

The following items are to be filled out by your Architect or Designer (where applicable by scope of work).

**Civic Address:** \_\_\_\_\_

## **Professional Design Requirements**

A Building Official may request the services of an Architect or Professional Engineer for any alterations to complex buildings (Part 3 BCBC) to establish substantial compliance with the Building Code, City Bylaws and any enactments relating to the building or structure.

The following checklists identify the scopes of work that most typically triggers the requirement for Architects and/or Engineers to be retained as the Registered Professional of Record for you project:

**ARCHITECT** is required for any of the following alterations in Part 3 Buildings:

- Seismic Upgrades
- Additional floor area(s) added
- New Fire Separation(s) added
- Building envelope alterations to multi-family buildings over three storeys

**An Architect may be required for alterations in Part 3 Buildings where:**

- Existing Suite Separation(s)/Fire Separation(s) altered
- Exiting Exit(s)/Egress door(s) and/or travel distances altered
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

*The Professional Governance Act including the Architects Regulation is a provincial law of general application. The Architects Regulation defines the practice of the profession of architecture and describes when and for which type of buildings an architect must be retained. The AIBC realizes that many alterations or repairs (tenant improvements/renovations) may not require architectural services. Each situation will be determined by the AIBC on a case-by-case basis. You may contact [illegalpractice@aicbc.ca](mailto:illegalpractice@aicbc.ca) to determine if an architect is required.*

**STRUCTURAL ENGINEER** is required for any of the following:

- Any component designed to Part 4 BCBC
- Alterations to supporting structure in Part 3 buildings
- Additional floor(s) and/or mezzanine(s) in Part 3 buildings
- New walls with height that meets or exceeds limits to Table 9.23.10.1 BCBC
- Seismic Upgrades
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

**MECHANICAL ENGINEER** is required for any of the following:

- There is a new mechanical distribution system proposed
- The fixed portion(s) of the main branch duct system is altered
- Relocation of ventilation equipment (e.g. Heat pumps, Fan coils, Roof Top Units, etc.)
- Any Green Technologies are proposed (e.g. Heat Recovery Ventilators)
- All works in building defined as a 'High Building' by the BCBC
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

The following items are to be filled out by your Architect or Designer (where applicable by scope of work).

**PLUMBING ENGINEER** is required for any of the following:

- Subdivision of strata properties
- Any Green Technologies are proposed (e.g. Pipe recirculation system)
- All works in a building defined as a 'High Building' by the BCBC
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

**FIRE SUPPRESSION ENGINEER** is required for any of the following:

- Sprinkler design is required (*Dependent on number of heads as detailed on City of Abbotsford Sprinkler Permit Application*)
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

**ELECTRICAL ENGINEER** is required for any of the following:

- Electromagnetic lock(s) and associated hardware are proposed or altered
- New fire alarm system
- Substantial alterations to existing fire alarm or annunciator panel
- Any Green Technologies are proposed
- All works in a building defined as a 'High Building' by the BCBC
- All works associated with the installation of a generator
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**