page 1 of 2

Schedule "A" - Letter of Undertaking Declaration of Commitment by *Owner* to the Municipal *Authority Having Jurisdiction Field Review of Construction*

Preamble

Whereas the Building Code Bylaw applies to the construction or demolition of a building;

And whereas the Province has adopted the National *Building Code* and the National Energy Code with amendments as the Charlottetown *Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings;*

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and Bylaws, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas The Provincial Building Code Act and Regulations requires professionals to design *buildings* in conformance with the minimum standards of the National Building Code and National Energy Code with sufficient drawings and documents to show how these standards have been met;

And whereas The Provincial Building Code Regulations, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

The authority having jurisdiction:	Date:
City of Charlottetown - Planning & Heritag	e Department
70 Kent Street, Charlottetown, PE, C1A 1N	<u>19</u>
	(Building Official)
Address of project (print)	

Name of Project and Description (print)

I (the *owner*) submit this Letter of Undertaking to the *authority having jurisdiction* along with a completed application for a *building permit*.

The undersigned has appointed an *architect(s)*, *professional engineer*(s), or *designer(s)* as prime consultant(s) to coordinate the *Field Review of Construction* for the below listed disciplines and I have attached to this Letter of Undertaking (check appropriate boxes)

□ Field Review of Construction Commitment Declarations completed by me or the prime

- consultant appointed by me to coordinate the *Field Review of Construction*.
- □ *Field Review of Construction* Commitment Declarations (identified below) completed by individual *designers* appointed by me to perform the *Field Review of Construction* for the applicable discipline(s).
- □ Shall forward *Field Review of Construction* Commitment Declarations for those not yet appointed.

page 2 of 2

Schedule "A" - Letter of Undertaking

(Initial the disciplines that apply to this project. All disciplines will not necessarily be employed on every project)

 Building Design
 Structural
 Mechanical
 Electrical

 Geotechnical
 Plumbing
 Fire Suppression System

I shall notify the *authority having jurisdiction* if the *architect*, or *professional engineer* named in the attached "Review of Construction Commitment "Declarations" ceases, for whatever reason, to provide the *Field Review of Construction* for this *building* and shall appoint another *architect* and *professional engineer* immediately so that the *Field Review of Construction* will continue uninterrupted. This notice and the necessary *Field Review of Construction* Commitment Declaration(s) shall be forwarded to the *authority having jurisdiction* as soon as practical, but not later than 3 business days.

		(Affix below the seal of the licensed Architect or professional
Print Name		Engineer in accordance with provincial legislation.)
Signature	Initials Sample	
Print Name of Firm or Company		
Print Address		
Mailing Address		
Telephone	Email	

page 1 of 2

Schedule "A-1" <u>Prime Consultant</u> Inspection Commitment Declaration

Preamble

Whereas the Building Code Bylaw applies to the construction or demolition of a building;

And whereas the Province has adopted the National *Building Code* and the National Energy Code with amendments as the Charlottetown *Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings;*

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and Bylaws, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas The Provincial Building Code Regulations requires professionals to design *buildings* in conformance with the minimum standards of the National Building Code and National Energy Code with sufficient drawings and documents to show how these standards have been met;

And whereas The Provincial Building Code Regulations, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

City of Charlottetown - Planning & 70 Kent Street, Charlottetown, PE,	
	(Building Official)
Address of project (print)	
Name of Project and Description (prir	nt)

I hereby declare as the Prime Consultant for this project that I will coordinate the Field Review of Construction for the following disciplines **which I have initialed**.

Building Design	Structural	Mechanical	Electrical
Geotechnical	Plumbing	Fire Suppressio	n System

I attach, for your review the *Field Review of Construction* Inspection Commitment Declarations for each above marked and initialed discipline completed by an appropriate professional for each discipline or shall forward the Field Review of Commitment Declaration for those not yet appointed.

I, and professionals who have completed the various *Field Review of Construction* Inspection Commitment Declarations will perform the *Field Review of Construction*.

page 2 of 2

Schedule "A-1"

I also declare that

- 1) I will coordinate the review of shop drawings;
- 2) I will coordinate the review of changes to the design documents; and
- 3) When satisfied that the *work* substantially complies with the design drawings I will complete or have completed by the appropriate professional the Declaration of *Field Review of Construction* and return it to the *authority having jurisdiction* prior to requesting the *occupancy permit*.

Please be advised that I may delegate some or all of my duties associated with the coordination of the *Field Review of Construction* to another person employed by me or my firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the *Engineering Profession Act*, or the *Architects Act*.

The undersigned shall notify the *authority having jurisdiction*, in writing as soon as practical, but not later than 3 business days if the contract for *Field Review of Construction* is terminated at any time during construction.

		(Affix below the seal of the licensed Architect or professional
Print Name		Engineer in accordance with provincial legislation.)
Signature	Initials Sample	
Print Name of Firm or Company		
Print Address		
Mailing Address		
Telephone	Email	

Schedule "A-2" - *Field Review of Construction* Inspection Commitment Declaration

Preamble

Whereas the Building Code Bylaw applies to the construction or demolition of a building;

And whereas the Province has adopted the National *Building Code* and the National Energy Code with amendments as the Charlottetown *Building Code*, requiring compliance with it as adopted for the construction or *demolition* of *buildings;*

And whereas *architects*, and *professional engineers* are required by their respective statutes, *Bylaw*, and Bylaws, to ensure the general public of competent standards and ethical conduct in the design of *buildings*;

And whereas the Provincial Building Code Regulations requires professionals to design *buildings* in conformance with the minimum standards of the National Building Code and National Energy Code with sufficient drawings and documents to show how these standards have been met;

And whereas the Provincial Building Code Regulations, requires that these *buildings* shall be inspected at intervals appropriate to the stage of construction to determine substantial compliance with the design drawings accepted by the *authority having jurisdiction* and all revisions thereto;

To:	The authority havir	• •				
	<u>City of Charlottetown - Planning & Heritage Department</u> 70 Kent Street, Charlottetown, PE, C1A 1M9					
Att:		(Building Official)				
Re:		· ·				
	Address of project (print)					
	Name of Project and	Description (print)				
Requir	consultant to perfor ements for:	nat I am the Architect m the Field Review of Structural	f Construction	. I hereby decla	-	
(Geotechnical	Plumbing _	Fire Supp	ression System	1	
2) I w the Coo 3) Wh Declara request Constru practice Engine	ill coordinate the revi de; and nen satisfied that the ation of <i>Field Review</i> ting the occupancy <i>p</i> Please be advised t <i>uction</i> to another pers to do so. The functi <i>ering Profession Act.</i> The undersigned sh an 3 business days if	work substantially com of Construction and re ermit. hat I may delegate sor son employed by me o ons will however be pe all notify the authority	design drawings aplies with the d turn it to the <i>au</i> ne or all of my d r my firm where erformed under r <i>having jurisdicti</i> <i>Review of Cons</i>	to determine the esign drawings thority having ju- uties associate it is consistent ny supervision on, in writing as truction is termi	hat the changes conform to , I will complete the <i>irisdiction</i> prior to d with the <i>Field Review of</i> with prudent professional in accordance with the soon as practical, but not nated at any time during	
Print N Print N	lame lame of Firm or Comp	Signature	ä	Affix below the professional engaccordance with egislation.)	<i>gineer</i> in	
Mailing	g Address					

Telephone

Schedule "A-3" Declaration of *Field Review of Construction*

Note: This letter must be signed by a Licensed *Architect* or *Professional Engineer* as appropriate in accordance with Provincial Legislation and must be submitted after completion of the project but before the *occupancy permit* is issued. A separate letter must be submitted by each *architect*, or *professional engineer* hired by the *owner* or prime consultant.

The authority having jurisdiction:	Date:
City of Charlottetown - Planning & Heritage	<u>Department</u>
70 Kent Street, Charlottetown, PE, C1A 1M9	
	(Building Official)
Address of project (print)	
	<u>City of Charlottetown - Planning & Heritage</u> 70 Kent Street, Charlottetown, PE, C1A 1M9

Name of Project and Description (print)

I hereby declare that I have fulfilled my obligations for Field Review of Construction as defined in the Letter of Undertaking and the Inspection Commitment Declaration and advise that I have reviewed the work at intervals appropriate, to determine substantial compliance with the design and all revisions thereto as accepted by the *authority having jurisdiction* for the following disciplines <u>which I have initialed</u>.

Building Design	Structural	Mechanical Electrical
Geotechnical	Plumbing	Fire Suppression System
Print Name		(Affix below the seal of the licensed Architect or professional
Signature	Initials Sample	<i>Engineer</i> in accordance with provincial legislation.)
Print Name of Firm or Company	/	
Print Address		
Print Municipality	Postal Code	
Telephone	Fax	