

# Letters of Assurance for Single and Two Family Dwellings

The purpose of this bulletin is to explain the requirements of letters of assurance (Schedules A, B, CA and CB) in the process of permits and inspections for single and two family dwellings.

*"This information is provided for convenience only and is not in substitution of applicable City bylaws or Provincial or Federal codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such bylaws, codes or other laws."*

## **General Requirements of Letters of Assurance**

The requirements of Letters of Assurance are specified in Division C, Part 2 of the 2012 BC Building Code. Copies of the Letters of Assurance and the Guide to the Letters of Assurance are available at <http://www.bccodes.ca/assurance.htm>.

New or substantial additions to single and two family dwellings constructed in the Capital Regional District will require the services of a Registered Professional of Record (RPR), the professional engineers responsible for the design and field reviews of geotechnical and structural disciplines of the Building Code, unless it can be shown that the soil condition of the site and all structural components are within the scope of Part 9 of the 2012 BC Building Code.

A Coordinating Registered Professional (CRP), generally an architect, is not always required for the construction of a single or two family dwelling. However, the RPR (structural engineer) for the building structure, is responsible to coordinate with the geotechnical engineer and other supporting registered structural professionals, such as floor joist and/or roof truss design engineers, to ensure that all loads are transferred through the structural system to the foundation and suitable solid bearing. If the bearing capacity of the soil or the compaction of backfill is in doubt, the structural engineer may require a geotechnical review of the building site.

Notwithstanding the above, the building inspector may still require the owner to engage the services of a CRP and/or RPR if the project is deemed to be complex.

### **Specific Requirements of Letters of Assurance**

#### **Building permit application stage**

The RPR must submit individual Schedule Bs for the design and field review of structural and geotechnical disciplines. It can be a single RPR or two different RPRs taking responsibility for structural and geotechnical disciplines. A Schedule A is generally not required unless specifically required by the building inspector.

All field memos and letters must be signed, sealed, dated by the RPR and submitted to the building inspector on site.

#### **Form inspection stage**

The RPR (structural) who submitted a Schedule B at the application stage for structural discipline shall submit field memos confirming that the construction of the forms are in accordance with the design during the course of construction.

The RPR, (Geotechnical) who submitted a Schedule B at the application stage for geotechnical discipline shall submit field memos confirming the bearing capacity of the soil after excavation, with copies for both the structural RPR and the building inspector. The geotechnical RPR must also confirm in a field memo that the requirements of WorkSafe BC have been met regarding excavation, confirming that it is safe for the building inspectors to carry out inspection. Without such confirmation the building inspector may refuse to do the inspection.

In some cases one RPR is responsible for both structural and geotechnical disciplines and a signed Schedule B is required for both disciplines at the application stage. If during construction the owner has decided to hire a new RPR, the former RPR must rescind his schedules.

### **Slab dampproofing (poly) inspection stage**

If compaction verification is required, the RPR (geotechnical) must submit a field memo with a test result from an acceptable testing company confirming compaction.

If a structural slab is required, the RPR (structural) must submit a field memo confirming the placement of reinforcements.

### **Frame inspection stage**

The RPR (structural) must submit a field memo confirming that they have done the framing inspection and the framing is in accordance with the design and the 2012 BC Building Code. The RPR (Structural) is responsible for the review and approval of shop drawings.

### **Final inspection stage**

Both RPRs (structural and/or geotechnical) must submit a Schedule C-B.

If you have any questions, please contact the Building Inspection office in your area or the main Building Inspection office at 250.360.3230.