substantially comply in all material respects with

- (i) the applicable requirements of the Code and other applicable enactments respecting safety, not including construction safety aspects, and
- (ii) the plans and supporting documents submitted in support of the application for the building permit,
- c) I have coordinated the field reviews to ascertain that the project substantially complies in all material respects with the plans and supporting documents submitted in support of the application for the building permit,
- d) I am a registered professional as defined by this document.

I am a member of the firm

_____ and I sign this letter on behalf of the firm.

Note: The above letter must be signed by a registered professional of record. A registered professional to means:

- (c) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (d) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Professions Act.

SCHEDULE E

ASSURANCE OF PROFESSIONAL FIELD REVIEW AND COMPLIANCE

Notes: (i) This letter must be submitted after completion of the project but before the occupancy permit is issued, or a final inspection is made, by the authority having jurisdiction

(ii) In this letter the words in italics have the same meaning as in the National Building Code of Canada ("the Code").

To: The authority having jurisdiction

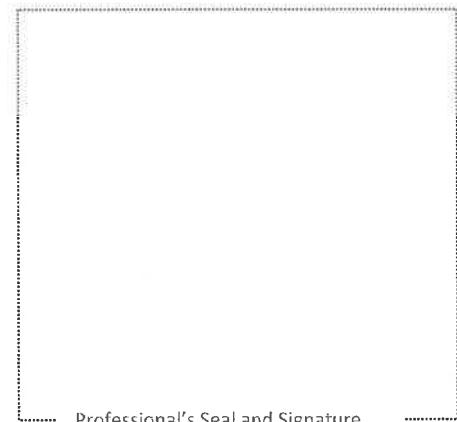
Town of Quispamsis

Name of Jurisdiction

Re: _____

Name of Project (Print)

Address of Project (Print)



Professional's Seal and Signature

(Each registered professional of record shall complete the following:)

Name (Print)

Address (Print)

Phone No.

I hereby give assurance that

- a) I have fulfilled my obligations for field review of the registered professionals required for the project as outlined in the previously submitted Schedule C, “ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW”
- b) those components of the project opposite my initials in Schedule C substantially comply in all material respects with
 - (iii) the applicable requirements of the Code and other applicable enactments respecting safety, not including construction safety aspects, and
 - (iv) the plans and supporting documents submitted in support of the application for the building permit,
- c) I am a registered professional as defined by this document.

I am a member of the firm

_____ and I sign this
letter on behalf of the firm.

Note: The above letter must be signed by a registered professional of record. A registered professional means:

- (e) a person who is registered or licensed to practise as an architect under the Architects Act, or
- (f) a person who is registered or licensed to practise as a professional engineer under the Engineers and Geoscientists Professions Act.

Coordinating Registered Professional's Initials

