

No. B18 – 01
January 30, 2018

January 2018 Update to Letters of Assurance

Effective January 31, 2018, Schedules B and C-A of the Letters of Assurance of the BC Building Code (BCBC) were updated as part of Revision 12 of the 2012 BCBC. (Schedules A and C-B were not changed.) This bulletin provides an overview of updates to the Letters of Assurance and outlines how the updated Letters of Assurance are intended to be applied. A full list of changes can be accessed through the Ministerial Order found [here](#).

The updated Schedules B and C-A should be used for all projects for which a building permit application is submitted on or after January 31, 2018. The updated Schedules B and C-A do not apply retroactively to projects for which a building permit application is, or has been, submitted prior to January 31, 2018.

This bulletin follows a previous bulletin, B17-01 – “April 2017 Update to Letters of Assurance”. That previous update to Letters of Assurance is in effect for projects for which a building permit application is, or has been, submitted prior to January 31, 2018.

Fillable PDF versions of the updated Schedules are available on bccodes.ca.

Architects and engineers should look to their professional associations (the Architectural Institute of British Columbia, and Engineers and Geoscientists British Columbia) for additional guidance about the update.

In this Bulletin, the previous language in the Letters of Assurance is shown below in black text and the updated language is shown in red.

Schedule B Updates

Updates to Schedule B, forming Part of Subsection 2.2.7. of Division C of the BCBC, are as follows:

The header “**BRITISH COLUMBIA BUILDING CODE 2012**” is now in place to inform the user that the Schedule B applies to building projects regulated by the 2012 BCBC.

There are updates to some line items in five disciplines – ARCHITECTURAL, MECHANICAL, PLUMBING, ELECTRICAL, and GEOTECHNICAL - Permanent.

ARCHITECTURAL

~~1.24 Building envelope, Part 10, ASHRAE or NECB requirements~~

~~1.25 Building envelope, testing or confirmation Part 10 requirements~~

1.24 Building envelope, Part 10 – ASHRAE, NECB or Energy Step Code requirements

1.25 Building envelope, testing and/or confirmation of Part 10 requirements

The contents of this Bulletin are not intended to be provided as legal advice and should not be relied upon as legal advice. For further information, contact the Building and Safety Standards Branch.

MECHANICAL

- ~~3.8 Mechanical systems, Part 10/ASHRAE requirements~~
- ~~3.9 Building envelope, testing/confirmation of Part 10 requirements~~

- 3.8 Mechanical systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 3.9 Mechanical systems, testing and/or confirmation of Part 10 requirements

PLUMBING

- ~~4.9 Plumbing systems, Part 10, ASHRAE or NECB requirements~~
- ~~4.10 Plumbing systems, testing/confirmation of Part 10 requirements~~

- 4.9 Plumbing systems, Part 10 – ASHRAE, or NECB or Energy Step Code requirements
- 4.10 Plumbing systems, testing and/or confirmation of Part 10 requirements

ELECTRICAL

- ~~6.9 Electrical systems, Part 10, ASHRAE or NECB requirements~~
- ~~6.10 Electrical systems, testing/confirmation of Part 10 requirements~~

- 6.9 Electrical systems, Part 10 – ASHRAE, NECB or Energy Step Code requirements
- 6.10 Electrical systems, testing and/or confirmation of Part 10 requirements

Note that the Architectural, Mechanical, Plumbing, and Electrical disciplines refer to “testing and/or confirmation of Part 10 requirements”. The intention is that the registered professional of record provides assurance regarding the design and field review requirements for testing, confirmation, or both, as per the requirements of the Part 10 compliance path chosen for the building (i.e., ASHRAE 90.1-2010, NECB 2011, or the BC Energy Step Code). As an example, professionals working on lighting and following the ASHRAE 90.1-2010 compliance path confirm that the design work complies with the requirements of Section 9, should undertake a field review to confirm that the installed lighting complies with their design, and should prepare submittals based on the requirements of Section 9.7.

The requirement for “testing and/or confirmation” is specifically in reference to Part 10 requirements and the procedures and reference standards identified in Part 10. For example, Sentence 10.2.3.5.(1) requires airtightness testing in accordance with one of the listed reference standards and within the limitations described in Sentences (2) and (3). Item 1.25 under the Architectural discipline is intended to provide assurance that the required air tightness testing has satisfied the procedures and reference standards listed in Part 10, but it is not intended to provide assurance of performance of the air barrier system, only that it has been tested appropriately and that the results of the testing are incorporated into the energy model, as required in sentence 10.2.3.4.(2).

GEOTECHNICAL - Permanent

In line items 8.1 and 8.4, “soil” has been italicized to “*soil*”, to clarify that *soil* is to be interpreted as defined in the BCBC: “**Soil** means that portion of the earth's crust that is fragmentary, or such that some individual particles of a dried sample may be readily separated by agitation in water; it includes boulders, cobbles, gravel, sand, silt, clay and organic matter.”

The contents of this Bulletin are not intended to be provided as legal advice and should not be relied upon as legal advice. For further information, contact the Building and Safety Standards Branch.

Schedule C-A Updates

Updates to Schedule C-A, forming Part of Subsection 2.2.7. of Division C of the BCBC, are as follows:

The header has been updated from “BRITISH COLUMBIA BUILDING CODE 2017” to “**BRITISH COLUMBIA BUILDING CODE 2012**” to inform the user that Schedule C-A applies to building projects regulated by the 2012 BCBC.

Bullet (c), “I have coordinated the compliance of the building with Part 10 requirements” has been replaced with a new bullet (c):

- (c) I have coordinated the field reviews to ascertain that the project substantially complies in all material respects with
 - (i) the applicable requirements of Part 10, and
 - (ii) the plans and supporting documents submitted in support of the application for the building permit,

Energy and water efficiency in buildings are complex matters that require the coordination of a number of professional disciplines. The previous language stated that the coordinating registered professional (CRP) would coordinate compliance; however, the responsibility of the CRP, as per the definition in the BCBC, is to “coordinate all design work and field reviews of the registered professionals who are required for a project.” The updated Schedule C-A clarifies that the CRP has coordinated the field reviews to ascertain that the project substantially complies in all material respects with the applicable requirements of Part 10.

What if an item in the updated Letters of Assurance is not relevant to a project?

As outlined in the [Guide to Letters of Assurance \(2010\)](#), a registered professional of record completing a Schedule B may cross off and initial any items that do not apply to a project.

According to the Guide to Letter of Assurance, an item must not be crossed off if it applies to the project. A registered professional of record submits a Schedule B and a C-B to accept responsibility for each item applicable to the project. No other items on Letters of Assurance may be crossed off, and the language must not be altered or qualified in any way, except as noted in the Guide to Letters of Assurance (2010).

Questions related to this bulletin and the updated Letters of Assurance can be directed to CodeQuestion@gov.bc.ca.