



**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  
Engineer in accordance with  
provincial legislation.)**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Initials Sample

\_\_\_\_\_  
Print Name of Firm or Company

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email



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.

\_\_\_\_\_  
Print Name

**(Affix below the seal of the  
licensed Architect or professional  
Engineer in accordance with  
provincial legislation.)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Initials Sample

\_\_\_\_\_  
Print Name of Firm or Company

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email



**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.

To: The *authority having jurisdiction*: \_\_\_\_\_ Date: \_\_\_\_\_  
**City of Charlottetown - Planning & Heritage Department**  
**70 Kent Street, Charlottetown, PE, C1A 1M9**

Att: \_\_\_\_\_ (Building Official)

Re: \_\_\_\_\_  
Address of project (print)  
\_\_\_\_\_  
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 **which I have initialed**.

\_\_\_\_\_ Building Design      \_\_\_\_\_ Structural      \_\_\_\_\_ Mechanical      \_\_\_\_\_ Electrical  
\_\_\_\_\_ Geotechnical      \_\_\_\_\_ Plumbing      \_\_\_\_\_ Fire Suppression System

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Signature      \_\_\_\_\_  
Initials Sample  
\_\_\_\_\_  
Print Name of Firm or Company  
\_\_\_\_\_  
Print Address  
\_\_\_\_\_  
Print Municipality      Postal Code  
\_\_\_\_\_  
Telephone      Fax

**(Affix below the seal of the  
*licensed Architect or professional  
Engineer* in accordance with  
provincial legislation.)**