

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 your project:

ARCHITECT is required for any of the following restorations in Part 3 buildings:

- Occupancy is a Care Occupancy
- Works include repairs to Fire Separations
- 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 to determine if an architect is required.

STRUCTURAL ENGINEER is required for any of the following:

- Any design repairs to Part 4 BCBC
- All repairs to supporting structure in Part 3 buildings
- Replacements to overhead heavy objects and/or equipment (e.g. Roof Top Units)
- Repairs to T-bar ceilings exceeding 10m² in area (*not required if Architect provides the required assurance for seismic restraint*)
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

MECHANICAL ENGINEER is required for any of the following:

- Replacement of mechanical distribution system is proposed
- Replacement of commercial kitchen exhaust system is proposed
- Any Green Technologies are replaced (e.g. Heat Recovery Ventilators)
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

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PLUMBING ENGINEER is required for any of the following:

- Proposed project includes any of the following uses or occupancies: Medical Surgery, Dental Operation, Food Service Operations, Carwash, Photo Finishing, or Auto Repair
- Any Green Technologies are proposed (e.g. Pipe Recirculation System)
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

ELECTRICAL ENGINEER is required for any of the following:

- Replacement of fire alarm system and components
- Replacement of commercial kitchen exhaust system and associate electrical components
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

FIRE SUPPRESSION ENGINEER is required for any of the following:

- Sprinkler system repair (*dependent on number of heads as detailed on Sprinkler Permit Application*)
- Replacement of commercial cooking equipment with associated fire suppression
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**