



Schedule 3-A

**Letter Confirming Engagement
Owner and Coordinating Registered Professional**

Forming Part of s.18 of the Nunavut Building Code Regulations

To be submitted to a *building official* before issuance of a *building permit*.

To: _____

Date: _____

(Name and Address of Jurisdiction)

Regarding Building Permit Application For:

Project Name: _____

Municipal Address: _____

Legal Description: _____

The undersigned jointly confirm the *owner* has engaged the *coordinating registered professional* to coordinate the design work and *field review* of the registered professional *architects* and *engineers* required¹ for this project.

The *coordinating registered professional* shall coordinate the design work and *field review* of the other registered professional *architects* and *engineers* required for the project in order to ensure the design will comply with the Nunavut Building Code (NBC) and that construction will substantially comply with the NBC.

The *owner* and *coordinating registered professional* have read and understand their responsibilities as set out in the NBC and the Nunavut Building Code Regulations.

The *owner* and the *coordinating registered professional* acknowledge their responsibility to each notify the addressee of this letter should the *coordinating registered professional* or a registered professional *architect* or *engineer* required for the project cease to be retained for any reason.

¹ It is the responsibility of the *coordinating registered professional* to ascertain which registered professionals are required and to initial each Schedule 3-B

Schedule 3-A continued

The *owner* understands and agrees that, should the *coordinating registered professional* or a registered professional *architect* or *engineer* required for the project cease to be retained at any time during construction or *work* all activity on the project will cease until such time as:

- (a) a new *coordinating registered professional* or registered professional *architect* or *engineer*, as the case may be, is retained, and
- (b) a new letter in the form set out in Schedule 3-A or in the form set out in Schedule 3-B, as the case may be, is filed with a *building official*.

The undersigned *coordinating registered professional* confirms that he/she is an *architect* or *engineer* as defined in the Nunavut Building Code Act, and agrees to coordinate the design work and *field review* of the other registered professional *architects* or *engineers* required for the project as set out in the attached Schedules 3-B.

Coordinating Registered Professional

Owner

Signature

Signature

Date

Date

Note: Please affix seals over signatures

Firm

Firm

Name

Name

Address

Address

Email

Email

Postal Code

Postal Code

Notes:

1. This letter must be submitted before issuance of a building *permit*.
2. In this letter the words in italics are defined in the Nunavut Building Code Act and Nunavut Building Code Regulations.
3. This letter must be signed by the *owner* and the *coordinating registered professional*. If signed by an agent, a letter of appointment must be attached. If the *owner* is a corporation, the letter must be signed by a signing officer of the corporation and the signing officer must set forth their position in the corporation.
4. The term “substantially comply” is used in *field review* because a registered professional does not supervise the actual construction.

The builder is responsible for safety of the public and workers at the project site.