



City of  
Richmond

## Schedule E Confirmation of Insurance Coverage by Registered Professional

Building Approvals Division  
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Tel: 604-276-4000 Fax: 604-276-4063

- Note:
1. This letter must be submitted along with each Provincial Schedule A and B before issuance of a **building permit**. A separate letter must be submitted for each **registered professional**.
  2. This letter must be submitted along with each Provincial Schedule C after completion of the **building** but before a final inspection is made by the **building inspector**. A separate letter must be submitted for each **registered professional**.
  3. This letter must be submitted with each Schedule D before a form inspection is made by the **building inspector**.
  4. Only an original Schedule printed by the **City of Richmond** or an unaltered copy of this Schedule is to be completed and submitted.

City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

**ATTENTION: Director, Building Approvals Division**

Dear Sir:

**Re: Address of Project (print):** \_\_\_\_\_

The undersigned hereby gives assurance that

- (a) I have fulfilled my obligation for insurance coverage as outlined in the **City of Richmond Building Regulation Bylaw 7230**,
- (b) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage,
- (c) I am a **registered professional** as defined in the **City of Richmond Building Regulation Bylaw 7230**, and
- (d) I will notify the **building inspector** in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

**SCHEDULE E** cont'd

Project Address: \_\_\_\_\_

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (print)

(Affix professional seal here)

\_\_\_\_\_  
Phone

(If the **registered professional** is a member of a firm, complete the following.)

I am a member of this firm:

\_\_\_\_\_  
Name of Firm (print)

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
City

I sign this letter on behalf of myself and the firm.

*Note: The above letter must be signed by a **registered professional**. The **City of Richmond Building Regulation Bylaw 7230** defines a **registered professional** to mean a **person** who is registered or licenced to practise:*

- (a) *as an architect under the Architects Act, or*
- (b) *as a professional engineer under the Engineers and Geoscientists Act.*

