



November 8, 2012



Letter of Notice

Architect, Designers, Engineers, the Construction Industry & Building Owners

RE: Code Analysis, "Confirmation of Professional Assurance of Design and Field Review Forms" and "Letters of Completion"

We are writing to alert you of the requirement that the professional design team leader (this is usually the Architect or Designer) is to submit the Code Analysis together with all the engineers and designers "Confirmation of Professional Assurance of Design and Field Review Forms" together with the Stamped Construction Drawings of the proposed project, at the same time as when the owner or their contractor (on behalf of the building owner), is applying for a Building Permit. Please be advised that all the engineers involved in the project are required to be Licenced to practice as an engineer in Yukon.

The Building Permit cannot be issued until after the Code Analysis and all the "Confirmation of Professional Assurance of Design and Field Review Forms" together with the Stamped Construction Drawings have been submitted. This required is to assist us in determining compliance with the National Construction Codes. Furthermore, construction shall not commence until after the Building Permit has been issued.

Further please be advised that prior to requesting an Occupancy Inspection for a project that has involved a professional design team, all members of the professional design team are required to submit their "Letters of Completion" to the professional design team leader. After the professional design team leader has received all the applicable "Letters of Completion" the team leader is than to submit them as one complete package.

Furthermore, it has been a practice in the past for some members of the professional design team to place qualifiers within their "Letters of Completion". Please be advised that for any Building Permits issued after January 1, 2013, "Letters of Completion" with any qualifiers in them will no longer be accepted.

Should you have any questions please contact one of the undersigned.

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