

**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.

\_\_\_\_\_  
signature of owner date

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

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

phone fax e-mail