

OFFICE of the FIRE COMMISSIONER



Winnipeg: 508 - 401 York Avenue, R3C 0P8
Brandon: 1601 Van Horne Avenue East, R7A 7K2
Dauphin: Box 8 27-2nd Ave SW, R7N 3E5

(204) 945-3322 Fax: (204)948-2089
(204) 726-6855 Fax: (204)726-6847
(204) 648-7413 Fax: (204)622-2309

MANITOBA ENERGY CODE FOR BUILDINGS 2013

LETTER OF ASSURANCE: SCHEDULE B

Declaration of Professional Responsibility of the Coordinating Registered Professional (CRP) and Owner's Statement

(This letter is required to be submitted before the issuance of a building permit)

Building Permit No. _____

Date _____
(office use only)

Re: _____
Name of Project (Print)

Address of Project (Print)

Professional Declaration:

This Declaration of professional responsibility is applicable and limited to the scope of work defined in the drawings / specifications associated with the permit application(s) for the project referenced above, and only as it pertains to the Manitoba Energy Code for Buildings 2013 (MECB).

Via this submission, I am making the following declaration associated with this project for a(an) (check one):

☐ new building ☐ addition to an existing building ☐ base building only ☐ tenant improvements
(new building or addition)

- I am an architect or engineer entitled to practice as such in the Province of Manitoba¹ and I am aware of the provisions of the MECB regarding the methods of compliance with the MECB.
- As the Coordinating Registered Professional (CRP), I am committing to:
 - a) ascertain which disciplines relating to the MECB are required on the project, and which registered professionals need to be retained,
 - b) coordinate design work and field reviews as it relates to the MECB, and
 - c) provide to the Office of the Fire Commissioner (OFC) a Letter of Certification under seal at the completion of construction and prior to final occupancy for this project. In providing this Letter of Certification, I am not responsible for ensuring the compliance of design or construction with respect to the MECB for those aspects which are the responsibility of other registered professionals under seal, and as such I am entitled to reasonably rely on:
 - Letters of Assurance and Certification required by the (OFC) of registered professionals of record, and/or
 - Other statements provided to me which I may choose to require under seal by architects and/or engineers pertaining to the design and construction of this project. My forthcoming Letter of Certification may be based in whole or in part on this reliance.
- I am aware that the OFC will rely upon this declaration and the Letter of Certification signed and sealed by me, as well as other Letters of Assurance and Letters of Certification submitted by other registered professionals and will not conduct any planned examination or review or inspect any construction, except by way of possible audit, as they relate to the current edition of the MECB.

- I further understand that the OFC recommends that I periodically review my professional liability exposures, including those posed by potential third party claims, and that I carry an appropriate level of insurance, and/or that I ensure that I am protected by appropriate levels of insurance held by professionals on whose certificates and statements I am relying. I understand that this review should include this specific project, including the building's occupancy type, classification, value, size and complexity, the extent of my professional involvement with it, and the OFC's reliance on my certificate.
- By affixing my seal, I am representing that:
 - I am fully aware of the provisions of the MECB, and will be applying a professional standard of care to ensure coordination and compliance of this project with the applicable provisions of the MECB.
- The OFC Compliance Checklist has been completed, and I will make it available to the OFC in the event of an audit, together with relevant information and/or supporting statements from other professionals.

NOTICE FOR PERMITS RELATING TO BASE BUILDING-ONLY

For buildings or additions constructed initially as base building only, MECB requirements apply to all of the interior alterations or tenant improvements as determined by final occupancy permits for the entire building or addition. As such, the OFC requires a final Letter of Certification from the CRP for the entire building to ensure that each tenant space complies with the MECB and that the building 'as a whole' complies with the MECB. It is the owner's responsibility to ensure that each tenant and their designers will be made aware of the MECB requirements pertaining to their respective interior alterations, and the tenant's responsibility to the CRP.

Coordinating Registered Professional

Name (Print)

Address (Print)

Phone No.

Affix seal with signature and date

(If the CRP is a member of a firm, complete the following.)

I am a member of the firm _____
and I sign this letter on behalf of the firm. (Print name of firm)

Note: The CRP may be (but is not required to be) a member of the design team.

¹ Registered Professional means a professional who is registered in the Province of Manitoba as a member in good standing in the Manitoba Association of Architects or the Association of Professional Engineers and Geoscientists of Manitoba.

Owner Statement**Authorization Statement (if applicable)**

- I (we) hereby give authorization to _____
(applicant's name) to apply for a building permit for the above address.

Owner Statement

- I have reviewed the Letters of Assurance required by the Office of the Fire Commissioner (OFC) and submitted as part of the application for a permit for this project.
- I agree to ensure that the construction that is authorized in response to this application is in compliance with:
 - the permit(s) issued in response to this application;
 - the sealed plans submitted as part of the application; and,
 - any applicable Acts, Regulations and By-laws
- Subject to any review of order to which I am entitled, I hereby agree to immediately bring into compliance any construction pursuant to this application that is found not to be in compliance.
- I understand that the OFC does not accept responsibility for any errors and omissions in the sealed plans. I further understand that it is my responsibility, as registered owner(s)/agent of the project, to review liability exposures, including those posed by potential third party claims, and ensure that any and all parties involved in the design and construction of the project carry a level of insurance that is appropriate and/or acceptable to me, based on the occupancy type and classification, value, size and complexity of the building and the risks to me associated with the OFC's reliance on the letters of assurance as outlined above.
- I understand that I must notify the OFC in writing of any change in registered professional who signed and sealed the plans, drawing and other documents submitted as part of the application for the permit.

Additional Requirements Re: Manitoba Energy Code For Buildings

Effective December 1, 2014, new Part 3 buildings and additions to Part 3 buildings are required to comply with the Manitoba Energy Code for Buildings (MECB). The MECB will be enforced with a Letter of Assurance and a Letter of Certification from a Coordinating Registered Professional (CRP). As such, it is a requirement that, prior to submitting a permit application on or after December 1, 2014, the owner shall:

- Retain a coordinating registered professional (architect or engineer) to:
 - take responsibility to both coordinate compliance with the MECB between the registered professionals in terms of design and field reviews, and
 - provide a Letter of Certification to the OFC prior to a final occupancy permit.

In the event that the CRP will require other certificates or statements under seal from registered professionals in order to issue a Final MECB Certificate of Compliance, it is the responsibility of the owner to ensure that the contractual obligations of such professionals allows for these to be issued to the CRP.

In the event that the CRP must be replaced,

- I will notify the OFC within ten business days , and
- I understand that the OFC will not issue final occupancy or building permits associated with tenant spaces until a new CRP is engaged and submits the requisite Letters of Assurance and Certification to the OFC.

NOTICE FOR PERMITS RELATING TO BASE BUILDING-ONLY

For buildings or additions constructed initially as base building only, MECB requirements apply to all of the interior alterations or tenant improvements as determined by final occupancy permits for the entire building or addition. As such, the OFC requires a final Letter of Certification from the CRP for the entire building to ensure that each tenant space complies with the MECB and that the building 'as a whole' complies with the MECB. It is the owner's responsibility to ensure that each tenant and their designers will be made aware of the MECB requirements pertaining to their respective interior alterations, and the tenant's responsibility to the CRP.

Registered Owner(s) on the Status of Title or Certificate of Title:

Name (please print) Signature Date (d/m/y)

Name (please print) Signature Date (d/m/y)

Address

If *owner* is a corporation the signature of a signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.

Owner's Delegate Contact Information (required): Note: The general practice is for OFC staff to directly contact the relevant professional (if different from the applicant) for questions or requests associated with his/her involvement with a building permit application. Usually the applicant is notified as well if relevant, or if an issue is not resolved quickly. However, there may be occasion when the OFC staff may wish to notify the owner about outstanding issues associated with permits. Since each property ownership and project situation could be different, we ask that the owner identify who they wish to assign as their delegate in those situations. For example, this could be the owner (him/herself), an owner representative or agent, a tenant, the applicant, or simply any individual assigned by the owner to be the main point of contact for the OFC regarding matters relating to this permit application.

Owner or Delegate contact information (required):**

Name: ** _____

Position/Title: _____

Company Name: ** _____

Alternative Phone number: _____

Main Phone number: ** _____

Email: ** _____