



**Purpose:** To clarify the role and responsibility of a Building Envelope Professional with regard to new construction activity in Richmond.

*The overall responsibility of the building envelope lies with the Registered Professional responsible for the Architectural discipline as required in the BC Building Code, Letter of Assurance, Schedule B-2.*

### **When is a Registered Professional required for the building envelope?**

Richmond Building Regulation Bylaw 7230, Clause 5.13.1 (c) states:

*“The owner must provide professional design and field review with respect to a permit for:*

- *the **building** envelope for all **buildings** or structures under Part 3 of the **Building Code**;*
- *complex **buildings** or structures under Part 9 of the **Building Code**; and*
- *all residential **buildings** or structures under Part 9 of the **Building Code** that contain more than two dwelling units.”*

### **What qualifications does the Registered Professional require for the building envelope design and field review?**

Richmond Building Regulation Bylaw 7230, Section 5.13.2 states:

*“The **registered professional** carrying out the **professional design** and **field review** of the building envelope must provide evidence to the **building inspector** that he or she has experience and expertise in respect of the **design** and **field review** of building envelopes.”*

### **Prior To Permit Issuance**

The Registered Professional responsible for the building envelope is required to submit a letter of undertaking, signed and sealed, stating that the design of the building envelope has been reviewed and that it complies with BC Building Code requirements and also confirms an undertaking to carry out all field reviews for the building envelope.

The Registered Professional responsible for the building envelope may submit additional construction details to clarify compliance with the BC Building Code. The letter and any applicable construction details are to be forwarded to the project’s Coordinating Registered Professional for submission with the complete building permit application to the Building Approvals Division.

The Architect of Record can either submit Letters of Assurance B-1, B-2 taking full responsibility for the building envelope component or include separate Letters of Assurance signed off appropriately by the Registered Professional responsible for the building envelope, in accordance with the current edition of the BC Building Code.

### **Prior to Final Inspection Approval**

The Registered Professional responsible for the building envelope must submit a letter, signed and sealed, stating that the appropriate field reviews have been conducted and the construction complies with his/her design and the BC Building Code. The letter must be forwarded to the Coordinating Registered Professional for submission with the Letters of Assurance to the Building Approvals Division.

**Note:** The above is provided as information required by the City of Richmond. The Homeowner Protection Office (HPO) may require additional information including submission of forms, to address third party warranty or licencing requirements for builders. For further information on HPO regulations, contact them by phone at 604-646-7050, fax at 604-646-7051 or their web site at <http://www.hpo.bc.ca>.