

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 you project:

**ARCHITECT** is required for any of the following alterations in Part 3 Buildings:

- Occupancy is a Care Occupancy
- Change of Major Occupancy
- Post Disaster or Seismic Upgrades
- This is the first tenant improvement in the vacant shell space
- Additional floor area(s) added
- New Fire Separation(s) added
- New Suite Separation(s) added
- Accessible upgrades are required for the entire suite
- New T-bar ceiling forming part of fire-rated assembly

**An Architect may be required for alterations in Part 3 Buildings where:**

- Existing Suite Separation(s)/Fire Separation(s) altered
- Existing Exit(s)/Egress door(s) and/or travel distances altered
- Substantial Increase in Occupant Load
- 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](mailto:illegalpractice@aicbc.ca) to determine if an architect is required.*

**STRUCTURAL ENGINEER** is required for any of the following:

- Any component designed to Part 4 BCBC
- New walls with height that meets or exceeds limits to Table 9.23.10.1 BCBC
- Alterations to supporting structure in Part 3 buildings
- Relocations, alterations or additions to overhead heavy objects and/or equipment (e.g. Roof Top Units)
- New or alterations to T-bar ceilings exceeding 10 m<sup>2</sup> in area (*not required if Architect provides the required assurance for seismic restraint*)
- Seismic Upgrades
- Storage Racking proposed exceeding 8'6" Above Finished Floor (A.F.F.)
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

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**MECHANICAL ENGINEER** is required for any of the following:

- There is a change of Major Occupancy (e.g. Group D to Group E) *(Dependent on scope of work)*
- There is an Occupant Load increase of 20% or more
- There is a new mechanical distribution system proposed
- This is the first tenant improvement in a shell suite requiring a mechanical distribution system
- The fixed portion(s) of the main branch duct system is altered
- Relocation of ventilation equipment (e.g. Heat pumps, Fan coils, Roof Top Units, etc.)
- A commercial kitchen exhaust system is required or altered
- Addition or elimination of 8 or more new diffusers
- Relocation of 10 or more diffusers
- Any Green Technologies are proposed (e.g. Heat Recovery Ventilators)
- All works in a building defined as a 'High Building' by the BCBC
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

**PLUMBING ENGINEER** is required for any of the following:

- There is a change of Major Occupancy (e.g. Group D to Group E) *(Dependent on scope of work)*
- Subdivision of strata properties
- 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)
- All works in a building defined as a 'High Building' by the BCBC
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

**FIRE SUPPRESSION ENGINEER** is required for any of the following:

- Sprinkler design is required *(Dependent on number of heads as detailed on City of Abbotsford Sprinkler Permit Application)*
- Installation of commercial cooking equipment with associated fire suppression is proposed
- Racking exceeding 12'-6" storage height (A.F.F.) is proposed. Analysis required to determine if in-rack sprinklers are required.
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**

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**ELECTRICAL ENGINEER** is required for any of the following:

- Electromagnetic locks and associated hardware are proposed or altered
- New fire alarm system
- Substantial alterations to existing fire alarm or annunciator panel
- New commercial kitchen exhaust system and associated electrical components
- New Electrical Vault
- New oil Filled Electrical transformer
- Substantial electrical components
- High Voltage equipment that is required to be installed in a service room or vault
- Any Green Technologies
- All works in a building defined as a 'High Building' by the BCBC
- All works associated with the installation of a generator
- NONE OF THE REQUIREMENTS ABOVE APPLIES TO THIS PROJECT**