

## ASSURANCE OF FIELD REVIEW & COMPLIANCE

To: inspections@saskatoon.ca  
Community Services – Building Standards Department  
City of Saskatoon

Date (YY/MM/DD)

Re:    Name of Project \_\_\_\_\_  
        Address of Project \_\_\_\_\_  
        Legal Description of Project \_\_\_\_\_  
        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)**

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**Name** \_\_\_\_\_

Signed	Initials Sample
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**Address**

City	Postal Code
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<b>Phone</b>	<b>Fax</b>
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Date \_\_\_\_\_

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

I am a member of the firm      Name of Firm \_\_\_\_\_

Address of Firm \_\_\_\_\_

City \_\_\_\_\_ 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.

## **ASSURANCE OF FIELD REVIEW & COMPLIANCE**

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

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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.

The City of Saskatoon Building Bylaw No. 9455 states that:

- 1) An applicant who undertakes to construct or have constructed a building with *engineered life safety systems* designed within the scope of Part 3 of the Code shall have an Architect or Engineer complete:
  - a) The design or design review of the systems;
  - b) An inspection(s) of the construction and installation of the systems to ensure compliance with the design; and
  - c) The reviews required by the NBC.
- 2) An applicant shall ensure that copies of any inspection or review reports prepared pursuant to this section are made available to the local authority, as the case may be.

Specifically, 1(b) requires that an engineer or architect licensed to practice in the province of Saskatchewan inspect the installation of life safety systems to ensure compliance with the design. These systems include, but are not limited to mechanical, electrical and fire protection 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 engineer or architect responsible for the design of a project falling under the scope of Part 3 or 4 of the *National Building Code* (). This letter represents the professional's promise or commitment to ensure that the construction and installation conforms to his/her design. The Building Standards Division 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 engineer or architect 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 engineer or architect that completed the Commitment for Field Review letter. This letter provides the assurance that the construction or and installation conforms to the professional's design, thus fulfilling the commitment that they set out in the Commitment for Field Review letter. The Building Standards Division will not issue occupancy permit or close the building permit unless this letter is completed and submitted by the appropriate registered professional.