



Schedule 3-B
**Letter Confirming Engagement
Registered Professional for Design and Field Review**

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 registered professional *architect* or *engineer* to undertake design work and *field review* required for this project for:

- Architectural Structural Engineering Geotechnical Engineering
 Mechanical Engineering Electrical Engineering Plumbing
 Fire Suppression System

(Check mark those disciplines which apply. Not all disciplines will apply for every project)

The registered professional *architect* or *engineer* agrees to undertake the design work and *field review* 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 the registered professional *architect* or *engineer* have read and understand their responsibilities as set out in the NBC and the Nunavut Building Code Regulations.

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

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The *owner* understands and agrees that, should the 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 registered professional *architect* or *engineer* is retained, and
- (b) a new letter in the form set out in Schedule 3-B is filed with a *building official*.

The undersigned confirms that he/she is a registered professional *architect* or *engineer* as defined in the Nunavut Building Code Act, and agrees to undertake the design work and *field review* required for the project.

Registered Professional Architect or Engineer

Owner

Signature

Signature

Date

Date

Note: Please affix seals over signatures

Firm

Firm

Name

Name

Address

Address

Email

Email

Postal Code

Postal Code

Note:

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 registered professional *architect* or *engineer*. 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.
5. The builder is responsible for safety of the public and workers at the project site

Schedule 3-B continued

**Registered Professional Architect
or Engineer**

Signature _____

Date _____

Note: Please affix seals over signatures

1. Architectural

- 1.1. Fire resisting assemblies
- 1.2. *Fire separations* and their continuity
- 1.3. *Closures*, including tightness and operation
- 1.4. Egress systems, including *access to exit* with *suites* and *floor areas*
- 1.5. Performance and physical safety features (*guards*, handrails, etc.)
- 1.6. Structural capacity of architectural components, including anchorage and seismic restraint
- 1.7. Sound control
- 1.8. Landscaping, screening and site development
- 1.9. Provisions for fire-fighting access
- 1.10. *Barrier-free* access requirements for persons with disabilities
- 1.11. Elevating devices
- 1.12. Functional testing of architecturally related fire emergency systems and devices
- 1.13. Development permit and conditions therein
- 1.14. Interior signage, including acceptable materials, dimensions and locations
- 1.15. Review of all applicable shop drawings
- 1.16. Interior and exterior finishes
- 1.17. Dampproofing and/or waterproofing of walls and slabs below grade
- 1.18. Roofing and flashings
- 1.19. Wall cladding systems
- 1.20. Condensation control and cavity ventilation
- 1.21. Exterior glazing
- 1.22. Building envelopment and integration of envelope components
- 1.23. Environmental separation requirements

2. Structural

- 2.1. Structural capacity of structural components of the building, including anchorage and seismic restraint
- 2.2. Structural aspects of deep foundations or foundations on permafrost
- 2.3. Review of all applicable shop drawings
- 2.4. Structural aspects of unbounded post-tensioned concrete design and construction

3. Mechanical

- 3.1. HVAC systems and devices, including high *building* requirements where applicable
- 3.2. *Fire dampers* at required *fire separations*
- 3.3. Continuity of fire separations at HVAC penetrations
- 3.4. Function testing of mechanically related fire emergency systems and devices
- 3.5. Maintenance manuals for mechanical systems
- 3.6. Structural capacity of mechanical components, including anchorage and seismic restraint
- 3.7. Review of all applicable
- 3.8. Building envelope mechanical system requirements

Schedule 3-B continued

**Registered Professional Architect
or Engineer**

Signature _____

Date _____

Note: Please affix seals over signatures

4. Electrical

- 4.1. Electrical systems and devices, including high *building* requirements where applicable
- 4.2. Continuity of *fire separations* at electrical penetrations
- 4.3. Functional testing of electrical related fire emergency systems and devices
- 4.4. Electrical systems and devices maintenance manuals
- 4.5. Structural capacity of electrical components, including anchorage and seismic restraint
- 4.6. Clearances from *buildings* and all electrical utility equipment
- 4.7. Fire protection of wiring for emergency systems
- 4.8. Review of all applicable shop drawings

5. Plumbing

- 5.1. Roof *drainage systems*
- 5.2. Site and *foundation drainage systems*
- 5.3. *Plumbing systems* and devices
- 5.4. Continuity of *fire separations* at plumbing penetrations
- 5.5. Functional testing of plumbing related fire emergency systems and devices
- 5.6. Maintenance manuals for *plumbing systems*
- 5.7. Structural capacity of plumbing components, including anchorage and seismic restraint
- 5.8. Review of all applicable shop drawings

6. Fire Suppression System

- 6.1. Suppression system classification for type of occupancy
- 6.2. Design coverage, including concealed or special areas
- 6.3. Compatibility and location of electrical supervision, ancillary alarm and control centre
- 6.4. Evaluation of the capacity of municipal water supply versus system demands and domestic demand
- 6.5. Qualification of welder, quality of welds and material
- 6.6. Review of all applicable shop drawings
- 6.7. Acceptable testing for 'Contractor's Material and Test Certificate' as per NFPA standards
- 6.8. Maintenance program and manual for suppression systems
- 6.9. Structural capacity of sprinkler components, including anchorage and seismic restraint
- 6.10. For partial systems - confirm sprinklers are installed in all areas where required
- 6.11. Fire Department connections and hydrant locations
- 6.12. Fire hose standpipes
- 6.13. Freeze protection measures for fire suppression systems
- 6.14. Functional testing of fire suppression systems and devices

7. Geotechnical

- 7.1. Bearing capacity of the soil
- 7.2. Geotechnical aspects of deep *foundations*
- 7.3. Geotechnical aspects of permafrost *foundations*
- 7.4. Compaction of engineered fill
- 7.5. Structural considerations of soil, including slope stability and seismic loading
- 7.6. Backfill
- 7.7. Permanent dewatering
- 7.8. Permanent underpinning