

M Letters of Assurance

Master Requirement BLD 101



Purpose

The British Columbia Building Code (BCBC) mandates the submission of professional *Letters of Assurance* for work outside the application of Part 9. The *Letters of Assurance* confirm that the work complies with the BCBC and commits the professional to conduct field reviews to confirm this compliance in accordance with the approved plans.

Background

For new construction a *Letter of Assurance* (Schedule B) is required for both structural (long spans, point load, steel beams) and geotechnical aspects (sloping sites, bearing capacity, structural considerations of soil, site and foundation drainage systems). Sealed drawings are also.

Only professional architects and engineers registered to practice in British Columbia are permitted to submit *Letters of Assurance*. In the event there are two or more professionals submitting *Letters of Assurance* one must act as the Coordinating Registered Professional and submit a *Letter of Assurance* (Schedule A).

Once construction is complete, and prior to occupancy, the professionals must submit a second set of *Letters of Assurance* (CA and/or CB) which certifies the work substantially complies with the BCBC and the building permit documents.

Requirements

Content: Standard *Letter of Assurance* may be photocopied from the BCBC or obtained from a registered professional. A Letter of Assurance will only be accepted if it includes the:

- Name of jurisdiction
- Project address
- Owner's name and address
- Professional's name, address and telephone number
- Professional's seal and date
- Building Permit number
- Professional's initial beside discipline (Architectural, Structural, etc.)
- CRP initial (if applicable)

Timing: Must be submitted with permit application.

Owner: Retain appropriate registered professionals

Related Requirements/Documents/Forms

Master Requirement BLD 102 *Building Envelope Professional*

Master Requirement SPE 103 *Fire Limits Area - Sprinklers*

Master Requirement SPE 104 *Sloping Sites (greater than 10°)*

Contacts

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