

# ASSURANCE OF FIELD REVIEW & COMPLIANCE

This letter must be submitted AFTER completion of the project, and BEFORE issuance of an Occupancy Permit

To: The Building Official \_\_\_\_\_  
Community Services Department – Building Standards Branch \_\_\_\_\_  
City of Saskatoon \_\_\_\_\_  
222 – 3rd Avenue North \_\_\_\_\_  
Saskatoon, Saskatchewan S7K 0J5 \_\_\_\_\_

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

Re: Name of Project (Print) \_\_\_\_\_  
Address of Project (Print) \_\_\_\_\_  
Legal Description of Project (Print) \_\_\_\_\_  
Building Permit Number \_\_\_\_\_

## Signature of Registered Professional

I hereby give assurance that:

- a) I have fulfilled my obligations for field review as outlined in Section 8 of the *Uniform Building and Accessibility Standards Regulations*, and in the previously submitted “COMMITMENT FOR FIELD REVIEW” letter dated \_\_\_\_\_; and
- b) Those components of the project opposite my initials in the “COMMITMENT FOR FIELD REVIEW” letter substantially comply with the plans and supporting documents submitted in support of the application for the building permit; and
- c) I certify that I am a registered professional as required by the *Uniform Building and Accessibility Standards Act*.

(Affix Professional Seal Below)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signed Initials Sample

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
City (Print) Postal Code

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Date

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

I am a member of the firm Name of Firm (Print) \_\_\_\_\_  
Address of Firm (Print) \_\_\_\_\_  
City (Print) \_\_\_\_\_ Postal Code \_\_\_\_\_

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

NOTE: This letter must be signed by a registered professional. A registered professional 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.

## FIELD REVIEW & COMPLIANCE INFORMATION

As set out in the *UNIFORM BUILDING & ACCESSIBILITY STANDARDS ACT (UBASA)*

The *Uniform Building and Accessibility Standards Regulations* Article 8(2) states that:

- 2) *An owner who undertakes to construct or have constructed a building with a structure within the scope of Part 4 of the Code 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 Code.*

Specifically, 2(b) requires that an engineer or architect licensed to practice in the province of Saskatchewan inspect the construction to ensure compliance with the design. This includes, but is not limited to, piles, foundations, structural framing, pre-engineered building(s), cast-in-place concrete structures, structural steel components, floor systems, roof systems, etc.

### Commitment for Field Review

In order to ensure that the above requirement is met, building permit applications must include a letter of “Commitment for Field Review”. Commitment for Field Review letters are to be filled out by the design professional\* responsible for the design of a project falling under the scope of Part 4 of the *National Building Code* (NBC) 2005. This letter represents the professional’s promise or commitment to ensure that the construction conforms to his/her design. The Building Standards Branch cannot issue a Building 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 s/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 design professional\* 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

A letter of “Assurance of Field Review and Compliance” is to be submitted after the project 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 letters will be completed by the design professional\* that completed the Commitment for Field Review letter. This letter provides the assurance that the construction conforms to the professional’s design, thus fulfilling the commitment that they set out in the Commitment for Field Review letter. The Building Standards Branch will not issue an Occupancy Permit or close the building permit unless this letter is completed and submitted by the appropriate registered professional.

\*A design professional is an architect or professional engineer who is registered or licensed to practice in the province of Saskatchewan.