

SCHEDULE A-1

Letter of Commitment by the Owner and Coordinating Registered Professional

See Subsection 2.4.3. of Division C of the National Building Code – 2019 Alberta Edition

To: The *authority having jurisdiction*

Date: _____

Address

Postal code

Re: Design and Field Review of Construction for the Following Project

Name of *project*

Address

Legal description

The *owner* has retained a *coordinating registered professional* to coordinate the design work and *field review* of the *registered professionals of record* required for this *project*.

The *coordinating registered professional* shall coordinate the design work and *field review* of the other *registered professionals* required for the *project* in order to ensure the design will comply with the National Building Code – 2019 Alberta Edition (NBC(AE)) and the Safety Codes Act and its Regulations and that construction will substantially comply with the NBC(AE) and the Safety Codes Act and its Regulations.

The *owner* and the *coordinating registered professional* have read and understand Part 1 of Division A and Part 2 of Division C, especially Subsection 2.4.3. of Division C, of the NBC(AE).

The *owner* and the *coordinating registered professional* acknowledge their responsibility to each notify the *authority having jurisdiction* should the *coordinating registered professional* cease to be retained by the *owner*.

The *owner* understands that, should the *coordinating registered professional* cease to be retained at any time during construction, work on the *project* will cease until such time as a new *coordinating registered professional* is retained and a new letter in the form set out in Schedule A-1 is filed with the *authority having jurisdiction*.

The *coordinating registered professional* is a *registered professional* as defined in the NBC(AE).

Schedule A-1 - Continued

Coordinating Registered Professional	Owner
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Signature	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Signature
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Date	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Date
Note: affix seals over signatures	
I, _____, have signed on behalf of	I, _____, have signed on behalf of
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Firm	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Firm
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Address	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Address
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div>	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div>
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="text-align: right; font-size: 0.8em;">Postal code</div>	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="text-align: right; font-size: 0.8em;">Postal code</div>

- Note:
1. This letter must be submitted before issuance of a *building permit*.
 2. In this letter the words in italics are defined in the National Building Code – 2019 Alberta Edition.
 3. This letter must be signed by the *owner* and the *registered professional*. If signed by an agent, a 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 their position in the corporation.
 4. The term “substantially comply” is used in *field review* because a *registered professional* does not supervise the actual construction.
 5. The *constructor* is responsible for safety of the public and workers at the *project* site.

The National Building Code – 2019 Alberta Edition defines a *registered professional* as an individual who qualifies as a

- a) *registered architectural professional*,
- b) *registered engineering professional*, or
- c) *licensed interior designer*.