

SCHEDULES

See B-2.4.3 & 2.4.4 of the 2019 National Building Code (Alberta Edition)

Schedule A-1 Letter of Commitment by the Owner and Coordinating Registered Professional

Schedule A-2 Confirmation of Commitment by Owner and by Registered Professional of Record

Note: Schedules A-1 and A-2 should be in place at the inception of the project before the issuance of a development or building permit. These help establish a dialogue early in the project.

Schedule B-1 Letter of Commitment by the Registered Professional of Record

Schedule B-2 Letter of Commitment by the Registered Professional of Record

Note: Schedules B-1 and B-2 should be attached to the drawings and specifications submitted for a building permit.

Schedule C-1 Assurance of Compliance Coordinating Registered Professional

Schedule C-2 Assurance of Professional Field Review and Compliance

Note: Schedules C-1 and C-2 should be submitted at the conclusion of the project.

1. Schedules submitted to the City of Airdrie Building Inspections Department must be written or typed in the attached forms no other format will be accepted.
2. Schedules submitted to the City of Airdrie Building Inspections Department must contain the original seals of the registered professionals, copies will not be accepted.
3. Digital signature and electronic seals of registered professional are acceptable provided they are used in accordance with the AAA and/or APEGA requirements

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: _____

City of Airdrie
400 Main Street S.E.
Airdrie, Alberta
T4B 3C3

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*.

SCHEDULE A-2

Confirmation of Commitment by the Owner and Registered Professional of Record

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

To: The *authority having jurisdiction*

Date: _____

City of Airdrie
400 Main Street S.E.
Airdrie, Alberta
T4B 3C3

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

Name of *project*

Address

Legal description

The *owner* has retained a *registered professional of record* to coordinate the design work and field reviews required for this *project* for:

- ☐ architecture ☐ structural engineering ☐ mechanical engineering
☐ electrical engineering ☐ geotechnical engineering

The *registered professional of record* shall coordinate the design work and field review for that component of the *project* for which the *registered professional of record* is responsible 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.

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

The *owner* understands that, should the *registered professional of record* cease to be retained at any time during construction, work on the portion of the *project* for which the *registered professional* is responsible will cease until such time as a new *registered professional of record* is retained and a new letter in the form set out in Schedule A-2 is filed with the *authority having jurisdiction*.

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

Schedule A-2 - Continued

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

SCHEDULE B-1

Letter of Commitment by the Registered Professional of Record

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

To: *The authority having jurisdiction*

Date: _____

City of Airdrie
400 Main Street S.E.
Airdrie, Alberta
T4B 3C3

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

Name of *project*

Address

Legal description

I hereby give assurance that the design of the

- ☐ architectural
- ☐ structural engineering
- ☐ mechanical engineering
- ☐ electrical engineering
- ☐ geotechnical engineering

components described on plans, specifications and other supporting documents, prepared by this *registered professional* in support of the application for a *building permit*, substantially comply with the National Building Code – 2019 Alberta Edition and the Safety Codes Act and its Regulations.

I hereby undertake to be responsible for *field review* of the above referenced components during construction as indicated on the attached “Summary of Design and Field Review Requirements” (see Schedule B-2).

I also undertake to notify the *authority having jurisdiction* in writing if our contract for *field review* is terminated at any time during construction.

Schedule B-1 - Continued

Registered Professional of Record

Signature

Date

Note: affix seals over signature

I, _____, have signed on behalf of

Firm

Name

Address

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 National Building Code – 2019 Alberta Edition.
 3. This letter must be signed by the *registered professional*.
 4. 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*.

SCHEDULE B-2

Summary of Design and Field Review Requirements

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

Submitted by: _____ Date: _____

(Initial applicable responsibilities and cross out and initial non-applicable items within the list of Code activities)

ARCHITECTURAL _____ initial to indicate overall responsibility

- 1.1 Development *permit* requirements and conditions.....
- 1.2 Requirements to prevent fire spread and collapse;
building height, building area, building classification, street access.....
- 1.3 Spatial separation requirement;
limiting distance, unprotected openings, construction characteristics.....
- 1.4 Exterior walls and roofs, including exterior glazing;
dampproofing/waterproofing of walls or slabs below *grade*, wall cladding.....
- 1.5 Determining the need for fire detection, alarm notification and suppression; including emergency
power and lighting.....
- 1.6 Provision for firefighting.....
- 1.7 Requirements pertaining to *interconnected floor spaces* and high *buildings*.....
- 1.8 Safety within *floor areas*; including interim wall *partitions* and finishes, *access to exits, guards* and
handrails, sound control, specific requirements related to function.....
- 1.9 Egress systems, *occupant loads*, stairs and *exits*.....
- 1.10 *Barrier-free* requirements.....
- 1.11 Vertical transportation.....
- 1.12 Service facilities; horizontal and vertical *service spaces*.....
- 1.13 Health requirements; including functional design, i.e. washrooms, food preparation areas, *swimming
pools*.....
- 1.14 Structural capacity of architectural components; including anchorage and seismic
restraint.....
- 1.15 Site development and landscaping.....
- 1.16 Review of all applicable shop drawings.....
- 1.17 Energy efficiency, building envelope; NECB 2017 or NBC(AE) 2019 Division B Section 9.36.
requirements.....

STRUCTURAL _____ initial to indicate overall responsibility

- 2.1 Structural capacity of structural components of *buildings*; including anchorage and seismic
restraint.....
- 2.2 Structural aspects of *deep foundations*.....
- 2.3 Qualification of welded steel fabricators and erectors.....
- 2.4. Review of all applicable shop drawings.....

Schedule B-2 - Continued

MECHANICAL	_____ initial to indicate overall responsibility
3.1	HVAC systems; including fire stopping of service penetrations and placement of <i>fire dampers</i>
3.2	<i>Plumbing systems</i> ; including potable water system, roof and storm drainage system, <i>sanitary drainage system</i>
3.3	Fire protection systems; including automatic sprinkler and other fire suppression systems; standpipe and hose systems, evaluation of necessary water supply demand.....
3.4	<i>Swimming pool</i> mechanical systems; including pool circulation and disinfection systems, ventilation in pool areas and chlorine rooms.....
3.5	Medical gas piping systems.....
3.6	Smoke control systems in high-rise and <i>care, treatment or detention occupancy</i> applications.....
3.7	Review of all applicable shop drawings.....
3.8	Energy efficiency, mechanical systems; NECB 2017 or NBC(AE) 2019 Division B Section 9.36. requirements.....
3.9	Energy efficiency, <i>plumbing systems</i> ; NECB 2017 or NBC(AE) 2019 Division B Section 9.36. requirements.....
ELECTRICAL	_____ initial to indicate overall responsibility
4.1	Electrical transformers vaults, switching devices and motors, including anchorage and seismic restraints.....
4.2	Electrical system and devices; including fire stopping of penetrations through <i>fire separation</i>
4.3	Fire alarms; including voice communication system.....
4.4	Mechanical interface with controls and alarms.....
4.5	Emergency power and lighting systems.....
4.6	Fire protection of wiring for emergency systems.....
4.7	Review of all applicable shop drawings.....
4.8	Energy efficiency, electrical systems (Lighting, Electrical Power Systems and Motors); NECB 2017 requirements.....
GEOTECHNICAL	_____ initial to indicate overall responsibility
5.1	<i>Excavation</i>
5.2	Shoring and underpinning.....
5.3	Geotechnical aspects of <i>deep foundations</i>
5.4	Control of ground and subsurface water.....
5.5	Structural considerations of <i>soil</i> ; including slope stability and seismic loading.....
5.6	Backfill and compaction of <i>fill</i>

- Note: 1. Schedule B-2 must be attached to Schedule B-1
 2. In this letter the words in italics are defined in the National Building Code – 2019 Alberta Edition.
 3. The *constructor* is responsible for safety to the public and workers at the *project* site.

SCHEDULE C-1

Assurance of Compliance by the 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: _____

City of Airdrie
400 Main Street S.E.
Airdrie, Alberta
T4B 3C3

Name of *project*

Address

Legal description

Permit number

I hereby give assurance that

- (a) I have fulfilled my obligations for coordinating the *field review* as outlined in Sentence 2.4.4.1.(1) of Division C of the National Building Code – 2019 Alberta Edition (NBC(AE)) and as agreed to in the previously submitted Schedule A-1;
- (b) I have enclosed documents supporting all approved changes to the plans and specifications prepared by all of the *registered professionals of record* on which the *building permit* was issued for this *project*;
- (c) The *project* with the noted changes substantially complies with
 - (i) the applicable requirements of the NBC(AE) and the Safety Codes Act and its Regulations, and
 - (ii) the plans, specifications and other documents submitted in support of the application for the *building permit*; and
- (d) I am a *registered professional* as defined in the NBC(AE).

Schedule C-1 - Continued

Coordinating Registered Professional

Signature

Date

Note: affix seals over signature

I, _____, have signed on behalf of

Firm

Name

Address

Postal code

- Note:
1. This letter shall be submitted by the *coordinating registered professional* after completion of the *project* and before permission to occupy is issued by the *authority having jurisdiction*. Separate similar letters (Schedule C-2) shall be submitted by each *registered professional of record* to the *coordinating registered professional*.
 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 *registered professional*.
 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*.

SCHEDULE C-2

Assurance of Professional Field Review and Compliance

See Subsection 2.4.4. of Division C of the National Building Code – 2019 Alberta Edition

To: The *authority having jurisdiction*

Date: _____

City of Airdrie
400 Main Street S.E.
Airdrie, Alberta
T4B 3C3

Name of *project*

Address

Legal description

Permit number

I hereby give assurance that

- (a) I have fulfilled my obligations for *field review* as outlined in Sentence 2.4.4.1.(2) of Division C of the National Building Code – 2019 Alberta Edition (NBC(AE)) and as outlined in the previously submitted Schedule B-1;
- (b) I have enclosed documents supporting all approved changes to the plans and specifications prepared by me on which the *building permit* was issued for this *project*;
- (c) Those components of the *project* opposite my initials in Schedule B-2 substantially comply with
 - (i) the applicable requirements of the NBC(AE) and the Safety Codes Act and its Regulations, and
 - (ii) the plans, specifications and other documents submitted in support of the application for the *building permit*; and
- (d) I am a *registered professional* as defined in the NBC(AE).

Schedule C-2 - Continued

Registered Professional of Record

Signature

Date

Note: affix seals over signature

I, _____, have signed on behalf of

Firm

Name

Address

Postal code

- Note:
1. This letter must be submitted by all of the *registered professionals of record* after completion of the *project* to the *coordinating registered professional*.
 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 *registered professional*.
 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*.