



# Confirmation of Professional Liability Insurance

## Master Requirement BLD120

Building Department: 604-990-2480, [building@dnv.org](mailto:building@dnv.org), fax: 604-984-9683

### Purpose

To advise owners, builders and registered professionals of the requirement that registered professionals providing Letters of Assurance must also provide proof of professional liability insurance coverage.

### Background

The British Columbia Building Code and the Construction Bylaw 2017 set out criteria wherein registered professionals provide *Letters of Assurance* (Schedules A & B) to assure the components of the plans and documents relate to building permit applications. Further to this, the final construction must substantially comply with the Code, all enactments respecting safety and the plans and supporting documents submitted.

In recognition of the important role of the professional in the construction scheme, the District's reliance on those professionals and the recommendation of its insurer, the District requires proof of professional liability insurance coverage from all registered professionals submitting Letters of Assurance.

Proof of professional liability insurance must include a completed *Confirmation of Professional Liability Insurance* AND a certificate of insurance coverage. The certificate of insurance must include coverage for any aspect of the work that the registered professional has committed to review on the Schedule B. The coverage must be maintained in place for the duration of the construction and until the Schedule C's have been submitted.

Prior to retaining a registered professional owners are advised to confirm that professional liability insurance is in place, or obtainable.

### Requirements

*Confirmation of Professional Liability Insurance* will only be accepted if it includes:

- All information completed on the form
- Certificate of Insurance Coverage
- Insurance coverage must be maintained until the Schedule C's have been submitted

### Timing

Must be submitted with Letters of Assurance Schedule B

### Owner

Retain appropriate registered professionals

### Related Requirements/Documents/Forms

Master Requirement BLD101 Letters of Assurance

# Confirmation of Professional Liability Insurance

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Building Permit number: **BLD** \_\_\_\_\_

## Instructions:

1. This Confirmation letter must be submitted along with each BC Building Code Schedule A and Schedule B before issuance of a *building permit*. A separate Confirmation Letter must be submitted for each *registered professional*.
2. This Confirmation Letter must be submitted with each BC Building Code Schedule C after completion of the building but before a final inspection is made by the building official. A separate Confirmation Letter must be submitted for each registered professional.
3. Only an original Confirmation Letter or an unaltered photocopy of this document is to be completed and submitted to the *District*.

Attention: Chief Building Official

Property Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ District Lot \_\_\_\_\_ Plan \_\_\_\_\_ PID \_\_\_\_\_

The undersigned hereby gives assurance that:

- a. I have fulfilled my obligation for insurance coverage as outlined in the *District's* Construction Bylaw 2017, No. 8271;
- b. I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least One Million Dollars (\$1,000,000.00);
- c. I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d. I am a registered professional; and
- e. I will notify the building official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

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Name

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Street Address

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City Postal Code

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Signature

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Date

(If the registered professional is a member of a firm, complete the following)

I am a member of this firm:

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Name of Firm (PRINT)

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Address (PRINT)

I sign this letter on behalf of myself and the firm.

*Note: This Confirmation letter must be signed by a registered professional. The BC Building Code defines a registered professional as a person who is registered or licensed to practice (a) as an architect under the Architects Act, or (b) as a professional engineer under the Engineers and Geoscientists Act.*