

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 *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 Alberta Building Code (ABC) and that construction will substantially comply with the ABC.

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 ABC.

The *owner* and the *coordinating registered professional* acknowledge their responsibility to each notify the *authority having jurisdiction* should the coordinating 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 ABC.

Schedule A-1 - Continued

Coordinating Registered Professional	Owner
_____ Signature	_____ Signature
_____ Date	_____ Date
Note: affix seals over signature	
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* to mean

- a) a person who is registered or licensed to practice as an architect under the Architects Act, or
- b) a person who is registered or licensed to practice as a *professional engineer* under the Engineering, Geological and Geophysical Professions Act.