

## Purpose

This guideline has been developed to help improve consistency with the education and enforcement of Professional involvement for construction involving Part 3 or Part 9 buildings.



## Code Reference

National Building Code – 2019 Alberta Edition Division B  
2017 National Energy Code of Canada for Buildings  
1997 - Alberta Municipal Affairs STANDATA-97-DI-002R2 - Professional Involvement in Projects, Responsibilities, the Schedules, and Seal/Stamps on Construction Drawings  
2019 APEGA Professional Practice Standard - Authenticating Professional Work Products  
2018 AAA Practice Bulletin - Professional Involvement on Building Projects  
2019 - Alberta Municipal Affairs STANDATA-19-BCB-006 - Architects or Engineers providing the Professional Design services of the other  
Rocky View County Guideline - Fire Alarm & Fire Suppression Systems



## Summary

The requirements of this Guideline are applicable to, and provide clarity towards the options available for ensuring compliance to the National Building Code – 2019 Alberta Edition (NBC-2019AE) with construction projects that may require Professional involvement. These include projects such as, but not limited to the following - renovations, mezzanine additions, change of use/occupancy, new tenancy, life/safety system alterations/additions or new equipment installations in Part 3 or Part 9 buildings.



## Interpretation

This Guideline provides clarity and direction from Rocky View County on their interpretation of Professional involvement for construction involving Part 3 or Part 9 Buildings.

- 1) Definitions – as per NBC 2019-AB Edition are:

- a) *Licensed interior designer* means an individual who is authorized to engage in that portion of the practice of architecture that is defined as interior design under the Architects Act and its Regulations.
- b) *Registered Professional* means an individual who qualifies as a
  - i. *registered architectural Professional,*
  - ii. *registered engineering Professional, or*
  - iii. *licensed interior designer.*

2) When is Professional Involvement NOT Required

Professional involvement may not be required subject to the scope involved. Please note – the decision to accept minor projects without Professional involvement will rest with the Authority Having Jurisdiction. Items include, but are not limited to the following and can be reviewed in single or combination by the Authority Having Jurisdiction:

- a) Scope of work is no more than 10 m<sup>2</sup>,
- b) Minor electrical work with light fixtures and outlets only (not involving life/safety equipment),
- c) New interior partitions, not involving fire resistant ratings or fire separations,
- d) No sprinkler and/or fire alarm modifications or alterations, (*refer to guideline listed above for further details*)
- e) No structural work is involved,
- f) Minor HVAC involving fixtures only - such as bath fans,
- g) Millwork changes - cosmetic upgrades only, or
- h) Where no construction is taking place and the occupancy/use of the unit is the same as the base building classification.

3) When is Professional Involvement Required

The requirement for Professional involvement on a project is determined through Article 2.4.2.1. of the Building Code; which is based on the overall Building area/footprint.

**Please Note - Building area is NOT determined based on an individual unit/tenant floor area within a base building.** Please review the illustrations given at the end of this document for project specific Professional involvement requirements.

**NOTE** - When a Building falls under the scope of Article 2.4.2.1.(4) and requires the involvement of a Professional Architect or Engineer, Article 2.4.2.1.(7) is also applicable. A Registered Architectural Professional or Professional Engineer can only undertake responsibility for the scope of work of other Professionals if an authorization letter from AAA or APEGA Council to do so is provided with your Building permit application. (*Refer to Standata 19-BCB-006 for further details*).

**Please note** - As per Article 2.4.2.1.(9), if the size or complexity of a project gives rise to special safety concerns, the Authority Having Jurisdiction may require Professional involvement if deemed necessary.

- 4) Schedules – Schedules are contractual documents between the owner/acting agent on the project and the Professionals. They are also necessary to show how various Professional disciplines will be coordinated for both the design and site review aspects of the Building. When a Building is required to have Professional involvement for all aspects of the project, the Building Code requires Schedules be submitted.

During submission of a Building permit, Schedules A's and B's are required, with Schedule C's being submitted prior to requesting a Building Final inspection. A complete list of the applicable schedules are provided below:

- a) **Schedule A-1** Letter of Commitment by the Owner and Coordinating Registered Professional.
- b) **Schedule A-2** Confirmation of Commitment by the Owner and Registered Professional of Record.
- c) **Schedule B-1** Letter of Commitment by the Registered Professional of Record.
- d) **Schedule B-2** Summary of Design and Field Review Requirements.
- e) **Schedule C-1** Assurance of Compliance by the Coordinating Registered Professional.
- f) **Schedule C-2** Assurance of Professional Field Review and Compliance.

The following link will provide a blank PDF copy of each of the above-mentioned Professional Schedules

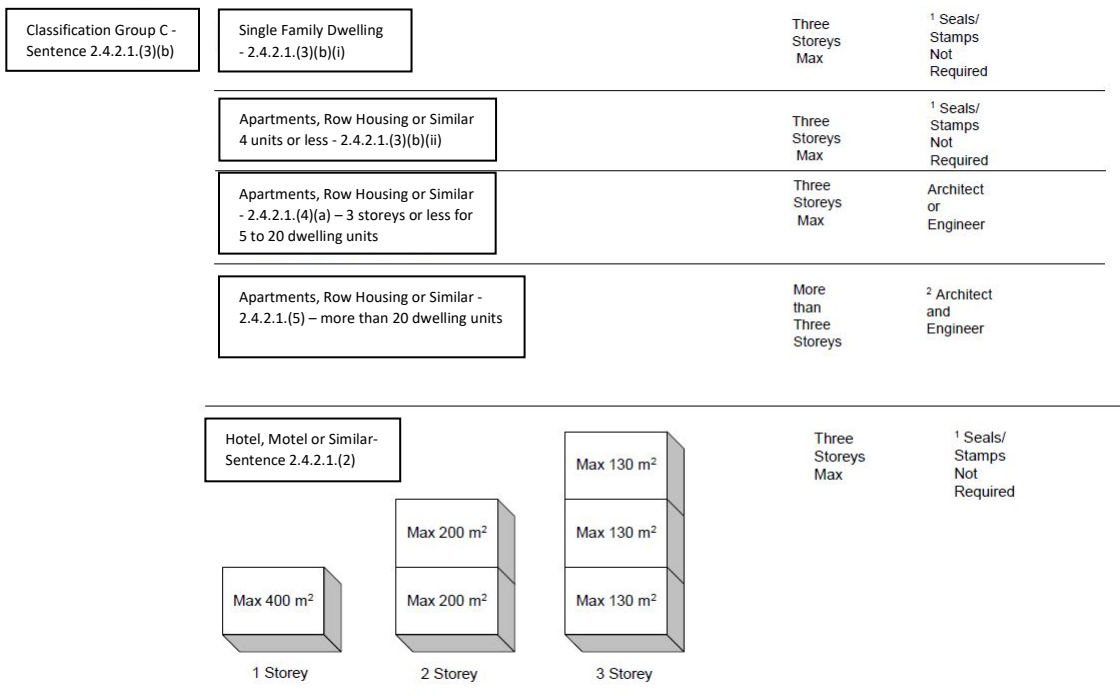
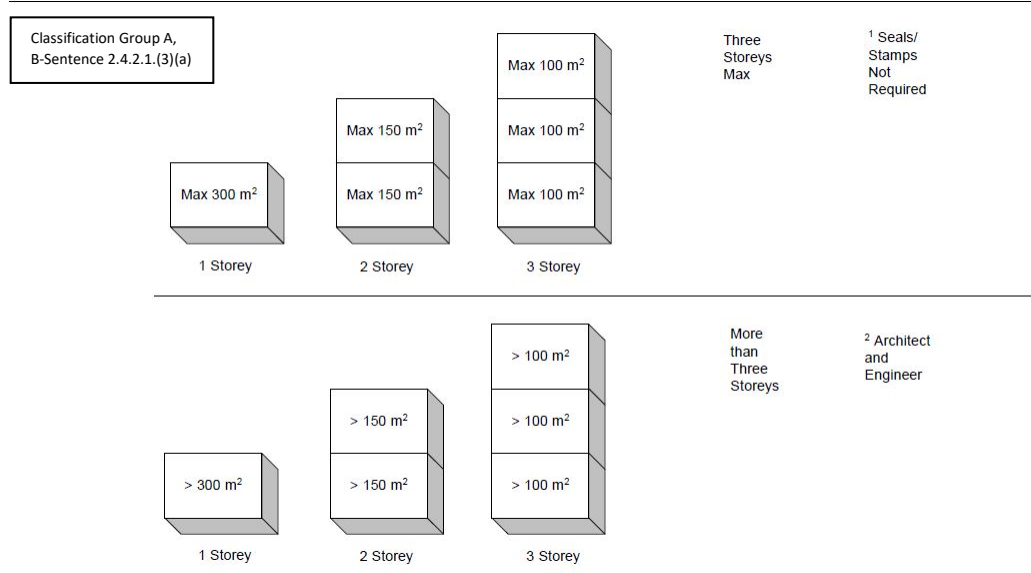
<https://www.alberta.ca/building-codes-and-standards.aspx>

A Coordinating Registered Professional (providing the A-1 and C-1 schedules) is required on projects that involve two or more Professional disciplines. This responsibility falls under an individual, which can be an Architect, or other Engineering Professional based on the scope of the project.

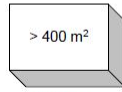
Schedules shall have all required sections filled in by the engaged Professional and owner/agent. All applicable line items in the B-2 schedules shall bear the initial of a Professional where applicable. Crossing out or denoting N/A is acceptable for non-applicable items.



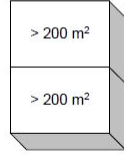
### Illustrations Representing Article 2.4.2.1



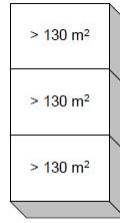
Hotel, Motel or Similar-  
Sentence 2.4.2.1.(2)



1 Storey



2 Storey

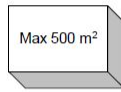


3 Storey

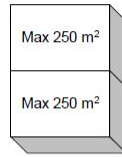
More  
than  
Three  
Storeys

<sup>2</sup> Architect  
and  
Engineer

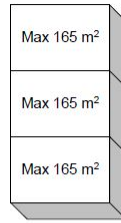
Classification 4Group D &  
E -Sentence 2..2.1.(3)(d)



1 Storey



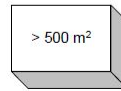
2 Storey



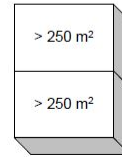
3 Storey

Three  
Storeys  
Max

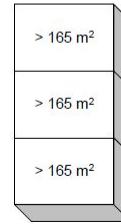
<sup>1</sup> Seals/  
Stamps Not  
Required



1 Storey



2 Storey

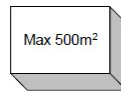


3 Storey

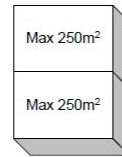
More  
than  
Three  
Storeys

<sup>2</sup> Architect  
and  
Engineer

Classification Group F -  
Sentence 2.4.2.1.(3)(d) &  
2.4.2.1.(4)(b) & (c)



1 Storey



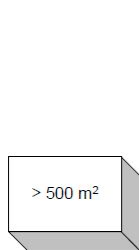
2 Storey



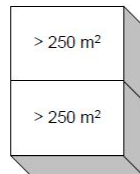
3 Storey

Three  
Storeys  
Max

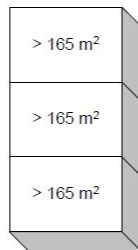
<sup>1</sup> Seals/  
Stamps Not  
Required



1 Storey



2 Storey

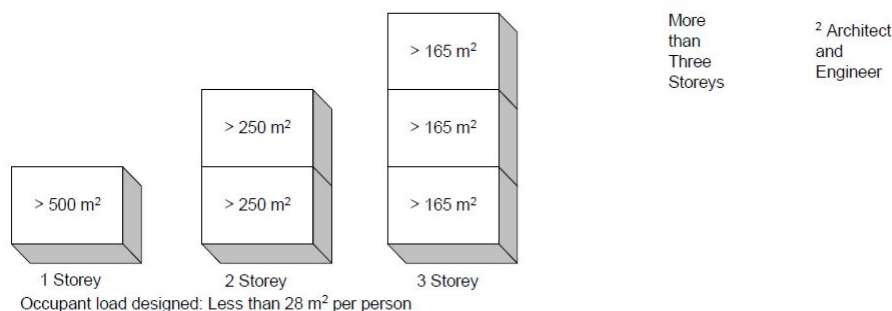


3 Storey

More  
than  
Three  
Storeys

Architect  
or  
Engineer

Occupant load designed: Greater than 28 m<sup>2</sup> per person



Multiple Occupancies - Sentence 2.4.2.1.(4)(c)	Group F Major Occupancy >28 m <sup>2</sup> per person	Other Occupancy ≤ 400 m <sup>2</sup>	Architect or Engineer
Others	Farm buildings that are not for public use -Sentence 2.4.2.1.(3)(e)		Seals/ Stamps Not Required
	Relocatable Industrial Camp Building -Sentence 2.4.2.1.(3)(f)		<sup>4</sup> Seals/ Stamps Not Required
	Aquatic facilities-swimming pool or water theme parks -Sentence 2.2.9.3.(1)		Architect or Engineer

Table representing Occupancies and Building area limitations without Professional involvement

SAFETY CODES ACT / ALBERTA BUILDING CODE			
Occupancy	# Storeys	Building Area (m <sup>2</sup> )	
Group A - Assembly	1	300	or less
	2	150	or less
	3	100	or less
Group B – Care, Treatment and Detention	1	300	or less
	2	150	or less
	3	100	or less
Group F - Industrial	1	500	or less
	2	250	or less
	3	165	or less
Group D – Business and Personal Services	1	500	or less
	2	250	or less
	3	165	or less
Group E - Mercantile	1	500	or less
	2	250	or less
	3	165	or less
Group F - Industrial	1	500	or less
	2	250	or less
	3	165	or less
Group C – Residential	1	400	or less
	2	200	or less
	3	130	or less
Occupancy	# Storeys	# Dwelling Units	
	N/A	1	or less
Group C – Residential	N/A	4	or less
	Secondary Suites excluded from # Dwelling Units		



## Reference

Approval Date

- February, 2021

Last Review Date

- February, 2021