

## Building Division Planning & Development Services

### Assurance of Field Review and Compliance

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

- “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). This letter represents the professional’s promise or commitment to ensure that the construction conforms to his/her design. The Building 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 he/she 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 the commitment. Once the work is completed, there are few alternatives available to the Building Division to ensure that the actual construction conforms to the design as required by provincial legislation.

**\*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*.

A letter of “Commitment of Field Review” is to be submitted before and after the project is complete. Please note that these field reviews are not an option, but a requirement. The Building Division will not close the building permit unless this letter is completed and submitted to our office.

### Commitment for Field Review Letter

I hereby give assurance that:

- a) I will fulfill my obligations for field review as outlined in Section 8 of *The Uniform Building and Accessibility Standards Regulations*; and
- b) The components of the project 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*.

Name (print): \_\_\_\_\_ Signed Initials: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
(yyyy/mm/dd)

(Affix Professional Seal Below)

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

I am a member of the firm (print name of firm): \_\_\_\_\_  
Address of firm: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Signature of Professional: \_\_\_\_\_  
Civic Address of Building Site: \_\_\_\_\_ BP #: \_\_\_\_\_

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**Commitment of Field Review Letter**

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
- 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*.

Name (print): \_\_\_\_\_ Signed Initials: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
 (yyyy/mm/dd)

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