

**Schedule A: Forms for Field Review of Construction**

**Form 1—Letter of Undertaking: Confirmation of Commitment by Owner to Municipal Building Official as Authority Having Jurisdiction (Field Review of Construction)**

**Preamble**

The *Nova Scotia Building Code* (the “Code”) is made up of portions of the *Nova Scotia Building Code Regulations* (the “regulations”) made under the *Building Code Act*, together with the *National Building Code*, the *National Plumbing Code* and the *National Energy Code*, as amended and adopted by the regulations. Construction and demolition of buildings must be done in accordance with the Act, the regulations and the Code.

Architects, interior designers and professional engineers are required by their respective statutes, regulations and bylaws to ensure the general public of competent standards and ethical conduct in the design of buildings. Under Part 2 of the regulations, professionals must design buildings in conformance with the minimum standards of the Code, with sufficient drawings and documents to show how these standards have been met.

Part 2 of the regulations also requires buildings to be reviewed at intervals appropriate to the stage of construction to determine general compliance with the design drawings (and all revisions) accepted by a building official as the authority having jurisdiction. Completed commitment certificates for these field reviews of construction must be submitted to a building official as the authority having jurisdiction. If a building official has not been assigned by the applicable municipality, this document must be submitted directly to the municipality until a building official is assigned.

This letter of undertaking must be submitted with a completed application for a building permit.

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To: \_\_\_\_\_  
authority having jurisdiction (building official) date

\_\_\_\_\_  
address

\_\_\_\_\_

Dear \_\_\_\_\_  
authority having jurisdiction (building official)

Re: \_\_\_\_\_  
address of project

\_\_\_\_\_  
name of project

\_\_\_\_\_  
legal description of project

\_\_\_\_\_

I, the owner, submit this letter of undertaking to the building official as the authority having jurisdiction along with a completed application for a building permit.

I have appointed an architect(s), professional engineer(s), interior designer(s), or designer(s), or prime consultant(s) to undertake the field reviews of construction, as required by Sections 30 to 33 of the regulations for the following disciplines, which I have initialled:

(Initial the disciplines that apply to this project. All disciplines will not necessarily be employed on every project.)  
\_\_\_ Building Design    \_\_\_ Interior Design    \_\_\_ Structural    \_\_\_ Plumbing  
\_\_\_ Mechanical    \_\_\_ Electrical    \_\_\_ Geotechnical    \_\_\_ Fire Suppression System  
\_\_\_ Resource Conservation – Energy

(check all appropriate boxes)

I have attached the following to this letter of undertaking:

- field review of construction commitment certificates completed by me or the prime consultant appointed by me to coordinate the field review of construction.
  
- field review of construction commitment certificates (identified above) completed by responsible individuals appointed by me to perform the field review of construction for the applicable discipline(s).

I will forward

- field review of construction commitment certificates for responsible individuals not yet appointed.

I will notify the building official as the authority having jurisdiction if the architect, interior designer or professional engineer named in the attached field review of construction commitment certificates ceases, for whatever reason, to provide the field review of construction for this project and will appoint another architect, interior designer or professional engineer immediately so that the field review of construction will continue uninterrupted.

If the contract for a field review of construction is terminated at any time during construction, this notice and the necessary field review of construction commitment certificates will be forwarded to the building official as the authority having jurisdiction as soon as practical, but no later than 72 hours after the change in the individual responsible occurs.

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signature of owner date

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print name

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address postal code

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phone fax e-mail

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(Initial the disciplines that apply to this project. All disciplines will not necessarily be employed on every project.)

Building Design     Interior Design     Structural     Plumbing  
 Mechanical     Electrical     Geotechnical     Fire Suppression System  
 Resource Conservation – Energy

I attach for your review the field review of construction commitment certificates for each above initialled discipline completed by an appropriate professional for the discipline, or will forward the field review of construction commitment certificate for those not yet appointed.

I, and professionals who have completed the various field review of construction commitment certificates, will perform the field review of construction.

I also certify that

- 1) I will coordinate the review of shop drawings;
- 2) I will coordinate the review of changes to the design documents; and
- 3) I will complete, or have completed by the appropriate professional, the certification of field review of construction and return it to the building official as the authority having jurisdiction before the occupancy permit is issued.

Please be advised that I may delegate some or all of my duties associated with the coordination of the field review of construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. All delegated functions will be performed under my supervision in accordance with the *Engineering Profession Act*, the *Interior Designers Act* or the *Architects Act*.

If the contract for a field review of construction is terminated at any time during construction, I will notify a building official as the authority having jurisdiction as soon as practical, but no later than 72 hours after the event.

\_\_\_\_\_  
print name

\_\_\_\_\_  
signature

\_\_\_\_\_  
initials

If a design professional: Affix below the seal of the licensed architect, interior designer or professional engineer in accordance with provincial legislation.

\_\_\_\_\_  
print name of firm or company

\_\_\_\_\_  
print address

If not a design professional, this document must be signed by the person appointed as the prime consultant.

\_\_\_\_\_  
municipality

\_\_\_\_\_  
postal code

\_\_\_\_\_  
telephone

\_\_\_\_\_  
fax

\_\_\_\_\_  
e-mail

\_\_\_\_\_



I hereby certify, for the building design requirements, that

- 1) I will review the shop drawings relevant to this certificate to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed in the documents;
- 2) I will coordinate the review of changes to the design documents relevant to this certificate to ensure that the changes conform to the Code; and
- 3) I will complete the certification of field review of construction and return it to a building official as the authority having jurisdiction before the occupancy permit is issued.

Please be advised that I may delegate some or all of my duties associated with the coordination of the field review of construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. All delegated functions will be performed under my supervision in accordance with the *Interior Designers Act, Architects Act* or *Engineering Profession Act*.

If the contract for a field review of construction is terminated at any time during construction, I will notify a building official as the authority having jurisdiction as soon as practical, but no later than 72 hours after the event.

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print name

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signature

initials

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print name of firm or company

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print address

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municipality

postal code

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telephone

fax

e-mail

Affix below the seal of the licensed architect, interior designer or professional engineer in accordance with provincial legislation.





**Form 5— Commitment Certificate: Mechanical Design Requirements  
(Field Review of Construction)**

**Preamble**

The *Nova Scotia Building Code* (the “Code”) is made up of portions of the *Nova Scotia Building Code Regulations* (the “regulations”) made under the *Building Code Act*, together with the *National Building Code*, the *National Plumbing Code* and the *National Energy Code*, as amended and adopted by the regulations. Construction and demolition of buildings must be done in accordance with the Act, the regulations and the Code.

Professional engineers are required by their statute, regulations and bylaws to ensure the general public of competent standards and ethical conduct in the design of buildings. Under Part 2 of the regulations, professionals must design buildings in conformance with the minimum standards of the Code, with sufficient drawings and documents to show how these standards have been met.

Part 2 of the regulations also requires buildings to be reviewed at intervals appropriate to the stage of construction to determine general compliance with the design drawings (and all revisions) accepted by a building official as the authority having jurisdiction. Completed commitment certificates for these field reviews of construction must be submitted to a building official as the authority having jurisdiction. If a building official has not been assigned by the applicable municipality, this document must be submitted directly to the municipality until a building official is assigned.

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To:

\_\_\_\_\_ date

authority having jurisdiction (building official)

\_\_\_\_\_ address

Dear

\_\_\_\_\_ authority having jurisdiction (building official)

Re:

\_\_\_\_\_ address of project

\_\_\_\_\_ name of project

\_\_\_\_\_ legal description of project

This is to advise that I am the professional engineer appointed by the owner or prime consultant to perform the field review of construction for the mechanical design aspects of this project, which are within Part 6 of the *National Building Code* and Parts 5 and 6 of the *National Energy Code*.

I hereby certify, for the mechanical design requirements, that

- 1) I will review the mechanical shop drawings to determine general compliance with

\_\_\_\_\_

the design documents, however, the party producing the shop drawings remains responsible for the design expressed in the documents;

- 2) I will coordinate the review of changes to the mechanical design documents to ensure that the applicable professional engineer(s) determines whether the changes conform to the Code; and
- 3) I will complete the certification of field review of construction and return it to a building official as the authority having jurisdiction before the occupancy permit is issued.

Please be advised that I may delegate some or all of my duties associated with the field review of construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. All delegated functions will be performed under my supervision in accordance with the *Engineering Profession Act*.

If the contract for a field review of construction is terminated at any time during construction, I will notify a building official as the authority having jurisdiction as soon as practical, but no later than 72 hours after the event.

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print name

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signature

initials

Affix below the seal of the licensed professional engineer in accordance with provincial legislation.

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print name of firm or company

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print address

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municipality

postal code

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telephone

fax

e-mail

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**Form 6—Commitment Certificate: Electrical Design Requirements  
(Field Review of Construction)**

**Preamble**

The *Nova Scotia Building Code* (the “Code”) is made up of portions of the *Nova Scotia Building Code Regulations* (the “regulations”) made under the *Building Code Act*, together with the *National Building Code*, the *National Plumbing Code* and the *National Energy Code*, as amended and adopted by the regulations. Construction and demolition of buildings must be done in accordance with the Act, the regulations and the Code.

Professional engineers are required by their statute, regulations and bylaws to ensure the general public of competent standards and ethical conduct in the design of buildings. Under Part 2 of the regulations, professionals must design buildings in conformance with the minimum standards of the Code, with sufficient drawings and documents to show how these standards have been met.

Part 2 of the regulations also requires buildings to be reviewed at intervals appropriate to the stage of construction to determine general compliance with the design drawings (and all revisions) accepted by a building official as the authority having jurisdiction. Completed commitment certificates for these field reviews of construction must be submitted to a building official as the authority having jurisdiction. If a building official has not been assigned by the applicable municipality, this document must be submitted directly to the municipality until a building official is assigned.

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To:

\_\_\_\_\_ date

authority having jurisdiction (building official)

\_\_\_\_\_ address

Dear

\_\_\_\_\_ authority having jurisdiction (building official)

Re:

\_\_\_\_\_ address of project

\_\_\_\_\_ name of project

\_\_\_\_\_ legal description of project

This is to advise that I am the professional engineer appointed by the owner or prime consultant to perform the field review of construction for the electrical design aspects of this project, which are within Part 1 of the *Canadian Electrical Code* and Parts 4 and 7 of the *National Energy Code*.

I hereby certify, for the electrical design requirements, that

- 1) I will review the electrical shop drawings to determine general compliance with

\_\_\_\_\_

the design documents, however, the party producing the shop drawings remains responsible for the design expressed in the documents;

- 2) I will coordinate the review of changes to the electrical design documents to ensure that the applicable professional engineer(s) determines whether the changes conform to the Code; and
- 3) I will complete the certification of field review of construction and return it to a building official as the authority having jurisdiction before the occupancy permit is issued.

Please be advised that I may delegate some or all of my duties associated with the field review of construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. All delegated functions will be performed under my supervision in accordance with the *Engineering Profession Act*.

If the contract for a field review of construction is terminated at any time during construction, I will notify a building official as the authority having jurisdiction as soon as practical, but no later than 72 hours after the event.

\_\_\_\_\_

signature \_\_\_\_\_ initials \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Affix below the seal of the licensed professional engineer in accordance with provincial legislation.



- drawings remains responsible for the design expressed in the documents;
- 2) I will coordinate the review of changes to the fire suppression systems design documents to ensure that the applicable professional engineer(s) determines whether the changes conform to the Code;
  - 3) I will complete the certification of field review of construction and return it to a building official as the authority having jurisdiction before the occupancy permit is issued; and
  - 4) I will file a copy of this certificate, a copy of the shop drawings and specifications for the fire suppression system and a copy of the appropriate contractor's material and test certificate for the system, as required by Section 26 of the regulations, with a building official as the authority having jurisdiction before the occupancy permit is issued.

Please be advised that I may delegate some or all of my duties associated with the field review of construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. All delegated functions will be performed under my supervision in accordance with the *Engineering Profession Act*.

If the contract for a field review of construction is terminated at any time during construction, I will notify a building official as the authority having jurisdiction as soon as practical, but no later than 72 hours after the event.

\_\_\_\_\_

print name

\_\_\_\_\_

signature

initials

Affix below the seal of the licensed professional engineer in accordance with provincial legislation.

\_\_\_\_\_

print name of firm or company

\_\_\_\_\_

print address

\_\_\_\_\_

municipality

postal code

\_\_\_\_\_

telephone

fax

e-mail

**Form 8—Commitment Certificate: Geotechnical Design Requirements  
(Field Review of Construction)**

**Preamble**

The *Nova Scotia Building Code* (the “Code”) is made up of portions of the *Nova Scotia Building Code Regulations* (the “regulations”) made under the *Building Code Act*, together with the *National Building Code*, the *National Plumbing Code* and the *National Energy Code*, as amended and adopted by the regulations. Construction and demolition of buildings must be done in accordance with the Act, the regulations and the Code.

Professional engineers are required by their statute, regulations and bylaws to ensure the general public of competent standards and ethical conduct in the design of buildings. Under Part 2 of the regulations, professionals must design buildings in conformance with the minimum standards of the Code, with sufficient drawings and documents to show how these standards have been met.

Part 2 of the regulations also requires buildings to be reviewed at intervals appropriate to the stage of construction to determine general compliance with the design drawings (and all revisions) accepted by a building official as the authority having jurisdiction. Completed commitment certificates for these field reviews of construction must be submitted to a building official as the authority having jurisdiction. If a building official has not been assigned by the applicable municipality, this document must be submitted directly to the municipality until a building official is assigned.

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To:

\_\_\_\_\_ date

authority having jurisdiction (building official)

\_\_\_\_\_ address

Dear

\_\_\_\_\_ authority having jurisdiction (building official)

Re:

\_\_\_\_\_ address of project

\_\_\_\_\_ name of project

\_\_\_\_\_ legal description of project

This is to advise that I am the professional engineer appointed by the owner or prime consultant to perform the field review of construction for the geotechnical (permanent) design requirements for this project.

I hereby certify, for the geotechnical (permanent) design requirements, that

- 1) I will review the geotechnical shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings

\_\_\_\_\_

- remains responsible for the design expressed in the documents;
- 2) I will coordinate the review of changes to the geotechnical design documents to ensure that the applicable professional engineer(s) determines whether the changes conform to the Code; and
  - 3) I will complete the certification of field review of construction and return it to a building official as the authority having jurisdiction before the occupancy permit is issued.

Please be advised that I may delegate some or all of my duties associated with the field review of construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. All delegated functions will be performed under my supervision in accordance with the *Engineering Profession Act*.

If the contract for a field review of construction is terminated at any time during construction, I will notify a building official as the authority having jurisdiction as soon as practical, but no later than 72 hours after the event.

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print name

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signature

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initials

Affix below the seal of the licensed professional engineer in accordance with provincial legislation.

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print name of firm or company

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print address

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municipality

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postal code

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telephone

fax

e-mail

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**Form 9—Commitment Certificate: Plumbing Design Requirements  
(Field Review of Construction)**

**Preamble**

The *Nova Scotia Building Code* (the “Code”) is made up of portions of the *Nova Scotia Building Code Regulations* (the “regulations”) made under the *Building Code Act*, together with the *National Building Code*, the *National Plumbing Code* and the *National Energy Code*, as amended and adopted by the regulations. Construction and demolition of buildings must be done in accordance with the Act, the regulations and the Code.

Professional engineers are required by their statute, regulations and bylaws to ensure the general public of competent standards and ethical conduct in the design of buildings. Under Part 2 of the regulations, professionals must design buildings in conformance with the minimum standards of the Code, with sufficient drawings and documents to show how these standards have been met.

Part 2 of the regulations also requires buildings to be reviewed at intervals appropriate to the stage of construction to determine general compliance with the design drawings (and all revisions) accepted by a building official as the authority having jurisdiction. Completed commitment certificates for these field reviews of construction must be submitted to a building official as the authority having jurisdiction. If a building official has not been assigned by the applicable municipality, this document must be submitted directly to the municipality until a building official is assigned.

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To:

\_\_\_\_\_ date

authority having jurisdiction (building official)

\_\_\_\_\_ address

Dear

\_\_\_\_\_ authority having jurisdiction (building official)

Re:

\_\_\_\_\_ address of project

\_\_\_\_\_ name of project

\_\_\_\_\_ legal description of project

This is to advise that I am the professional engineer appointed by the owner or prime consultant to perform the field review of construction for the plumbing design requirements for this project.

I hereby certify, for the plumbing design requirements, that

- 1) I will review the plumbing shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed in the documents;

\_\_\_\_\_

- 2) I will coordinate the review of changes to the plumbing design documents to ensure that the applicable professional engineer(s) determines whether the changes conform to the Code; and
- 3) I will complete the certification of field review of construction and return it to a building official as the authority having jurisdiction before the occupancy permit is issued.

Please be advised that I may delegate some or all of my duties associated with the field review of construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. All delegated functions will be performed under my supervision in accordance with the *Engineering Profession Act*.

If the contract for a field review of construction is terminated at any time during construction, I will notify a building official as the authority having jurisdiction as soon as practical, but no later than 72 hours after the event.

\_\_\_\_\_

print name

\_\_\_\_\_

signature

initials

Affix below the seal of the licensed professional engineer in accordance with provincial legislation.

\_\_\_\_\_

print name of firm or company

\_\_\_\_\_

print address

\_\_\_\_\_

municipality

postal code

\_\_\_\_\_

telephone

fax

e-mail

**Form 10—Commitment Certificate: Interior Design Requirements  
(Field Review of Construction)**

**Preamble**

The *Nova Scotia Building Code* (the “Code”) is made up of portions of the *Nova Scotia Building Code Regulations* (the “regulations”) made under the *Building Code Act*, together with the *National Building Code*, the *National Plumbing Code* and the *National Energy Code*, as amended and adopted by the regulations. Construction and demolition of buildings must be done in accordance with the Act, the regulations and the Code.

Interior designers are required by their statute, regulations and bylaws to ensure the general public of competent standards and ethical conduct in the design of buildings. Under Part 2 of the regulations, professionals must design buildings in conformance with the minimum standards of the Code, with sufficient drawings and documents to show how these standards have been met.

Part 2 of the regulations also requires buildings to be reviewed at intervals appropriate to the stage of construction to determine general compliance with the design drawings (and all revisions) accepted by a building official as the authority having jurisdiction. Completed commitment certificates for these field reviews of construction must be submitted to a building official as the authority having jurisdiction. If a building official has not been assigned by the applicable municipality, this document must be submitted directly to the municipality until a building official is assigned.

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To:

\_\_\_\_\_ date

authority having jurisdiction (building official)

\_\_\_\_\_ address

Dear

\_\_\_\_\_ authority having jurisdiction (building official)

Re:

\_\_\_\_\_ address of project

\_\_\_\_\_ name of project

\_\_\_\_\_ legal description of project

This is to advise that I am the interior designer appointed by the owner or prime consultant to perform the field review of construction for the interior design requirements for this project.

I hereby certify, for the interior design requirements, that

- 1) I will review the shop drawings relevant to this certificate to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed in the documents;

\_\_\_\_\_

- 2) I will coordinate the review of changes to the design documents relevant to this certificate to ensure that the changes conform to the Code; and
- 3) I will complete the certification of field review of construction and return it to a building official as the authority having jurisdiction before the occupancy permit is issued.

Please be advised that I may delegate some or all of my duties associated with the field review of construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. All delegated functions will be performed under my supervision in accordance with the *Interior Designers Act*.

If the contract for a field review of construction is terminated at any time during construction, I will notify a building official as the authority having jurisdiction as soon as practical, but no later than 72 hours after the event.

\_\_\_\_\_

print name

\_\_\_\_\_

signature

initials

Affix below the seal of the licensed interior designer in accordance with provincial legislation.

\_\_\_\_\_

print name of firm or company

\_\_\_\_\_

print address

\_\_\_\_\_

municipality

postal code

\_\_\_\_\_

telephone

fax

e-mail



\_\_\_ Building Design      \_\_\_ Plumbing      \_\_\_ Mechanical      \_\_\_ Electrical

I hereby certify, for the resource conservation measures – energy requirements, that

- 1) I will comply with the requirements of Division C of the *National Building Code* and the *National Energy Code*;
- 2) I will review the energy shop drawings to determine general compliance with the design documents, however, the party producing the shop drawings remains responsible for the design expressed in the documents;
- 3) I will coordinate the review of changes to the energy design documents to ensure that the changes conform to the Code;
- 4) if the size and complexity of the design warrants, I will coordinate additional areas of review as considered appropriate in consultation with a building official as the authority having jurisdiction; and
- 5) I will complete the certification of field review of construction and return it to a building official as the authority having jurisdiction before of the occupancy permit is issued.

Please be advised that I may delegate some or all of my duties associated with the field review of construction to another person employed by me or my firm where it is consistent with prudent professional practice to do so. All delegated functions will be performed under my supervision in accordance with the *Interior Designers Act*, *Architects Act* or *Engineering Profession Act*.

If the contract for a field review of construction is terminated at any time during construction, I will notify a building official as the authority having jurisdiction as soon as practical, but no later than 72 hours after the event.

\_\_\_\_\_  
print name

\_\_\_\_\_  
signature

\_\_\_\_\_  
initials

Affix below the seal of the licensed architect, interior designer or professional engineer in accordance with provincial legislation.

\_\_\_\_\_  
print name of firm or company

\_\_\_\_\_  
print address

\_\_\_\_\_  
municipality

\_\_\_\_\_  
postal code

\_\_\_\_\_  
telephone

\_\_\_\_\_  
fax

\_\_\_\_\_  
e-mail

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