

CONFIRMATION OF COMMITMENT BY OWNER/PERMIT APPLICANT Letter of undertaking confirming field review of construction Form A	
Project Description:	
Project Address:	
Permit Number:	<i>(office use only)</i>
<p>In accordance with Section 6 of the Province of New Brunswick – General Regulation - Building Code Administration Act, which states “Before commencing construction or demolition work, an owner or person acting on behalf of an owner shall provide written notice to the local government with the following information:</p> <ul style="list-style-type: none"> • the date on which the work on the building site is to commence; • the names of all the contractors, architects, engineers, or designers, as the case may be, that will perform work with respect to the building or demolition permit; and • the name of all the inspection or testing agencies engaged to monitor the work or part of the work.” <p>This requirement applies to all:</p> <ul style="list-style-type: none"> • Design, locating, construction, renovations, modifications, additions (including mezzanine additions and floor infills) or changes of occupancy type in buildings or portions of buildings to which Parts 3, 4, 5, 6, and 7 of the National Building Code apply. • New construction, renovations, modifications, and/or additions or changes of occupancy type to which the National Energy Code applies. • Installations and/or alterations to the fire alarm system or life safety systems. • Installations and/or alterations that impact the exterior wall assembly, building envelope, firewalls, fire-rated separations, fire-rated assemblies and/or fire-rated materials to which Parts 3, 4, 5, or 6 apply. <p>The named contractors, architects, engineers or designers, inspection or testing agencies engaged to design, and monitor, any or all part of the work in Table 1 is referred to further as a “Service Provider(s)”.</p>	
<p>The property owner and/or permit applicant is the person responsible for the new construction, addition, alteration or change of occupancy, and they warrant that:</p> <ul style="list-style-type: none"> • The identified Service Provider(s) listed in Table 1 have been retained to design the building, structure or part thereof, and to provide field reviews to determine whether the construction is in general conformity with the plans and other documents that form the basis of the issuance of the building permit, in accordance with the performance standards of the Architects’ Association of New Brunswick (AANB) and the Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB) and the Association of Registered Interior Designers of New Brunswick. • Any field review reports by a Service Provider(s) will be forwarded promptly to the Onestop Development Shop. • That as per Section 6 of the General Regulation - Building Code Administration Act, the owner or person acting on behalf of the owner, as soon as practicable, give written notice to the local government of any change in, termination of the employment of a Service Provider(s) referred to in Table 1 and in no case shall be later than 72 hours. Failure to do so may result in a stop work order. <p>Upon issuance of the Building/Development permit, a Notice may be placed on the Land Gazette of Service New Brunswick’s Land Registry.</p> <p>If placed, the Notice will only be removed when all required forms (Confirmation of Construction Field Review – Form C) and other required documentation have been submitted and approved and an Occupancy Permit or Certificate of Successful Completion has been issued.</p> <p>The signature of the owner and/or permit applicant on the form is confirmation that the owner/permit applicant is taking on the responsibilities identified here.</p>	

TABLE 1 - Identification of architects, engineers, designers, inspection and testing agents engaged in the project - Service Provider(s) Each Service Provider(s) identified must complete the FIELD REVIEW COMMITMENT FORM (Form B)		
Check where applicable	Discipline <u>(must identify if other)</u>	Professional/Service Provider
<input type="checkbox"/>	Geotechnical Design	
<input type="checkbox"/>	Architectural Design	
<input type="checkbox"/>	Structural Design	
<input type="checkbox"/>	Mechanical Design – Plumbing	
<input type="checkbox"/>	Mechanical Design – HVAC	
<input type="checkbox"/>	Mechanical Design – Fire Suppression	
<input type="checkbox"/>	Electrical Design	
<input type="checkbox"/>	Inspection or Testing Agent(s)	
<input type="checkbox"/>	Registered Interior Designer	
<input type="checkbox"/>	Other -	
<p><i>Not all projects will require every discipline listed or may have a Service Provider(s) selected before their design service is needed (example – fire suppression sprinkler). However, when a Service Provider(s) is required for a project, failing to identify the required Service Provider(s) may result in delays in permit issuance or a stop work order being issued.</i></p> <p><i>See Table 2 to determine when the Service Provider(s) must be identified.</i></p> <p><i>Should the Service Provider(s) fail to submit the FIELD REVIEW COMMITMENT FORM (Form B) the permit issuance may be delayed, or a stop work order may be issued.</i></p> <p><i>See Table 3 for definitions and examples of the owner, permit applicant, project manager, and point of contact.</i></p>		
<p>Property Owner and Contact information <i>(include address, contact phone number and email address)</i></p>		
<p>Signature and Date <i>(if owner)</i></p>		
<p>Permit Applicant Name and Contact Information <i>(if different from Property Owner)</i></p>		
<p>Permit Applicant's Signature and Date * <i>(required field)</i></p>		
<p>Project Manager Name and Contact Information <i>(if applicable)</i> <i>(include address, contact phone number and email address)</i></p>		
<p>Point of Contact (identify who needs to be contacted for all project-related questions and communications) <i>(include address, contact phone number and email address)</i></p>		

Table 2	
Service provider to be identified and Form B completed for	
Foundation permit only	
Required (Y/N)	Discipline
Y	Geotechnical
Y	Architectural (for floors/basements to be constructed under this phase of the permit)
Y	Structural (for footings, foundation walls, and structural elements of those floors to be constructed under this phase of the permit)
Y	Mechanical (underground only)
Service provider to be identified and Form B completed	
All other permit phases	
Y	Architectural (for all other floors)
Y	Structural (for all other floors, foundations, walls, and structural elements of those floors to be constructed under this phase of the permit)
Y	Mechanical (plumbing)
Y	Electrical
Y	Registered Interior Designer (where applicable)
Form B is to be provided as soon as a service provider has been identified	
	Mechanical (fire suppression)
	Inspection or Testing Agent
	Other
	Other

Table 3

Definitions and example

The **property owner** is the person/company that owns the property. They may or may not be the same person/company applying for the building permit. The property owner does need to be identified on the permit application.

The **permit applicant** is the person/company that is applying for the building permit. This may be the same person as the owner of the property, or it may be a tenant of the property, or a contractor hired by the owner.

The **project manager** is the person/company who will be managing the project. This can be the owner, the permit applicant, the general contractor, or a person hired by the owner to manage the project.

The **point of contact** is the person who needs to be contacted for questions and communications about the project. This can be the owner, the general contractor, the project manager, or some other representative. It is the point of contact's responsibility to know who needs to be contacted or made aware of any concerns, communications, or questions. It is generally a professional who has been engaged to manage the project.

Example – Company XYZ owns a shopping centre. Therefore, they are the **owner** of the property. The **tenant** may be the **permit applicant**. The permit application does not require the signature of the owner of the shopping mall to apply for the permit but the **tenant** as the **permit applicant** must sign the permit.

The **tenant** may hire an **architect** to design and **manage** the project. This **architect** is now the **project manager** and **point of contact** for any questions about the project.