

**SCHEDULE A-1**

**Letter of Commitment by the Owner and Coordinating Registered Professional**

See Subsection 2.4.3. of Division C of the Alberta Building Code

To: The <i>authority having jurisdiction</i>	Date: _____
_____	
_____	
Address	
_____	
_____	
_____	Postal Code
<b>Re: Design and Field Review of Construction for the following project</b>	
_____	
Name of project	
_____	
Address	
_____	
Legal description	
<p>The <i>owner</i> has retained a <i>coordinating registered professional</i> to coordinate the <i>design work</i> and <i>field review</i> of the <i>registered professionals of record</i> required for this <i>project</i>.</p> <p>The <i>coordinating registered professional</i> shall coordinate the <i>design work</i> and <i>field review</i> of the other <i>registered professionals</i> required for the <i>project</i> in order to ensure the design will comply with the Alberta Building Code (ABC) and other regulations made pursuant to the Safety Codes Act and that construction will substantially comply with the ABC and other regulations made pursuant to the Safety Codes Act.</p> <p>The <i>owner</i> and the <i>coordinating registered professional</i> 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 ABC.</p> <p>The <i>owner</i> and the <i>coordinating registered professional</i> acknowledge their responsibility to each notify the <i>authority having jurisdiction</i> should the <i>coordinating registered professional</i> cease to be retained by the <i>owner</i>.</p> <p>The <i>owner</i> understands that, should the <i>coordinating registered professional</i> cease to be retained at any time during construction, <i>work</i> on the <i>project</i> will cease until such time as a new <i>coordinating registered professional</i> is retained and a new letter in the form set out in Schedule A-1 is filed with the <i>authority having jurisdiction</i>.</p>	

Schedule A-1 - Continued

<b>Coordinating Registered Professional</b>	<b>Owner</b>
_____ Signature	_____ Signature
_____ Date	_____ Date
Note: affix seals over signatures	
I, _____, have signed on behalf of	I, _____, have signed on behalf of
_____ Firm	_____ Firm
_____ Name	_____ Name
_____ Address	_____ Address
_____ _____ Postal Code	_____ _____ Postal Code

- 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 Alberta Building Code.
  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 Alberta Building Code defines a *registered professional* as an individual who qualifies as a

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