

**BUILDING & DEVELOPMENT PERMIT**  
**Registered Professional Letter of Commitment**  
**and Assurance for Field Review**

File Number \_\_\_\_\_

Date (YY MM DD) \_\_\_\_\_

To:

\_\_\_\_\_  
Municipality Name

Re:

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Description of Project

\_\_\_\_\_  
Civic Address or Land Location of Project Site

**Section A: Letter of Commitment**

The undersigned hereby undertakes to be responsible for design and field reviews of the following components by confirming, through documentation, that any registered professionals delegated design and field reviews are competent to perform their responsibilities.

**(initial items listed below that apply to this registered professional)**

National Building Code of Canada & National Plumbing Code of Canada

Architecture

Structural Engineering

Mechanical Engineering

Electrical Engineering

Geotechnical Engineering

Alternative Solution

National Energy Code of Canada for Buildings

Part 3

Part 4

Part 5

Part 6

Part 7

Part 8

Other (specify)

The undersigned also undertakes to notify the authority having jurisdiction in writing as soon as possible if the undersigned's contract for field review is terminated at any time during construction.

I certify that I am an architect or engineer, as defined in The Construction Codes Act, and am licensed to practice in Saskatchewan.

(Affix Professional Seal Below)

\_\_\_\_\_  
Professional's Name & Discipline (Print)

\_\_\_\_\_  
Company Name (If the registered professional is a member of a firm)

\_\_\_\_\_  
Address (Mail, City/Town, Province, Postal Code)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature of Registered Professional

\_\_\_\_\_  
Date

**Section B: Field Review**

I hereby give assurance that:

- a) I have fulfilled my obligations for field review as initialed in Section A:
  - i. Section 15 of The Building Code Regulations, and/or
  - ii. Section 6 of The Energy Code Regulations,
- b) Those components initialed in Section A substantially comply with the plans and supporting documents submitted in support of the application for the building or plumbing permit; and as modified by subsequent site instruction and/or change orders; and
- c) I certify that I am an architect or engineer, as defined in The Construction Codes Act, and am licensed to practice in Saskatchewan.

(Affix Professional Seal Below)

\_\_\_\_\_  
Professional's Name & Discipline (Print)

\_\_\_\_\_  
Company Name (If the registered professional is a member of a firm)

\_\_\_\_\_  
Signature of Registered Professional

\_\_\_\_\_  
Date

Comments or Occupancy limitations  
 \_\_\_\_\_  
 \_\_\_\_\_

Note: The above letters must be signed by a registered professional. An Architect or Engineer is defined as:

- a) a person who is registered or licensed to practice as a professional engineer under The Engineering and Geoscience Professions Act, or
- b) a person who is registered or licensed to practice as an architect under the Architects Act.

## Legislation Requirement

The Building Code Regulations Section 15 states that:

- 1) An owner that undertakes to construct or have constructed a building that is within the scope of Parts 3, 5, 6 and 7 of the NBC shall have an architect or engineer complete the design or design review of:
  - (a) the building; and
  - (b) all building systems.
- 2) An owner that undertakes to construct or have constructed a building with a structure that is within the scope of Part 4 of the NBC shall have an architect or engineer complete:
  - a) the design or design review of the structure;
  - b) an inspection of construction of the structure to ensure compliance with the design; and
  - c) the reviews required by the NBC.

The Energy Code Regulations Section 6 states that:

- 3) An owner that undertakes to construct or have constructed a building that is within the scope of the NECB shall have an architect or engineer complete:
  - a) the design or design review of the structure;
  - b) an inspection of construction of the structure to ensure compliance with the design; and
  - c) the reviews required by the NECB.

## Commitment for Field Review

To ensure that the above requirement is met, building permit applications must include a “Registered Professional Letter of Commitment and Assurance for Field Review”. The Commitment for Field Review letter is required to be completed by an architect or engineer, registered in the province of Saskatchewan, whom is responsible for the design of a project falling under the scope of Part 3, 4, 5, 6 or 7 of the National Building Code of Canada or Part 3, 4, 5, 6, 7 or 8 of the National Energy Code of Canada. This letter represents the professional’s promise or commitment to ensure that the construction and installation conforms to his/her design. The Building Standards Division shall not issue a Building and Development permit unless this letter is completed properly and submitted by the appropriate registered professional.

**Please note** that the Commitment for Field Review letter also contains the professional’s commitment that she/he will “undertake to notify the authority having jurisdiction in writing as soon as possible if the undersigned’s contract for field review is terminated at any time during construction”. It is extremely important that the architect or engineer meets this commitment. Once the work is completed, there are few alternatives available to Building Standards to ensure that the actual construction conforms to the design as required by provincial legislation.

## Assurance of Field Review and Compliance

The original Registered Professional Letter of Commitment and Assurance for Field Review” with the assurance portion of the letter completed which is to be submitted after the professional’s scope of work is complete. Please note that these field reviews are not an option, but a requirement by provincial legislation. The intent is that Assurance of Field Review and Compliance will be completed by the architect or engineer that completed the Commitment for Field Review letter. The Assurance portion may be completed by another individual at the same company as the original Commitment for Field Review Portion. The Building Standards Division will not issue occupancy permit or close the building permit unless this letter is completed and submitted by the appropriate registered professional.