

**Form 3—Commitment Certificate: Building 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.

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.

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

This is to advise that I am the interior designer, architect, or professional engineer appointed by the owner or prime consultant to perform the field review of construction for the building design aspects of this project, which are within Parts 3 and 5 of the *National Building Code* and Part 3 of the *National Energy Code*, and as shown in design documents submitted to a building official as the authority having jurisdiction, but do not include areas of work referred to in the certificates in Forms 4 to 11 of the regulations, inclusive.

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 *Architects Act*, the *Interior Designers Act* and 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 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