
Building Permit Number
(for Authority Having Jurisdiction)

Project Reference / Components
(for Registered Professional of Record)

SCHEDULE A
CONFIRMATION OF COMMITMENT BY OWNER AND
COORDINATING REGISTERED PROFESSIONAL

- Notes:
1. Italicized words contained in this schedule have the same meanings as defined in the National Building Code – 2023 Alberta Edition (NBC(AE)).
 2. This schedule shall be submitted by the owner to the *authority having jurisdiction* before issuance of a *building permit*.
 3. If this schedule is signed by the owner’s agent, a letter of appointment shall be attached to this schedule. If the owner is a corporation, the letter of appointment shall be signed by the owner’s designated representative and the owner’s designated representative shall set forth their position in the corporation.
 4. This schedule is endorsed by the Alberta Association of Architects and the Association of Professional Engineers and Geoscientists of Alberta. Both associations have a user guide available on their website that provides information on the use of this schedule.

To: the *authority having jurisdiction*

Name of *authority having jurisdiction* (print)

Re:

Name of *project* (print)

Address of *project* (print)

Legal survey description of *project* (print)

The undersigned owner has retained

Name of *registered professional*

of

Name of *professional permit holder* (if applicable)

as a *coordinating registered professional* to coordinate the design and *field reviews* of the *registered professionals of record* required for this *project*. The undersigned owner has confirmed the *coordinating registered professional* has the relevant experience for the *project* and has confirmed the *coordinating registered professional* and the *professional permit holder* they are appointed by (if applicable) are licensed in accordance with the Architects Act or the Engineering and Geoscience Professions Act.

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SCHEDULE A - Continued

The undersigned owner shall identify the *constructor* to the *authority having jurisdiction* as soon as possible.

Name of *constructor* (if known)

Constructor's contact information:

The undersigned owner shall

- (a) ensure the relationship between the *coordinating registered professional* and the *constructor* is clear with regard to meeting the Safety Codes Act (SCA) related requirements of the *project*;
- (b) notify the *authority having jurisdiction* should the undersigned *coordinating registered professional* or the undersigned *professional permit holder* (if applicable) cease to be retained at any time during the *project*. Notification shall be given before the date the *coordinating registered professional* or the *professional permit holder* (if applicable) ceases to be retained; if that is not possible, then as soon as possible;
- (c) cease work on the portion of the *project* for which the undersigned *coordinating registered professional* was responsible should the *coordinating registered professional* or the undersigned *professional permit holder* (if applicable) cease to be retained until such time as
 - (i) a new *coordinating registered professional* or the *professional permit holder* the *coordinating registered professional* is appointed by (if applicable) is retained, and
 - (ii) a new Schedule A is filed with the *authority having jurisdiction*;
- (d) notify the *authority having jurisdiction* should a *registered professional of record* or the *professional permit holder* the *registered professional of record* is appointed by (if applicable) cease to be retained at any time during the *project*. Notification shall be given before the date the *registered professional of record* or the *professional permit holder* the *registered professional of record* is appointed by (if applicable) ceases to be retained; if that is not possible, then as soon as possible; and
- (e) cease work on the portion of the *project* for which the *registered professional of record* was responsible should a *registered professional of record* or the *professional permit holder* the *registered professional of record* is appointed by (if applicable) cease to be retained until such time as
 - (i) a new *registered professional of record* or the *professional permit holder* the *registered professional of record* is appointed by (if applicable) is retained, and
 - (ii) a new Schedule B is filed with the *authority having jurisdiction*.

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SCHEDULE A - Continued

The undersigned *coordinating registered professional* shall

- (a) identify the *project* scope and the details of the *project*;
- (b) determine if professional involvement is required by the NBC(AE), SCA, Architects Act, Engineering and Geoscience Professions Act and *authority having jurisdiction*. A building code analysis to support the *coordinating registered professional's* determination of professional involvement shall be attached to this schedule or included with the drawings and specifications submitted in support of the *building permit* application;
- (c) document the *registered professionals of record* and the *professional permit holder* each *registered professional of record* is appointed by (if applicable) that will perform the following work as applicable
 - (i) Architectural/licensed interior design
 - (ii) Structural
 - (iii) Mechanical
 - (iv) Electrical
 - (v) Geotechnical
- (d) identify all authorized entities involved in the *project*
 - (i) *Authority having jurisdiction*
 - (ii) Owner, owner's designated representative and the owner's agent (if applicable)
 - (iii) *Professional permit holders*
 - (iv) *Coordinating registered professional*
 - (v) *Registered professionals of record*

the list of authorized entities shall be attached to this schedule or included with the drawings and specifications submitted in support of the *building permit* application;
- (e) confirm, through documentation, that all *registered professionals of record* and *professional permit holders* involved in the *project* are competent to perform their responsibilities and are licensed with a sufficient scope of practice in accordance with the Architects Act or the Engineering and Geoscience Professions Act. (See Note A-1.4.1.2.(1) of Division A of the NBC(AE).);
- (f) document changes to the authorized entities involved in the *project*;
- (g) document changes to the *project* scope;
- (h) coordinate the design done by the *registered professionals of record* to ensure that the design will substantially comply with the NBC(AE) and the SCA;
- (i) obtain Schedule C-2 from each *registered professional of record* with supporting Schedules C-3 (if applicable) attached to ensure that *field reviews* have been completed and the final design of the *project* (including approved changes), as constructed, substantially complies with the NBC(AE) and SCA;

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SCHEDULE A - Continued

- (j) ensure authenticated documents submitted to the *coordinating registered professional* are authenticated by a *registered professional* in accordance with the requirements of the Architects Act or the Engineering and Geoscience Professions Act;
- (k) notify the owner and *authority having jurisdiction* should they or the undersigned *professional permit holder* (if applicable) cease to be retained at any time during the *project*. Notification shall be given before the date the *coordinating registered professional* or the *professional permit holder* (if applicable) ceases to be retained; if that is not possible, then as soon as possible; and
- (l) notify the owner and *authority having jurisdiction* should a *registered professional of record* or the *professional permit holder* the *registered professional of record* is appointed by (if applicable) cease to be retained at any time during the *project*. Notification shall be given before the date the *registered professional of record* or the *professional permit holder* the *registered professional of record* is appointed by (if applicable) ceases to be retained; if that is not possible, then as soon as possible.

All information required above shall be fully transparent and readily available to all authorized entities involved in the *project*.

The undersigned *professional permit holder* shall notify the owner and *authority having jurisdiction* should they or the undersigned *coordinating registered professional* cease to be retained at any time during the *project*. Notification shall be given before the date the *professional permit holder* or *coordinating registered professional* ceases to be retained; if that is not possible, then as soon as possible.

The undersigned owner and *coordinating registered professional* confirm they have read and understand Part 1 of Division A and Part 2 of Division C of the NBC(AE).

The undersigned *coordinating registered professional* gives assurance of competence in the necessary fields of expertise to undertake the *project* and that they are a *registered professional* as defined in the NBC(AE).

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SCHEDULE A - Continued

Professional Permit Holder (if applicable)

Professional permit holder's phone number

Professional permit holder's e-mail (print)

Professional permit holder's validation

Coordinating Registered Professional

Coordinating registered professional's legal name (print)

Coordinating registered professional's address (print)

Coordinating registered professional's phone number

Coordinating registered professional's e-mail (print)

Coordinating registered professional's authentication

Owner

Owner's legal name (print)

Owner's designated representative's or agent's legal name (print)

Owner's address (print)

Owner's phone number

Owner's, owner's designated representative's or agent's signature

Owner's e-mail (print)

Date