FIELD REVIEWS FOR BUILDING OFFICIALS

Presented by Tony Bartko, BCQ and Andy Christie, RBO

What Are Field Reviews?

- AI thinks:
- In British Columbia, a Field Review is a professional assessment by a registered engineer or architect (the "Professional of Record") during construction to ensure the work substantially complies with the design plans and documents, differing from municipal inspections which check code compliance. The frequency and extent are at the professional's discretion, focusing on critical design aspects like structural integrity, safety, and adherence to intent, documented through site visits, reports, and sometimes testing, to support Letters of Assurance required by the BC Building Code.

BCBC Definition

"a review of the work…

- at a building site, and
- where applicable, at locations where building components are fabricated for use at the building site

that a registered professional in his or her professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by a registered professional."

Div A, Part 1, Section 1.4 Terms and Abbreviations

Engineers & Geoscientists BC

Field Reviews are not supervision of the implementation or construction work, nor are they a guarantee that all deficient work will be identified by the Engineering/Geoscience Professional or subordinate. The contractor or other party implementing or constructing the work is responsible for supervising the work, delivering work that is in conformity with the engineering or geoscience documents, and deciding the means and methods for doing so. The Field Reviewer observes the contractor's work to ascertain whether the work substantially complies in all material respects with the engineering or geoscience concepts or intent reflected in the engineering or geoscience documents prepared for the work, and may reject nonconforming work, but leave the means and methods for achieving what is required to the contractor or others who are tasked with implementing or constructing the work.

Source: EGBC- Guide to the Standard for Documented Field Reviews During Implementation or Construction

Architectural Institute of BC

The *BC Building Code* requires field reviews to be conducted for complex buildings, and a record of this review to be documented. Field review reports are critical documents giving an Architect's assessment on the progress of the work and the code compliance of the construction. The code requires that they be provided to the Authorities Having Jurisdiction upon request. They are not 'informal' reports, nor optional – as such, they are reports that require a Seal. Their importance in documenting regulatory compliance by the Architect confirms that field review reports **must be sealed.**

Source: AIBC- Regulatory Review - Understanding the Use of the Architect's Seal (Part 1)

Who Can Perform a Field Review?

- Engineer of Record (EOR) or someone under their direct supervision
  a) Engineer in Training (EIT) or field review specialist
  b) Structural, Mechanical, Plumbing, Electrical, Geotechnical, Fire Suppression, Civil
- Architects or someone under their direct supervision
  a) Field review specialist Archtectural Technologists or an intern Architect
  b) Supporting Registered Professionals (SRP's)

Why Are Field Reviews Required?

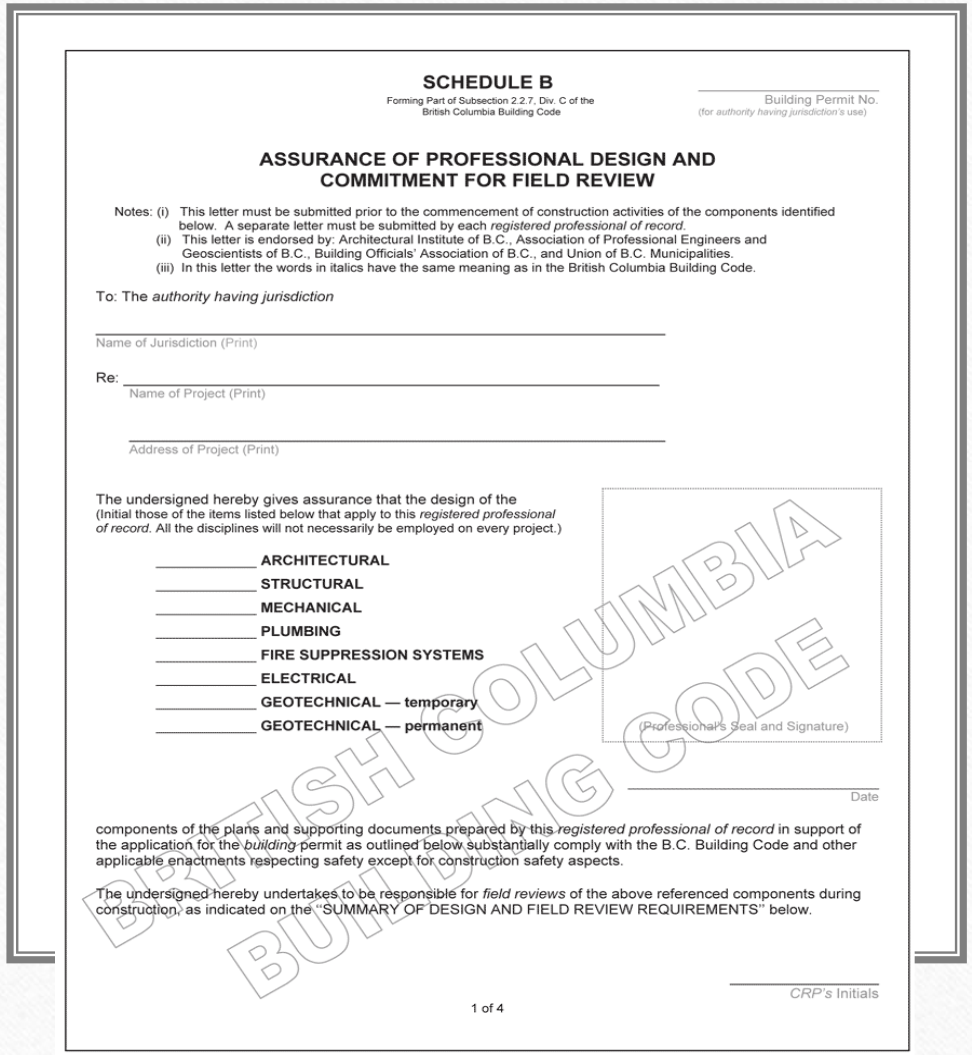
Division C Section 2.2.7. Professional Design and Review - Sentence 2.2.7.3.

1) A *registered professional of record* who signs a letter, the form of which is set out in a Schedule to this Subsection, and an *owner* who signs or has an agent sign a letter the form of which is set out in a Schedule to this Subsection, shall comply with this Subsection and the provisions of the letter that apply to the person signing.

BCBC Division C -2.2.7.3.

2) A *registered professional of record* or *coordinating registered professional* who is responsible for a ***field review*** shall keep a record of the ***field review*** and of any corrective action taken as a result of the ***field review*** and shall make the record available to the *authority having jurisdiction* on the request of that authority.

- **Always request and review a field review prior to an AHJ site visit if you accept a BCBC letter of Assurance. Make sure they are accurate and cover all the required items on a LOA.**



SCHEDULE B

Forming Part of Subsection 2.2.7, Div. C of the British Columbia Building Code

Building Permit No. _____
(for *authority having jurisdiction's* use)

ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

Notes: (i) This letter must be submitted prior to the commencement of construction activities of the components identified below. A separate letter must be submitted by each *registered professional of record*.
(ii) This letter is endorsed by: Architectural Institute of B.C., Association of Professional Engineers and Geoscientists of B.C., Building Officials' Association of B.C., and Union of B.C. Municipalities.
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The *authority having jurisdiction*

_____
Name of Jurisdiction (Print)

Re: _____
Name of Project (Print)

_____
Address of Project (Print)

The undersigned hereby gives assurance that the design of the (Initial those of the items listed below that apply to this *registered professional of record*. All the disciplines will not necessarily be employed on every project.)

_____ **ARCHITECTURAL**
_____ **STRUCTURAL**
_____ **MECHANICAL**
_____ **PLUMBING**
_____ **FIRE SUPPRESSION SYSTEMS**
_____ **ELECTRICAL**
_____ **GEOTECHNICAL — temporary**
_____ **GEOTECHNICAL — permanent**

(Professional's Seal and Signature)

_____
Date

components of the plans and supporting documents prepared by this *registered professional of record* in support of the application for the *building* permit as outlined below substantially comply with the B.C. Building Code and other applicable enactments respecting safety except for construction safety aspects.

The undersigned hereby undertakes to be responsible for *field reviews* of the above referenced components during construction, as indicated on the "SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS" below.

_____
CRP's Initials

1 of 4

BRITISH COLUMBIA BUILDING CODE

BCBC Schedule B

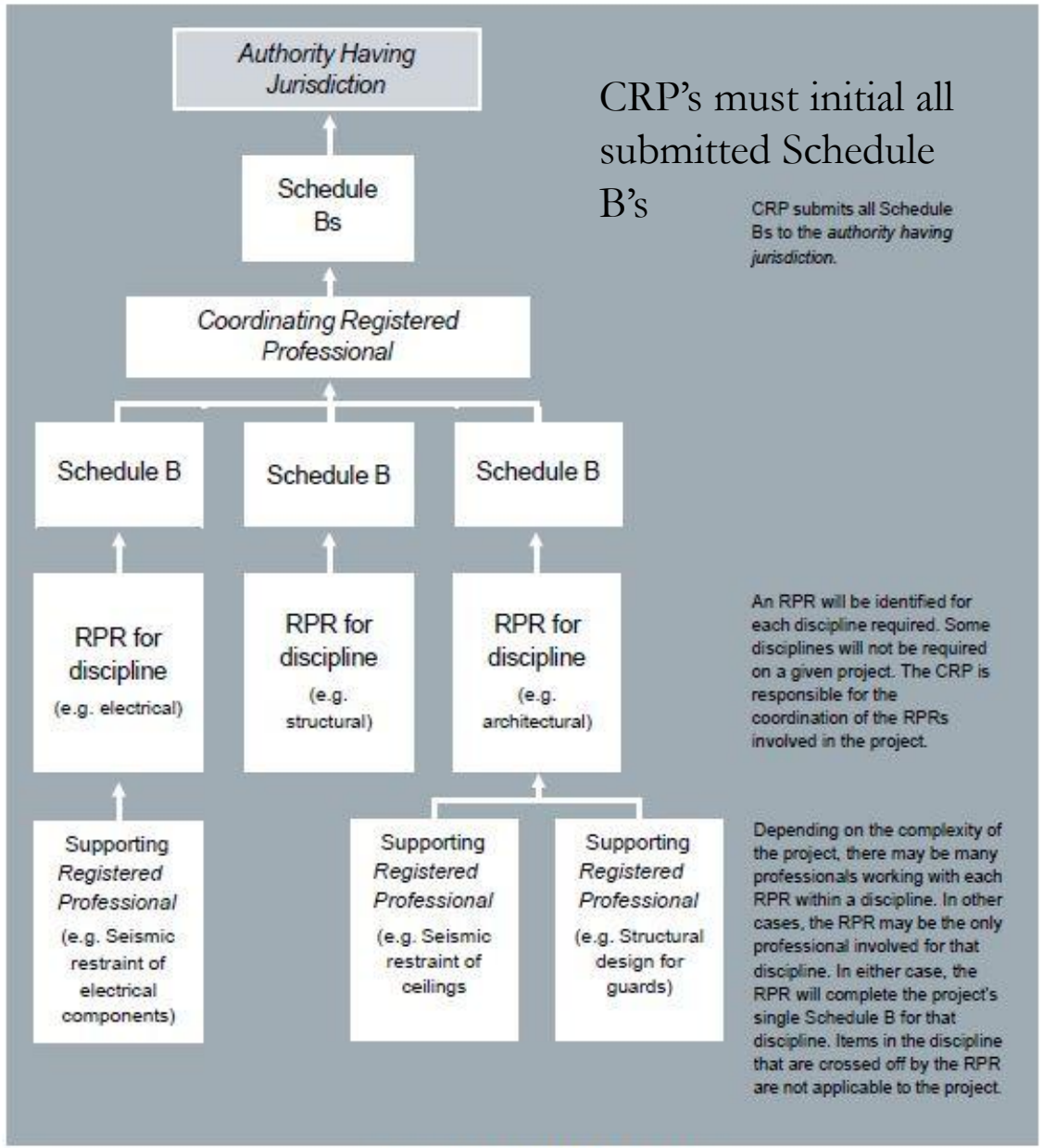
ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR **FIELD REVIEW**

- The undersigned hereby undertakes to be responsible for **field reviews** for the above referenced components during construction, as indicated on the "SUMARY OF DESIGN AND **FIELD REVIEWS** REQUIREMENTS" below

BCBC Schedule B Functional Relationship

Schedule B's are required for each discipline covered in the BCBC.

- Architectural
- Structural
- Mechanical
- Plumbing
- Fire Suppresion
- Electrical
- Geotechnical



CRP's must initial all submitted Schedule B's

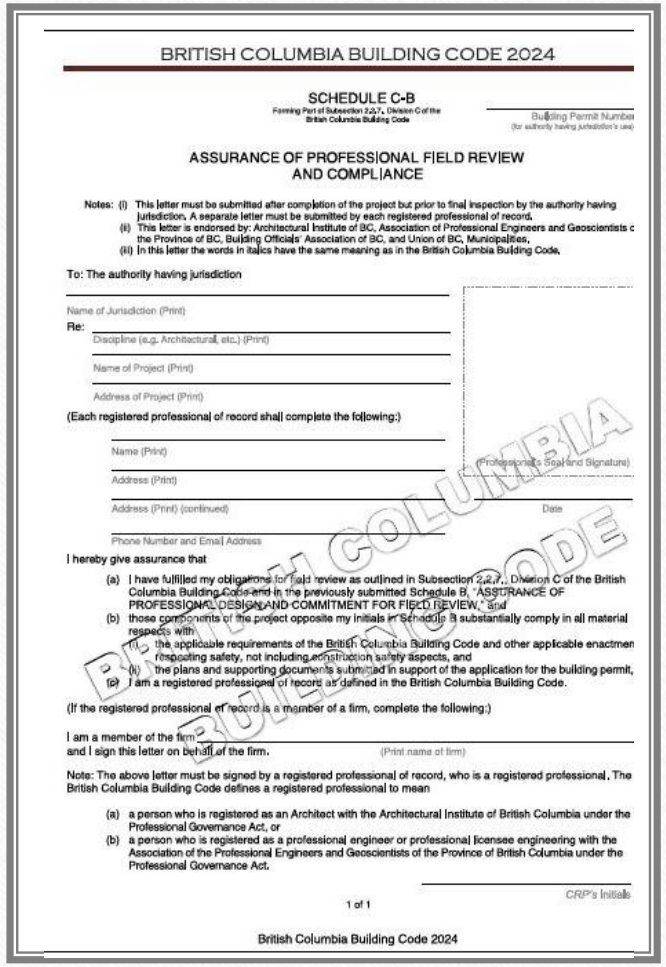
Schedule B: Functional Relationships

Source: Guide to Letters of Assurance in the BC Building Code 2024 and Vancouver Building By-Law, Version 7.0

BCBC Schedule B Contents

- Schedule B confirms that the design substantially complies with the Building Code and with other applicable enactments respecting safety and that the *registered professional of record* signing and sealing it will be responsible for ***field review*** within the discipline which they initialed.
- The Schedule B also serves to document the specific Building Code items within each discipline for which a r*egistered professional of record* will be undertaking design, ***field review*** and functional testing.

Source: Guide to Letters of Assurance in the BC Building Code 2024 and Vancouver Building By-Law, Version 7.0



BRITISH COLUMBIA BUILDING CODE 2024

SCHEDULE C-B
Forming Part of Subsection 2.2.7., Division C of the British Columbia Building Code

Building Permit Number
(for authority having jurisdiction's use)

ASSURANCE OF PROFESSIONAL FIELD REVIEW AND COMPLIANCE

Notes: (i) This letter must be submitted after completion of the project but prior to final inspection by the authority having jurisdiction. A separate letter must be submitted by each registered professional of record.
(ii) This letter is endorsed by: Architectural Institute of BC, Association of Professional Engineers and Geoscientists of the Province of BC, Building Officials' Association of BC, and Union of BC, Municipalities.
(iii) In this letter the words in italics have the same meaning as in the British Columbia Building Code.

To: The authority having jurisdiction

Name of Jurisdiction (Print)

Re:

Discipline (e.g. Architectural, etc.) (Print)

Name of Project (Print)

Address of Project (Print)

(Each registered professional of record shall complete the following:)

Name (Print)

Address (Print)

Address (Print) (continued)

Phone Number and Email Address

(Professional's Seal and Signature)

Date

I hereby give assurance that

(a) I have fulfilled my obligations for field review as outlined in Subsection 2.2.7., Division C of the British Columbia Building Code and in the previously submitted Schedule B, "ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW," and

(b) those components of the project opposite my initials in Schedule B substantially comply in all material respects with

(i) the applicable requirements of the British Columbia Building Code and other applicable enactments respecting safety, not including construction safety aspects, and

(ii) the plans and supporting documents submitted in support of the application for the building permit, and

(c) I am a registered professional of record as defined in the British Columbia Building Code.

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

I am a member of the firm

and I sign this letter on behalf of the firm.

(Print name of firm)

Note: The above letter must be signed by a registered professional of record, who is a registered professional. The British Columbia Building Code defines a registered professional to mean

(a) a person who is registered as an Architect with the Architectural Institute of British Columbia under the Professional Governance Act, or

(b) a person who is registered as a professional engineer or professional licensee engineering with the Association of the Professional Engineers and Geoscientists of the Province of British Columbia under the Professional Governance Act.

CRP's Initials

1 of 1

British Columbia Building Code 2024

BCBC Schedule C-B

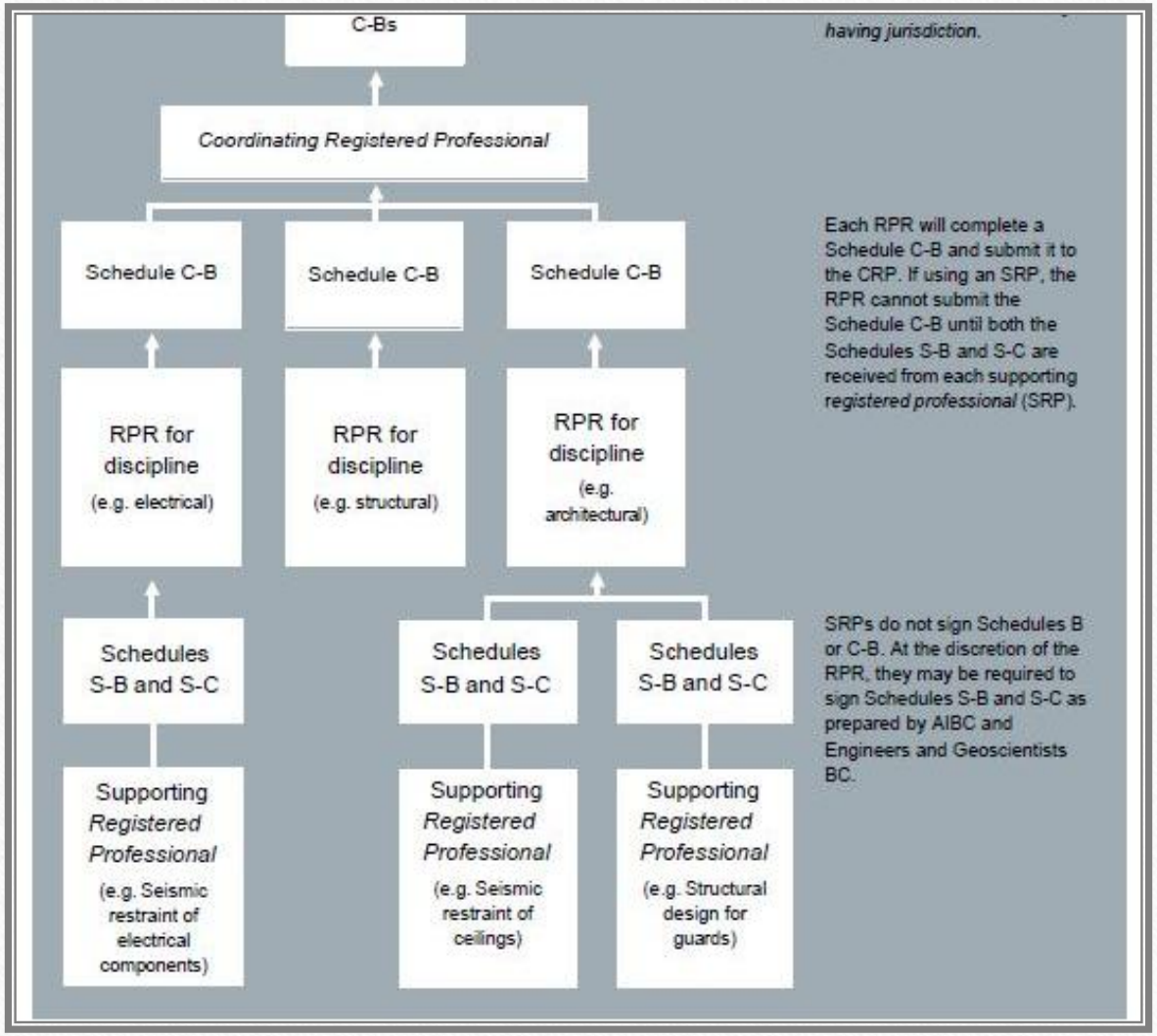
ASSURANCE OF PROFESSIONAL **FIELD REVIEW** AND COMPLIANCE

I hereby give assurance that

- (a) I have fulfilled my obligations for **field review** as outlined in Subsection 2.2.7., Division C of the British Columbia Building Code and in the previously submitted Schedule B, ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR **FIELD REVIEW**,

BCBC Schedule C-B Functional Relationship

- Only accept CB's once all field reviews have taken place and final field review submitted with no deficiencies.
- All must be Initialed by CRP
- Schedule CB's are not field reviews



Source: Guide to Letters of Assurance in the BC Building Code 2024 and Vancouver Building By-Law, Version 7.0

BCBC Schedule C-B Contents

- The *registered professionals of record* document their commitment to provide *field review,* and provide assurance that *field reviews* within their particular disciplines have been completed, by submitting Letters of Assurance (Schedules B and C-B) to the *coordinating registered professional* to initial and submit to the AHJ.
- A *registered professional of record* should only undertake design and *field review* for the items identified on the Letter of Assurance for their discipline based on their competency. As such, a *registered professional of record*, or *owner*, may require supplementary supporting engineering or architectural services for a particular component, or sub-component, of a discipline. (Schedules S-B, S-C)

Source: Guide to Letters of Assurance in the BC Building Code 2024 and Vancouver Building By-Law, Version 7.0

Architectural Field Reviews

- Required for all complex buildings/occupancies
- Provided to AHJ's upon request
- Not informal reports, nor optional
- Are required to be sealed
- Architect does not have to attend site but needs to know what was reviewed and by whom –Direct Supervision

Figure 1– Example of a Seal

Source: Regulatory Review – Understanding the Use of the Architect's Seal (Part 1) –AIBC 09/22/2025

AIBC – Field Review Services Professional Standard (Proposed)

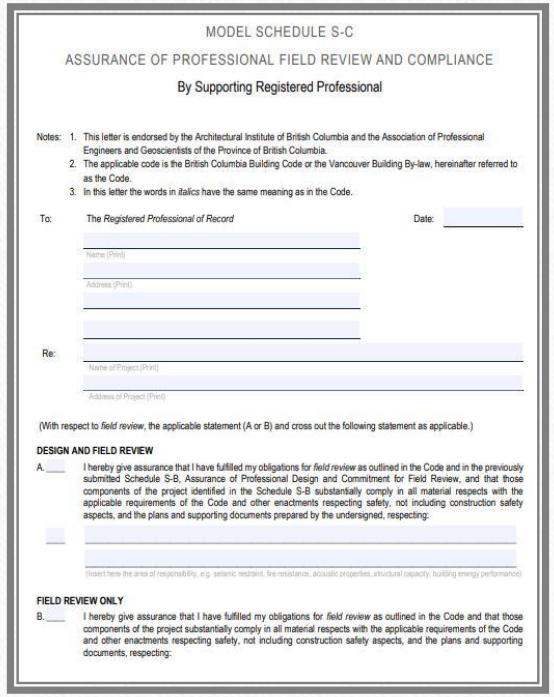
- This standard is intended to reinforce that field services, including field review as defined by building codes, are a basic service expectation on construction commissions, regardless of size, complexity, or client preference
- Field Review requirements are not limited to Part 3 buildings; they are also a professional service requirement for Part 9 buildings.
- Concerns expressed by building officials and others about lack of field review in smaller buildings has informed the proposed standard.

Supporting Registered Professionals (SRP's)

- An RPR should only undertake design and **field review** for a discipline and items identified on the Letter of Assurance for which he or she has competency.
- Model Schedule S-B/S-C (Not BCBC Documents) are required to be submitted to RPR
- require supplementary supporting engineering or architectural services for a particular component, or subcomponent, within a discipline
- not intended that Schedules S-B and S-C be requested by, or submitted to, Authorities Having Jurisdiction as part of building permit or occupancy procedures

Schedules S-B and S-C

- When an SRP carries out **field review** services, Schedule S-C is intended to provide assurance that **field review** of components or subcomponents identified in the previously submitted Schedule S-B have been completed, and that those works substantially comply with the Code
- Schedule S-C may be used when an SRP has been retained solely to provide **field review** services with respect to supporting components, to provide assurance that the **field review** has been completed and the work substantially complies with the Code.



MODEL SCHEDULE S-C

ASSURANCE OF PROFESSIONAL FIELD REVIEW AND COMPLIANCE

By Supporting Registered Professional

Notes: 1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
2. The applicable code is the British Columbia Building Code or the Vancouver Building By-law, hereinafter referred to as the Code.
3. In this letter the words in *italics* have the same meaning as in the Code.

To: The *Registered Professional of Record* Date:

Name (Print)

Address (Print)

Re:

Name of Project (Print)

Address of Project (Print)

(With respect to *field review*, the applicable statement (A or B) and cross out the following statement as applicable.)

DESIGN AND FIELD REVIEW

A. I hereby give assurance that I have fulfilled my obligations for *field review* as outlined in the Code and in the previously submitted Schedule S-B, Assurance of Professional Design and Commitment for Field Review, and that those components of the project identified in the Schedule S-B substantially comply in all material respects with the applicable requirements of the Code and other enactments respecting safety, not including construction safety aspects, and the plans and supporting documents prepared by the undersigned, respecting:

(Insert here the area of responsibility, e.g. seismic restraint, fire resistance, acoustic properties, structural capacity, building energy performance)

FIELD REVIEW ONLY

B. I hereby give assurance that I have fulfilled my obligations for *field review* as outlined in the Code and that those components of the project substantially comply in all material respects with the applicable requirements of the Code and other enactments respecting safety, not including construction safety aspects, and the plans and supporting documents, respecting:

Engineering Field Reviews

From EGBC Practice Advisor:

Before deciding whether an issued Document must be Authenticated according to the Bylaws, the Professional Registrant should ask:

1. Does the Document contain information resulting from the practice of professional engineering or professional geoscience?

2. Is the Document complete for its intended purpose?

3. Will the Document be relied upon by others (whether for bidding, permitting, construction, implementation, use, or other reliance)?

If the response to all three questions above is yes, then the Professional Registrant must Authenticate the Document.

EGBC Field Reviews – Continued

- In some cases, field reviews are generally observational and do not require application of the practice of engineering or geoscience or engineering/geoscience decision-making, and therefore do not need to be authenticated.
- In other cases, determination of whether or not implementation "substantially complies in all material respects with professional engineering or professional geoscience concepts or intent" will require professional judgement itself, and the appropriate field review documentation should be authenticated.
- In addition to this, we advise registrants that if AHJs or regulatory authorities require that field reviews be authenticated, then field reviews should also be authenticated.

AHJ Responsibilities

- Confirm LOA's have been completed properly - i.e., that no information is missing; items have not been crossed out unless they do not apply to the project; and that they do not contain inappropriate notations or qualifications, such as 'interim', 'partial', with 'expiration dates' or noting of deficiencies.
- An *authority having jurisdiction* must not request or accept Building Code Letters of Assurance on projects that are outside the scope of Subsection 2.2.7. in Part 2 of Division C. **Note:** Vancouver Building By-law exceptions.

Building Bylaws

- The Building Official may require any registered professional carrying out the professional design and **field review** required under this bylaw to provide evidence that they have experience and expertise in respect to the professional design and **field review** of the context and scope required.
- If a registered professional provides letters of assurance in accordance with this bylaw, the city will rely solely on **field reviews** undertaken by the registered professional and letters of assurance submitted pursuant to this bylaw and the Building Code as assurance that the construction substantially conforms to the design, plans and specifications and that the construction complies with the Building Code.

AHJ - Field Reviews

A Building Official may attend the site from time to time during the course of construction to ascertain that the **field reviews** are taking place and to monitor the **field reviews** undertaken by the registered professionals.

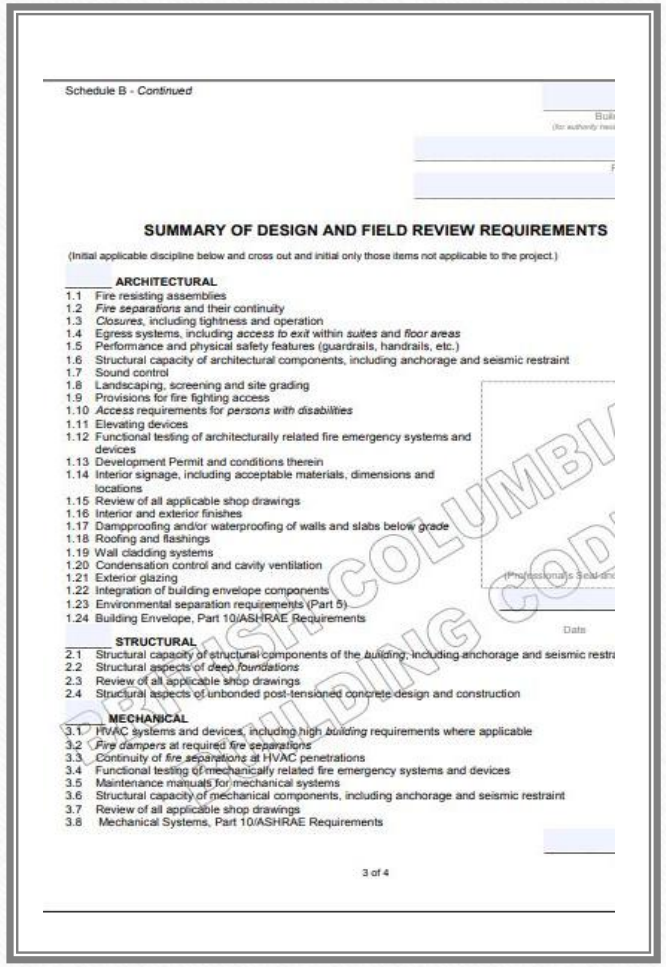
This is important to ascertain what is being reviewed, by whom and whether or not additional field reviews are warranted. Also follow up on deficiencies noted on submitted field reviews and ask for field review showing deficiencies are completed.

How Many Field Reviews are Required?

EGBC:

- Number deemed necessary to ascertain whether construction complies to professional engineering or geoscience
- The level and nature of risk, complexity, unknown conditions, and duration of the implementation or construction
- The legislation, codes, standards, or other regulatory requirements that may be relevant and applicable to the nature of the Field Review to be carried out
- The number of deficiencies found early in the project work

Source: EGBC- Guide to the Standard for Documented Field Reviews During Implementation or Construction



Schedule B - *Continued*

SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS

(Initial applicable discipline below and cross out and initial only those items not applicable to the project.)

ARCHITECTURAL

1.1 Fire resisting assemblies
1.2 *Fire separations* and their continuity
1.3 *Closures*, including tightness and operation
1.4 Egress systems, including *access to exit* within *suites* and *floor areas*
1.5 Performance and physical safety features (guardrails, handrails, etc.)
1.6 Structural capacity of architectural components, including anchorage and seismic restraint
1.7 Sound control
1.8 Landscaping, screening and site grading
1.9 Provisions for fire fighting access
1.10 *Access* requirements for *persons with disabilities*
1.11 Elevating devices
1.12 Functional testing of architecturally related fire emergency systems and devices
1.13 Development Permit and conditions therein
1.14 Interior signage, including acceptable materials, dimensions and locations
1.15 Review of all applicable shop drawings
1.16 Interior and exterior finishes
1.17 Dampproofing and/or waterproofing of walls and slabs below grade
1.18 Roofing and flashings
1.19 Wall cladding systems
1.20 Condensation control and cavity ventilation
1.21 Exterior glazing
1.22 Integration of building envelope components
1.23 Environmental separation requirements (Part 5)
1.24 Building Envelope, Part 10/ASHRAE Requirements

STRUCTURAL

2.1 Structural capacity of structural components of the *building*, including anchorage and seismic restr
2.2 Structural aspects of *deep foundations*
2.3 Review of all applicable shop drawings
2.4 Structural aspects of unbonded post-tensioned concrete design and construction

MECHANICAL

3.1 HVAC systems and devices, including high *building* requirements where applicable
3.2 *Fire dampers* at required *fire separations*
3.3 Continuity of *fire separations* at HVAC penetrations
3.4 Functional testing of mechanically related fire emergency systems and devices
3.5 Maintenance manuals for mechanical systems
3.6 Structural capacity of mechanical components, including anchorage and seismic restraint
3.7 Review of all applicable shop drawings
3.8 Mechanical Systems, Part 10/ASHRAE Requirements

3 of 4

AHJ Discretion

LOA's list the **"Summary of Design and Field Review Requirements"**

Itemized list of responsibilities for each discipline

- **24** for Architectural
- **4** for Structural Engineering
- **8** for Mechanical Engineering
- **9** for Plumbing
- **14** for Fire Suppression Systems
- **9** for electrical Engineering
- **4** and **7** for Geotechnical Engineering (Temporary/ Permanent)

Best Practices

i. Advise RPR that all items listed on a LOA are required to be identified on a field review and whether they were reviewed or not.

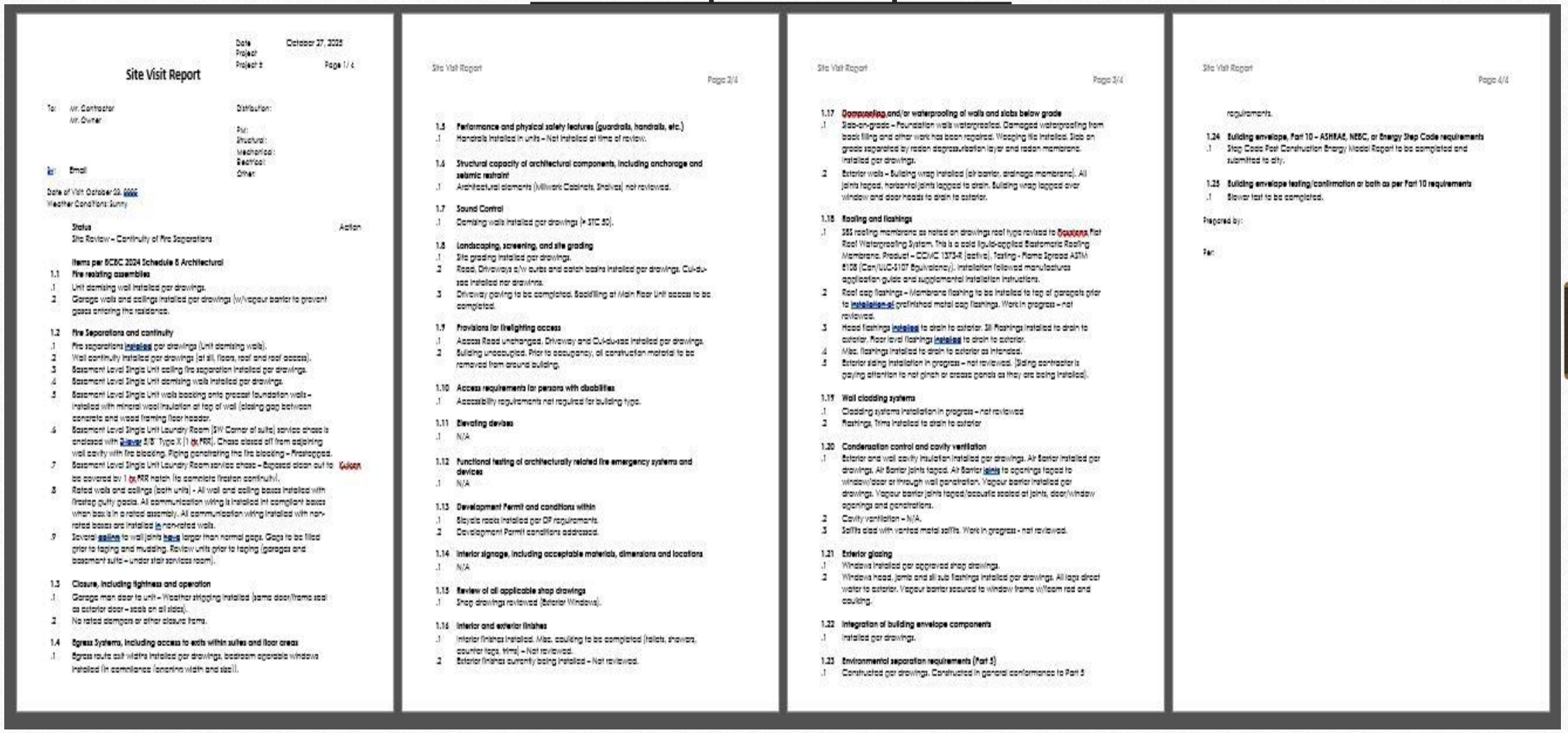
ii. Request Schedule SB/SC's when field review does not contain required information or documented proof of field review for a LOA line item (or proof of)

iii. Be aware what cannot be stricken or initialed on an LOA

iv. AHJ can direct the form and number of field reviews required but must be decided at permit issuance. (critical phases/life safety/risk of error)(contained in Bldg Bylaw)

v. Field reviews must occur before work is covered.

Example Report



Date October 27, 2025
Project
Project # Page 1 / 4

Site Visit Report

To: Mr. Contractor
Mr. Owner

Distribution:

File:
Structural:
Mechanical:
Electrical:
Other:

Re: Email

Date of Visit October 20, 2025
Weather Conditions: Sunny

Status Action
Site Review – Continuity of Fire Separations

Items per BCBC 2024 Schedule B Architectural

1.1 Fire resisting assemblies
.1 Unit demising wall installed per drawings.
.2 Garage walls and ceilings installed per drawings (w/vapour barrier to prevent gases entering the residence.

1.2 Fire Separations and continuity
.1 Fire separations installed per drawings (Unit demising walls).
.2 Wall continuity installed per drawings (at all, floors, roof and roof access).
.3 Basement Level Single Unit ceiling fire separation installed per drawings.
.4 Basement Level Single Unit demising walls installed per drawings.
.5 Basement Level Single Unit walls backing onto precast foundation walls – installed with mineral wool insulation at top of wall (closing gap between concrete and wood framing floor header.
.6 Basement Level Single Unit Laundry Room (SW Corner of suite) service chase is enclosed with 2-layer 5/8" Type X (1 hr FRR). Chase closed off from adjoining wall cavity with fire blocking. Piping penetrating the fire blocking – firestopped.
.7 Basement Level Single Unit Laundry Room service chase – Bypassed clean out to be covered by 1 hr FRR hatch (to complete fireton continuity). Collect
.8 Rated walls and ceilings (both units) - All wall and ceiling boxes installed with firestop putty pads. All communication wiring is installed int compliant boxes when box is in a rated assembly. All communication wiring installed with non-rated boxes are installed in non-rated walls.
.9 Several gapless to wall joints have larger than normal gaps. Gaps to be filled prior to taping and mudding. Review units prior to taping (garages and basement suite – under stair service room).

1.3 Closure, including tightness and operation
.1 Garage man door to unit – Weather stripping installed (some door/frame seal as exterior door – seals on all sides).
.2 No rated dampers or other closure items.

1.4 Egress Systems, including access to exits within suites and floor areas
.1 Egress route exit widths installed per drawings, bedroom operable windows installed (in compliance (encoring width and sizes).

1.5 Performance and physical safety features (guardrails, handrails, etc.)
.1 Handrails installed in units – Not installed at time of review.

1.6 Structural capacity of architectural components, including anchorage and seismic restraint
.1 Architectural elements (Millwork Cabinets, Shelves) not reviewed.

1.7 Sound Control
.1 Demising walls installed per drawings (> STC 50).

1.8 Landscaping, screening, and site grading
.1 Site grading installed per drawings.
.2 Road, Driveways c/w curbs and catch basins installed per drawings. Cul-du-sac installed per drawings.
.3 Driveway paving to be completed. Scaffolding at Main floor Unit access to be completed.

1.9 Provisions for firefighting access
.1 Access Road unchanged. Driveway and Cul-du-sac installed per drawings.
.2 Building unoccupied. Prior to occupancy, all construction material to be removed from around building.

1.10 Access requirements for persons with disabilities
.1 Accessibility requirements not required for building type.

1.11 Elevating devices
.1 N/A

1.12 Functional testing of architecturally related fire emergency systems and devices
.1 N/A

1.13 Development Permit and conditions within
.1 Bicycle racks installed per DP requirements.
.2 Development Permit conditions addressed.

1.14 Interior signage, including acceptable materials, dimensions and locations
.1 N/A

1.15 Review of all applicable shop drawings
.1 Shop drawings reviewed (Exterior Windows).

1.16 Interior and exterior finishes
.1 Interior finishes installed. Misc. caulking to be completed (toilets, showers, counter tops, trims) – Not reviewed.
.2 Exterior finishes currently being installed – Not reviewed.

1.17 Dampproofing and/or waterproofing of walls and slabs below grade
.1 Slab-on-grade – Foundation walls waterproofed. Damaged waterproofing from back filling and other work has been repaired. Weeping tile installed. Slab on grade separated by radon depressurization layer and radon membrane. Installed per drawings.
.2 Exterior walls – Building wrap installed (air barrier, drainage membrane). All joints taped, horizontal joints lapped to drain. Building wrap lapped over window and door heads to drain to exterior.

1.18 Roofing and flashings
.1 SBS roofing membrane as noted on drawings roof type revised to Soprema Flat Roof Waterproofing System. This is a cold liquid-applied Elastomeric Roofing Membrane. Product – CCMC 13734-R (active). Testing - Flame Spread ASTM E108 (Can/ULC-S107 Equivalency). Installation followed manufactures application guide and supplemental installation instructions.
.2 Roof cap flashings – Membrane flashing to be installed to top of parapets prior to installation of prefinished metal cap flashings. Work in progress – not reviewed.
.3 Head flashings installed to drain to exterior. Sill flashings installed to drain to exterior. Floor level flashings installed to drain to exterior.
.4 Misc. flashings installed to drain to exterior as intended.
.5 Exterior siding installation in progress – not reviewed. (Siding contractor is paying attention to not pinch or crease panels as they are being installed).

1.19 Wall cladding systems
.1 Cladding systems installation in progress – not reviewed
.2 Flashings, Trims installed to drain to exterior

1.20 Condensation control and cavity ventilation
.1 Exterior and wall cavity insulation installed per drawings. Air Barrier installed per drawings. Air Barrier joints taped. Air Barrier joints to openings taped to window/door or through wall penetration. Vapour barrier installed per drawings. Vapour barrier joints taped/acoustic sealed at joints, door/window openings and penetrations.
.2 Cavity ventilation – N/A.
.3 Soffits clad with vented metal soffits. Work in progress - not reviewed.

1.21 Exterior glazing
.1 Windows installed per approved shop drawings.
.2 Windows head, jamb and sill sub flashings installed per drawings. All tags direct water to exterior. Vapour barrier secured to window frame w/foam rod and caulking.

1.22 Integration of building envelope components
.1 Installed per drawings.

1.23 Environmental separation requirements (Part 5)
.1 Constructed per drawings. Constructed in general conformance to Part 5

requirements.

1.24 Building envelope, Part 10 – ASHRAE, NEBC, or Energy Step Code requirements
.1 Step Code Post Construction Energy Model Report to be completed and submitted to city.

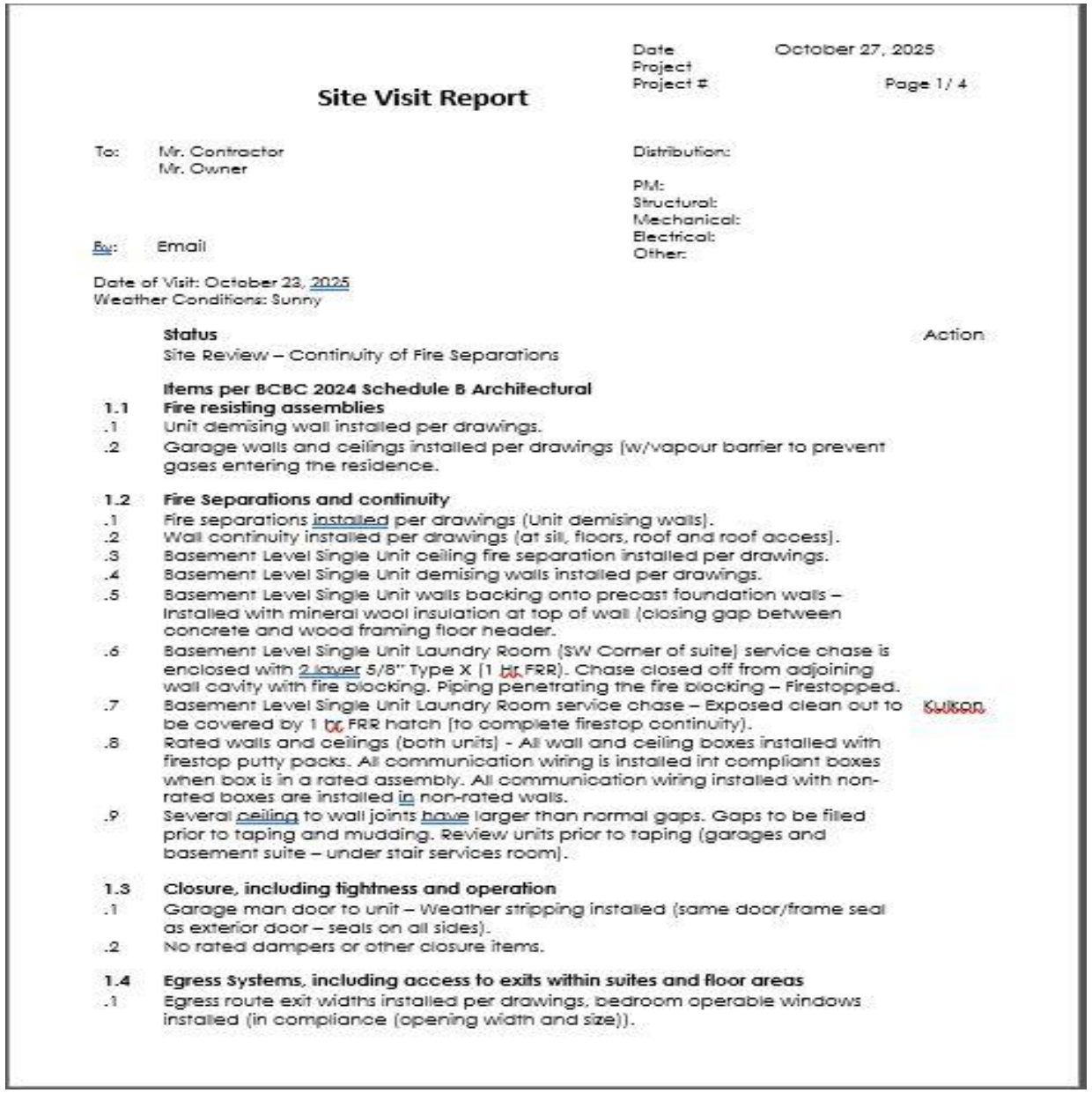
1.25 Building envelope testing/confirmation or both as per Part 10 requirements
.1 Blower test to be completed.

Prepared by:

Per:

More Details the Better

- Have RPR itemize each line from BCBC LOA's. If items are not addressed have RPR seek supplementary RP's to have items addressed with schedule S-B and S-C or n/a
- Egs. Consultant Reports: Firestopping, energy efficiency testing, envelope details



Date October 27, 2025
Project
Project #

Site Visit Report

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To: Mr. Contractor
Mr. Owner

Distribution:

PM:
Structural:
Mechanical:
Electrical:
Other:

By: Email

Date of Visit: October 23, 2025
Weather Conditions: Sunny

	Status	Action
	Site Review – Continuity of Fire Separations	
	Items per BCBC 2024 Schedule B Architectural	
1.1	**Fire resisting assemblies**	
.1	Unit demising wall installed per drawings.	
.2	Garage walls and ceilings installed per drawings (w/vapour barrier to prevent gases entering the residence.	
1.2	**Fire Separations and continuity**	
.1	Fire separations installed per drawings (Unit demising walls).	
.2	Wall continuity installed per drawings (at sill, floors, roof and roof access).	
.3	Basement Level Single Unit ceiling fire separation installed per drawings.	
.4	Basement Level Single Unit demising walls installed per drawings.	
.5	Basement Level Single Unit walls backing onto precast foundation walls – Installed with mineral wool insulation at top of wall (closing gap between concrete and wood framing floor header.	
.6	Basement Level Single Unit Laundry Room (SW Corner of suite) service chase is enclosed with 2 layer 5/8" Type X (1 hr FRR). Chase closed off from adjoining wall cavity with fire blocking. Piping penetrating the fire blocking – Firestopped.	
.7	Basement Level Single Unit Laundry Room service chase – Exposed clean out to be covered by 1 hr FRR hatch (to complete firestop continuity).	Sukon
.8	Rated walls and ceilings (both units) - All wall and ceiling boxes installed with firestop putty packs. All communication wiring is installed int compliant boxes when box is in a rated assembly. All communication wiring installed with non-rated boxes are installed in non-rated walls.	
.9	Several ceiling to wall joints have larger than normal gaps. Gaps to be filled prior to taping and mudding. Review units prior to taping (garages and basement suite – under stair services room).	
1.3	**Closure, including tightness and operation**	
.1	Garage man door to unit – Weather stripping installed (same door/frame seal as exterior door – seals on all sides).	
.2	No rated dampers or other closure items.	
1.4	**Egress Systems, including access to exits within suites and floor areas**	
.1	Egress route exit widths installed per drawings, bedroom operable windows installed (in compliance (opening width and size)).	

Example Page

- Line by line items from the BCBC Schedule B
- Easier to track project progress and deficiencies
- Ensures accurate completion of required items in the BCBC
- As opposed to "all items appear to be completed"
- AHJ will be satisfied.

Date October 27, 2025
Project
Project # Page 1 / 4

Site Visit Report

To: Mr. Contractor
Mr. Owner

Distribution:

PM:
Structural:
Mechanical:
Electrical:
Other:

By: Email

Date of Visit: October 23, 2025
Weather Conditions: Sunny

	Status	Action
	Site Review – Continuity of Fire Separations	
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What if a Field Review is Inaccurate?

- EGBC Regulatory Reviews/Peer Reviews can be requested by AHJ's
- "AHJ's may set out policies that outline the submissions or circumstances that trigger the requirement for Peer Review. Nevertheless, even if a policy and/or process for Peer Review is not in place, the Regulatory Authority can still request a Peer Review."
- "The primary intent of a regulatory review is to assess compliance or coordination with regulations, bylaws, or standards administered by the Regulatory Authority. As such, a regulatory review is not considered a Peer Review, although aspects of regulatory review may include components of Peer Review."

Source: EGBC -Practice Advisory - Professional Conduct Between Submitting Professionals and Authorities Having Jurisdiction

Regulatory Reviews

AHJ Assesses compliance or coordination with regulations, bylaws, or standards (**Regulatory Review**)

- Information accuracy or required for BCBC Schedules. (IE. Firestopping)

- Detailed evaluation of technical information (**Peer Review**)
- AHJ may request that an external Peer Review be conducted on the work of an Engineering/Geoscience Professional that is being submitted for regulatory review

Source: EGBC -Practice Advisory - Professional Conduct Between Submitting Professionals and Authorities Having Jurisdiction

AIBC Regulatory Review

- Documents that must be sealed:
  - drawings and specifications issued for approval or reliance by any party;
  - Letters of Assurance including but not limited to those issued under the BC Building Code and Vancouver Building Bylaw;
  - certificates for payment and certificate as to construction performance when acting as a payment certifier under contract; and
  - formal reports, including expert reports, building code or zoning analysis reports, building assessment reports, and written opinions.

Changing an RP During Construction

- Death, retirement, illness, re-location, termination or employment elsewhere
- Responsibilities of out-going and in-coming CRP or RP
  - Out-going – responsible up to date of departure
  - In-coming – responsible from date of retention
- Preferable to have out-going RP available for consultation
- Differences for before BP application and after BP app but before BP issuance

Source: Guide to Letters of Assurance in the BC Building Code 2024 and Vancouver Building By-Law, Version 7.0

Out-going RP Responsibilities

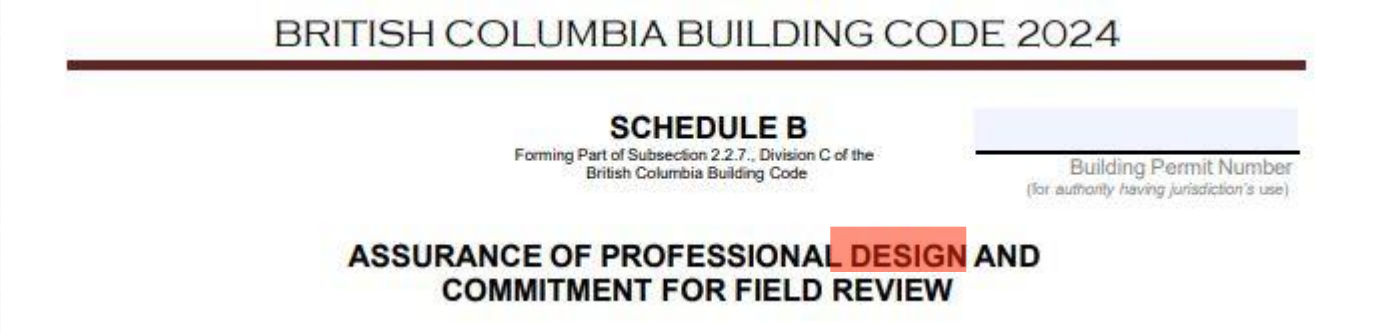
- Owner, CRP and/or RP's must notify AHJ in writing to clarify and document responsibilities of out-going RP's to the in-coming RP's
- Cannot retract design compliance assurances, plans or supporting docs previously submitted
- Retain responsibility for all field reviews until termination date
- Provide in-coming RP's with all field reviews and supporting docs
- Will not provide Schedule C-A or C-B

In-coming RP Responsibilities

- Review plans, field reviews/docs to determine extent out-going has fulfilled their Schedule B obligations
- Site visit to determine any Code deficiencies and direct remedial work if any
  - May involve destructive testing for covered work if field reviews are inadequate
  - Discussion with AHJ very important to determine course of action
- Note: No concealed work is in-coming RP's responsibility

In-coming RP Responsibilities

- New Schedule A or B:
  - Strike through and initial the word "**design**" and replace with "**design changes during construction"** (multiple locations)
  - New date that corresponds to commencement date. Hopefully, the date of out-going RP is same date.



BRITISH COLUMBIA BUILDING CODE 2024

SCHEDULE B

Forming Part of Subsection 2.2.7., Division C of the British Columbia Building Code

Building Permit Number

(for authority having jurisdiction's use)

ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

In-coming RP Responsibilities

- New Schedule C-A:

I have fulfilled my obligations for coordination of *field review* of the *registered professionals* required for the project as outlined in Subsection 2.2.7. Division C of the British Columbia Building Code and in ~~the~~ my previously submitted Schedule A, "CONFIRMATION OF COMMITMENT BY OWNER AND BY COORDINATING REGISTERED PROFESSIONAL"

- New Schedule C-B:

I have fulfilled my obligations for *field review* as outlined in Subsection 2.2.7. Division C of the British Columbia Building Code and in ~~the~~ my previously submitted Schedule B, "ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW"

Part 9 Field Reviews

Div. C, Art 2.2.7.1. Application

1) The requirements of this Subsection – relating to Registered Professional of Record - apply to

a) buildings within the scope of Part 3 of Division B,

b) buildings within the scope of Part 9 of Division B that are designed with common egress systems for the occupants and require the use of firewalls according to Article 1.3.3.4. of Division A, and

c) the following, in respect of buildings within the scope of Part 9 of Division B other than buildings described in Clause (b),

i) structural components that are not within the scope of Part 9 of Division B (See Note A-2.2.7.1.(1)(c)(i).),

ii) geotechnical conditions at building sites that are not within the scope of Part 9 of Division B

iii) sprinkler systems designed to NFPA 13, "Installation of Sprinkler Systems", and

iv) standpipe and hose systems designed to NFPA 14, "Installation of Standpipe and Hose Systems".

Legal Obligations

- "liability may be found against a design professional where he or she has not adequately inspected the work that he or she is giving assurance for, or chooses to certify despite detecting deviations from the plans, specifications or building code."
- Dabous v. Zuliani (1974), 6 O.R. (2d) 344 (H.C.) The Court stated that while not every undetected or uncorrected departure from the plans and specifications will result in liability, liability is more likely to be imposed where the non-compliant work relates to a component that is of critical importance to the future safety of the building and its inhabitants (especially when, as in this case, the mistake could have been caught quite easily and with little expense).

Source: Liability of Design Professionals for Field Review – DWF Group

Importance of Field Reviews

- **Engineer not qualified to design 11-storey Langford highrise, professional body says**
- "Failure to have proper design checks and field reviews put the public at risk and, if not reported, could have resulted in a catastrophic event," the report says. (EGBC Report)
- "The body found the Engineer did not meet the industry standard of between 45 to 55 field reviews, with only 17 in this case. Field reviews are those done at the building site, and at locations where building components are fabricated, it says. Danbrook One did not meet building code requirements, and the structural design includes many potential deficiencies, the report says."

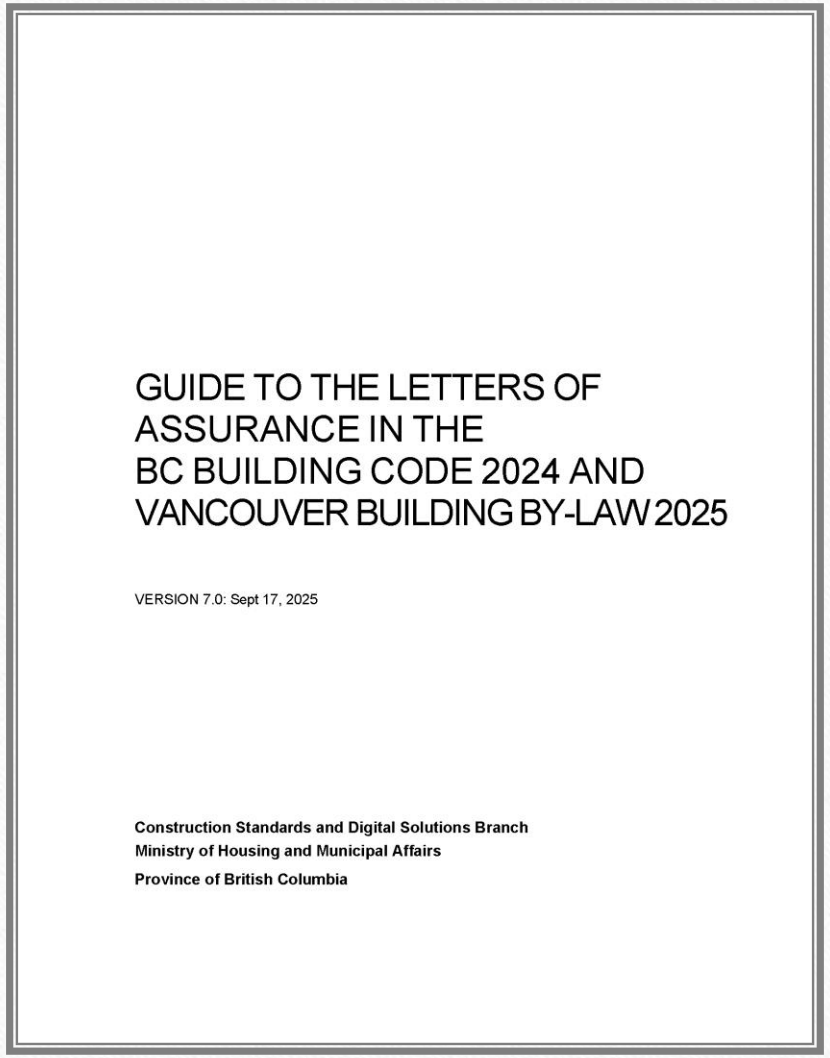
REFERENCES

- Many references available for registered professionals of record and AHJ's
- Sources include CSDS, AIBC, EGBC

Guide to the Letter of Assurance in the BC Building Code 2024 and the Vancouver Building By-Law 2025

Version 7.0 available (September 17, 2025)

Have this Guide in your Library!


GUIDE TO THE LETTERS OF ASSURANCE IN THE BC BUILDING CODE 2024 AND VANCOUVER BUILDING BY-LAW 2025

VERSION 7.0: Sept 17, 2025

Construction Standards and Digital Solutions Branch
Ministry of Housing and Municipal Affairs
Province of British Columbia

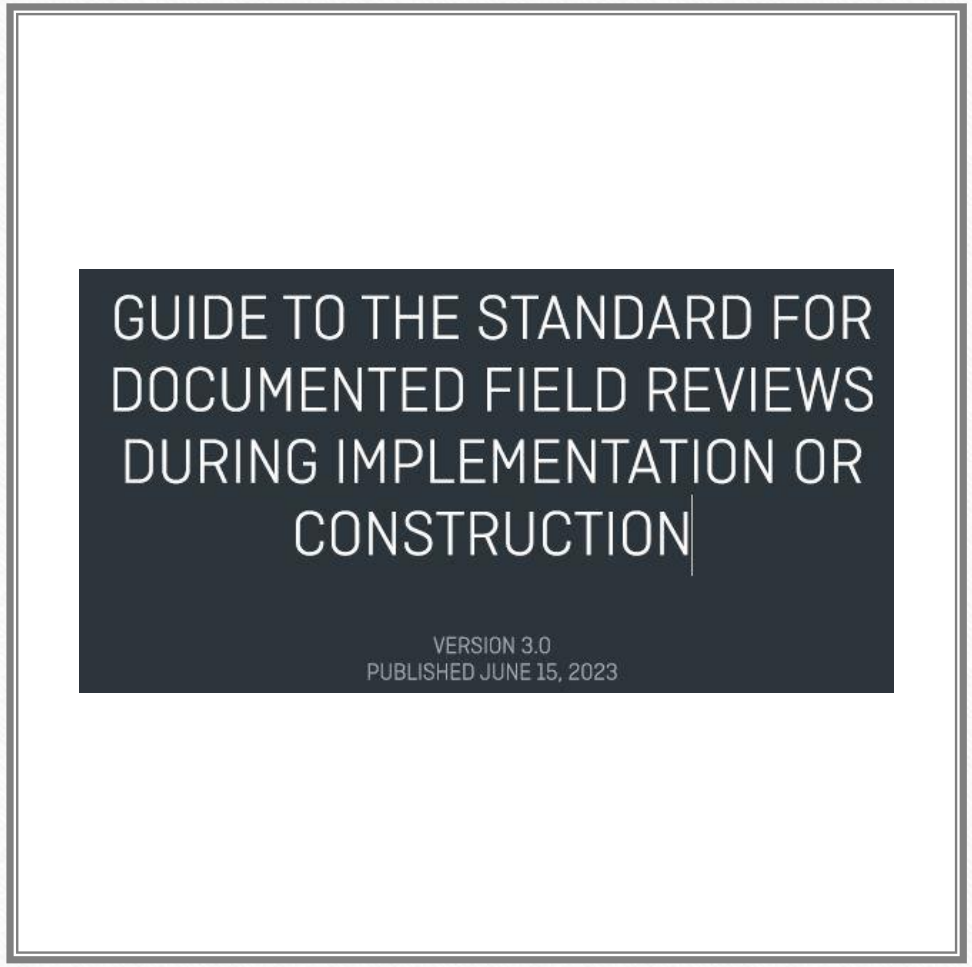
EGBC Practice Advisories

- Field reviews do not constitute an inspection of construction safety; however registered professionals should still be aware of their duty to report under the Engineers and Geoscientists BC Code of Ethics.


PRACTICE ADVISORY

FIELD REVIEWS, CONSTRUCTION DEFICIENCIES AND SAFETY

Version 1.0, Published August 30, 2018



EGBC Guides

- The timing of Field Reviews must take into consideration and reflect the following:
  - the legislation, codes, standards, or other regulatory requirements that may be relevant and applicable to the nature of the Field Review to be carried out;

QUESTIONS?

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