

# PROFESSIONAL INVOLVEMENT AND BUILDING PROJECTS

## When is professional involvement required?

Professional involvement is typically needed for:



### Most commercial buildings:

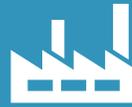
- schools
- malls
- office towers



### Certain types of residential buildings:

- multi-family dwellings (e.g., apartments, complex townhomes)
- houses with specialized structural systems (e.g., engineered beams, complex trusses)

In general, secondary suites do not require professional involvement.



### Industrial buildings:

- factories
- warehouses
- large storage structures



### Some specialized systems:

- fire suppression systems
- seismically isolated structures

## IMPORTANT!

The information in this guide is provided for reference only. Any mention of the Code in this document refers to the National Building Code – 2023 Alberta Edition. Always refer to the building code in force in Alberta, the *Safety Codes Act*, and professional guidelines for official information.

# WHICH ROLES ARE INVOLVED? WHAT ARE THEIR RESPONSIBILITIES?



1

**Owner:** The individual or entity that owns the property, building, or facility.

Their responsibilities include:

- Overseeing compliance with applicable codes and standards in construction, use, and maintenance of the property.
- Retaining a coordinating registered professional to coordinate design and field reviews by the required registered professionals to confirm that:
  - The design substantially complies with the Code and other regulations under the *Safety Codes Act*, and
  - The final design of the project, as constructed, substantially complies with the Code and other regulations under the *Safety Codes Act*.
- Retaining registered professionals of record to complete the project's required design and field reviews.
- Providing the authority having jurisdiction with Schedules A and B.
- Addressing deficiencies identified by safety codes officers during inspections.

2

**Constructor:** A person who contracts with an owner or their authorized agent to undertake a project. Includes an owner who contracts with more than one person for the work on a project or undertakes the work on a project or any part thereof.

Their responsibilities include:

- Overseeing compliance with applicable codes, regulations, and approved drawings and specifications.
- Coordinating inspection schedules with registered professionals, the owner, and safety codes officers.
- Maintaining a safe worksite in accordance with occupational health and safety standards.

3

**Safety codes officer (SCO):** A person exercising authority pursuant to designation of powers and terms of employment in accordance with the *Safety Codes Act*.

Their responsibilities include:

- Reviewing permit applications, project plans and, relevant documents.
- Conducting inspections to verify compliance with codes and standards.
- Educating owners, contractors, and professionals about code requirements.
- Issuing inspection reports and directives or orders to address non-compliance.

**i** While this program focuses on the building discipline, safety codes officers also work in ten other disciplines under the *Safety Codes Act*.



## 4

**Authority having jurisdiction (AHJ): A safety codes officer in the building discipline exercising authority pursuant to designation of powers and terms of employment in accordance with the *Safety Codes Act*.**

- In addition to the SCO-specific accreditation and employment requirements, the AHJ may have additional responsibilities.

## 5

**Registered professional (RP): An individual who qualifies as a registered architectural professional, registered engineering professional, or licensed interior designer.**

Their responsibilities include:

- Adhering to their respective legislative acts, professional regulations, and professional practice requirements.
- Confirming their designs comply with the Code and regulations under the *Safety Codes Act*.
- Authenticating drawings and specifications they prepare or have prepared under their direction.
- Completing required field reviews to confirm that the final design of the project, as constructed, substantially complies with the Code and regulations under the *Safety Codes Act*.
- Documenting any corrective actions resulting from field reviews and submitting them to the registered professional of record.

## 6

**Coordinating registered professional (CRP): A registered professional retained to coordinate the design and field reviews of the registered professionals of record required for the project.**

Their responsibilities include:

- Adhering to their respective legislative acts, professional regulations, and professional practice requirements.
- Overseeing all registered professionals of record on a project, including secondary design professionals and delegated design professionals.
- Completing Schedules as required by the Code and professional guidelines.
- Confirming field reviews are completed and that the final design of the project, as constructed, substantially complies with the Code and regulations under the *Safety Codes Act*.
- Providing all documents supporting approved changes to drawings and specifications that were approved as part of the permit, if requested by the authority having jurisdiction.
- Provide the authority having jurisdiction with Schedule C-1.



# 7

**Registered professional of record (RPR): A registered professional retained to be responsible for the integrity and completeness of the design and field reviews of one or more of the following elements of a project:**

- a. architectural,
- b. structural,
- c. mechanical,
- d. electrical, and
- e. geotechnical.

**Their responsibilities include:**

- Adhering to their respective legislative acts, professional regulations, and professional practice requirements.
- Engaging other registered professionals, secondary design professionals, and delegated design professionals as required.
- Confirming the design substantially complies with the Code and regulations under the *Safety Codes Act*.
- Authenticating the drawings and specifications submitted in support of a permit application.
- Verifying required field reviews are completed and that the final design of the project, as constructed, substantially complies with the Code and regulations under the *Safety Codes Act*.
- Providing all documents supporting approved changes to permitted drawings and specifications if requested by the authority having jurisdiction.
- Providing the coordinating registered professional with Schedule C-2.

# 8

**Secondary design professionals (SDP) & delegated design professionals (DDP): registered professionals who provide specialized expertise or delegated responsibilities for specific design or construction elements.**

**Their responsibilities include:**

- Adhering to their respective legislative acts, professional regulations, and practice requirements.
- Providing expertise for supplementary or specific design elements not covered by the primary registered professional of record.
- Confirming their work complies with the Code and other regulations under the Safety Codes Act, and coordinates with the overall project design.
- Submitting documentation to the registered professional of record and coordinating registered professional confirming compliance and completion of their delegated scope.
- Completing required Schedules per the Code and professional guidelines.

## Quick References from the 2023 NBC(AE)

Division A, Article 1.4.1.2, Defined Terms  
Division C, Subsection 2.2.2, Permits  
Division C, Articles 2.2.13.2 and 2.4.2.5, Change in Professional Involvement  
Division C, Section 2.4, Professional Design and Review  
Division C, Appendix B, Schedules of Professional Involvement

## Other Resource Links

National Building Code – 2023 Alberta Edition  
AAA & APEGA NBC(AE) – Schedules User Guide  
APEGA Practice Standards, Bulletins, and Guidelines  
AAA Practice Resource Directory