

January, 2019
BUILDING DIVISION

Change of Coordinating Registered Professional (CRP) or Registered Professional (RP)

General Information

In the event that there is a change of the Coordinating Registered Professional (CRP) or Registered Professional (RP) after the building permit has been issued, the City of Surrey Building Division should be notified immediately.

Refer to the *Guide to Letters of Assurance* (pages 16-21) on the BC Building Code website (<http://www.bccodes.ca/2006GuideLoA.pdf>) which outlines the details regarding the allocation of responsibilities when there is a change in CRP or RP.

Design Changes during Construction and Field Review

A revision to the building permit is generally not necessary if the incoming CRP or RP is taking responsibility for design changes during construction and field review only. The outgoing CRP or RP will remain responsible for the design of the project.

Submission Requirements:

- A letter from the outgoing CRP or RP to confirm their termination date.
- Schedule A or B (per the instructions in the *Guide to Letters of Assurance*) from the incoming CRP or RP.
- If there is a change of CRP, the incoming CRP is to initial the other Schedule B's on file with the City of Surrey Building Division.

Schedule A or B Requirements (see examples attached):

- The word “design” must be crossed off and replaced with the words “design changes during construction.” There are five occurrences of the word “design” on the Schedule A and four occurrences on the Schedule B.
- The date applied to the new Schedule A or B is the date when the incoming CRP's or RP's role commenced. There should be no gap between the commencement date of the

incoming CRP or RP and the termination date of the outgoing CRP or RP as indicated in their letter.

- The new Schedule B is to be initialled by the CRP.

Design and Field Review

A revision to the building permit is necessary if the incoming CRP or RP is taking responsibility for full design and field review. The outgoing CRP or RP will no longer have involvement on the project.

Submission Requirements:

- Building Permit Revision Application form.
- Payment of the one hour minimum plan review fee (non-refundable).
- A letter from the outgoing CRP or RP to confirm their termination date.
- Schedule A or B (per the instructions in the *Guide to Letters of Assurance*) from the incoming CRP or RP.
- If there is a change of CRP, the incoming CRP is to initial the other Schedule B's on file with the City of Surrey Building Division.
- Signed and sealed design drawings by the incoming RP:
 - Commercial, Industrial, Institutional, and Multi-Family building permits: 4 sets are required.
 - Single Family Dwelling building permits: 1 set is required.

Schedule A or B Requirements (see examples attached):

- The date applied to the new Schedule is the date when the incoming CRP's or RP's role commenced. There should be no gap between the commencement date of the incoming CRP or RP and the termination date of the outgoing CRP or RP as indicated in their letter.
- The new Schedule B is to be initialled by the CRP.

Additional Information

If there is a change in CRP or RP, the construction of the project should not commence further until the City of Surrey Building Division has received the associated submissions and approved the change.

BRITISH COLUMBIA BUILDING CODE 2018

SCHEDULE A

Forming Part of Sentence 2.2.7.2.(1), Division C of the
British Columbia Building Code

Building Permit Number
(for authority having jurisdiction's use)

CONFIRMATION OF COMMITMENT BY OWNER AND COORDINATING REGISTERED PROFESSIONAL

- Notes: (i) This letter must be submitted before issuance of a *building* permit.
(ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

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

To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re: _____

Name of Project (Print)

Address of Project (Print)

(Professional's Seal and Signature)

Date

The undersigned has retained _____ as a *coordinating registered professional* to coordinate the design work and *field reviews* of the *registered professionals of record* required¹ 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 British Columbia Building Code and other applicable enactments respecting safety and that the construction of the project will substantially comply with the British Columbia Building Code and other applicable enactments respecting safety, not including the construction safety aspects.

"*field reviews*" are defined in the British Columbia Building Code to mean those reviews of the work

- (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

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.

The owner and the *coordinating registered professional* have read Subsection 2.2.7., Division C of the British Columbia Building Code. 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.

¹It is the responsibility of the *coordinating registered professional* to ascertain which *registered professionals of record* are required, and to initial each Schedule B.

BRITISH COLUMBIA BUILDING CODE 2018

Schedule A - Continued

Building Permit Number
(for authority having jurisdiction's use)

Project Address

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 A or 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* as defined in the British Columbia Building Code, and agrees to coordinate the design work and *field reviews* of the *registered professionals of record* required for the project as outlined in each attached Schedule B including coordination and integration of functional testing of fire protection and life safety systems. (See A-2.2.7.3. in Appendix A of Division C.)

Coordinating Registered Professional

Owner

Coordinating Registered Professional's Name (Print)

Owner's Name (Print)

Address (Print)

Address (Print)

Address (Print) (continued)

Address (Print) (continued)

Phone Number

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.)

(Professional's Seal and Signature)

Date

(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. (Print name of 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.

The British Columbia Building Code defines a *registered professional* to mean

- (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 Act.

BRITISH COLUMBIA BUILDING CODE 2018

SCHEDULE B

Forming Part of Subsection 2.2.7., Division C of the
British Columbia Building Code

Building Permit Number
(for authority having jurisdiction's use)

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) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC Municipalities.
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

Name of Jurisdiction (Print)

Re: _____
Name of Project (Print)

Address of Project (Print)

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

(Professional's Seal and Signature)

Date

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 British Columbia Building 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.

CRP's Initials

BRITISH COLUMBIA BUILDING CODE 2018

Schedule B - *Continued*

Building Permit Number
(for authority having jurisdiction's use)

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 in the British Columbia Building Code.

Registered Professional of Record's Name (Print)

Address (Print)

Address (Print) (continued)

Phone Number

(Professional's Seal and Signature)

Date

(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. (Print name of firm)

Note: The above letter must be signed by a *registered professional of record*, who is a *registered professional*. The British Columbia Building Code defines a *registered professional* to mean

- (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 Act.

CRP's Initials

BRITISH COLUMBIA BUILDING CODE 2018

Schedule B - *Continued*

Building Permit Number
(for authority having jurisdiction's use)

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 systems and devices
- 1.13 Development Permit and conditions therein
- 1.14 Interior signage, including acceptable materials, dimensions and locations
- 1.15 Review of all applicable shop drawings
- 1.16 Interior and exterior finishes
- 1.17 Dampproofing and/or waterproofing of walls and slabs below *grade*
- 1.18 Roofing and flashings
- 1.19 Wall cladding systems
- 1.20 Condensation control and cavity ventilation
- 1.21 Exterior glazing
- 1.22 Integration of building envelope components
- 1.23 Environmental separation requirements (Part 5)
- 1.24 Building envelope, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 1.25 Building envelope, testing, confirmation or both as per Part 10 requirements

(Professional's Seal and Signature)

Date

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

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
- 3.8 Mechanical systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 3.9 Mechanical systems, testing, confirmation or both as per Part 10 requirements

CRP's Initials

BRITISH COLUMBIA BUILDING CODE 2018

Schedule B - *Continued*

Building Permit Number
(for authority having jurisdiction's use)

Project Address

Discipline

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 and devices
- 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
- 4.9 Plumbing systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 4.10 Plumbing systems, testing, confirmation or both as per Part 10 requirements

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 capacity of city (municipal) water supply 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

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
- 6.9 Electrical systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 6.10 Electrical systems, testing, confirmation or both as per Part 10 requirements

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)

Date

CRP's Initials