

**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 <i>authority having jurisdiction</i>	Date: _____
_____	
_____	
Address	
_____	
_____	
_____	Postal code
<b>Re: Design and Field Review of Construction for the Following Project</b>	
_____	
Name of <i>project</i>	
_____	
Address	
_____	
Legal description	
<p>The <i>owner</i> has retained a <i>coordinating registered professional</i> to coordinate the design work 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 design work 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 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.</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 NBC(AE).</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, work 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> <p>The <i>coordinating registered professional</i> is a <i>registered professional</i> as defined in the NBC(AE).</p>	

Schedule A-1 - Continued

Coordinating Registered Professional	Owner
_____ 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 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*.