



THE CITY OF YELLOWKNIFE

OVERVIEW

GUIDE TO THE LETTERS OF ASSURANCE CITY OF YELLOWKNIFE BUILDING BY-LAW 4469

Overview

Letters of Assurance are intended to clearly identify the responsibilities of key players in a construction project. They do not alter the fundamental responsibility of the City of Yellowknife, nor do they create new responsibilities for the architect or engineer. They do, however, commit a project's owner to engage the appropriate registered professionals in their corresponding disciplines to provide design and field review under appropriate terms of reference, with signed and sealed assurances.

Scope of Letters of Assurance

Construction projects that are designed and built to Part 3 of the National Building Code of Canada (NBC) which specifies the categories of buildings and the component parts of the work for which Letters of Assurance are required.

Letters of Assurance are also required for:

- Projects designed to Part 9 of the NBC where structural components of buildings involve Part 4 of the NBC;
- Building components designed beyond Part 9 of the NBC;
- Sprinkler systems designed to NFPA 13 and standpipe and hose systems designed to NFPA 14;
- Projects designed with common egress systems for the occupants and required the use of firewalls.

Tenant improvements in Part 3 categories which do not involve structural, mechanical or electrical components do not required Letters of Assurance.

Forms C, D, E, F and G

The Letters of Assurance consist of Forms C, D, E, F, and G and are intended to identify the responsibilities of key players in a construction project. Their use and application are as follows:



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Form C

Form C is signed by both the owner and the coordinating registered professional. Its purpose is to confirm that the owner has retained the identified coordinating registered professional and will also have the project designed and field reviews undertaken during construction by the appropriate registered professionals.

Form D & E

Are used to identify the various registered professionals who will acknowledge responsibility for certain portions of the design and that it substantially complies with the NBC and the Building By-law. They also provide a commitment to be responsible for the field review required for the project.

Form F

Confirms that the coordinating registered professional has coordinated the necessary field reviews of each registered professionals engaged on the project.

Form G

Confirms the necessary field reviews have been completed and the finished project substantially conforms to the registered professional's design and the NBC.

Guidelines to Completing the Forms

The following information should appear on each form as appropriate:

- Project address;
- Name, address of the registered professional and the firm he/she represents;
- Professional discipline of the registered professional;
- Phone, fax number and email address of the registered professional responsible for the form;
- Component(s) for which the registered professional is responsible, on Form D;
- Component(s) on Form E for which the registered professional is responsible (cross out and initial those items for which the registered professional is not responsible within that component);
- Signature and seal of the appropriate registered professionals.



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Making Changes to Letters of Assurance

The Letters of Assurance were carefully developed and their precise wording is very important. Amendments to the wording are allowable in certain circumstances as described in the following sub-heading and a registered professional may manually cross-out and so initial a check list item which is not applicable relative to the scope of service on a given project.

Design and Field Review Conducted by Different Registered Professionals

The Letters of Assurance have the intent to show the registered professional responsible for the design is also responsible for the field review. The separation of design from field review responsibility is undesirable and should not occur unless the design registered professional is unable to conduct the field review.

There are also instances, for logical reasons, where this may not be possible and the field review responsibility is delegated to a different registered professional. The different registered professional conducting the field reviews may be from another firm or in the same firm. In either case the Letters of Assurance must be amended to reflect these different registered professionals.

As the purpose of the field review is to confirm that the design intent has been realized in the construction and also to provide assurance that the constructed building is in substantial conformance with the NBC, it is imperative that close coordination and communications exist where the designer is not the person conducting the field review.

It is unreasonable to expect the registered professional who is responsible for the field review to take on the responsibility for the code compliance of the design done by others. In this instance, Form G should be modified by crossing out and initialling sub-clause (c) (ii).

Also, Form D and E will be required from the registered professional doing only the field review, with the deletion of the reference to being responsible for the design. This can be done by crossing out “Design” from the main title of Form D and “Design and” from the line beginning “Re:” and initialling the change. On Form E cross out “Design and” from the main title and initial the change.

Similarly the registered professional who undertakes the design only should cross out “and Field Review” from the line beginning “Re:” on Form D and initial the change and



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cross out “and Field Review Requirements” from the title of Form E and initial the change.

As well as amending the titles, certain clauses in Forms D and E which relate to design or field review should be crossed out and initialled so the Forms reflect the specific responsibilities of the registered professional who has signed it.

Role of the Coordinating Registered Professional

Form C confirms that the owner has retained a coordinating registered professional to coordinate the design work and field reviews of the other registered professionals required for the project. The coordinating registered professional, who must be either a professional engineer or an architect, must coordinate all activities relating to the professional design and field review of the project. The coordinating registered professional functions as the project administrator as far as assurance of code compliance is concerned.

This role includes keeping the authority having jurisdiction advised, ensuring that the necessary forms are submitted, and ascertaining that the necessary and appropriate registered professionals are retained on the project.