



Manitoba Energy Code for Buildings 2013

LETTER OF ASSURANCE

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 _____

Name of Project (Print)

Address of Project (Print)

Professional Declaration:

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

- new building base building only (new building or addition) addition tenant improvements

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).

- I am an engineer or architect 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 Inspection and Technical Services (ITS) 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 ITS 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 ITS 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 ITS 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 ITS'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 ITS Compliance Checklists have been completed, and I will make it available to the ITS in the event of an audit, together with relevant information and/or supporting statements from other professionals.

Coordinating Registered Professional ²

Name (Print)

Address (Print)

Phone No.

Affix Seal, Signature & Date

(If the registered professional 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)

Notes:

- Registered professional in good standing in the Engineers Geoscientists Manitoba or the Manitoba Association of Architects.
- The CRP may be (but is not required to be) a member of the design team.

Authorization Statement (if applicable):

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

Owner Statement:

- I have reviewed the Letters of Assurance required by the Inspection and Technical Services (ITS) 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 Appeal 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 not in compliance.
- I understand that the ITS 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 ITS's reliance on the letters of assurance as outlined above.
- I understand that I must notify the ITS 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.
- In the event that the CRP must be replaced,
 - I will notify the ITS within ten business days , and
 - I understand that the ITS 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 ITS.

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

_____	_____	_____
Name (Print)	Signature	Date
_____	_____	_____
Name (Print)	Signature	Date

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 ITS 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 ITS 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 ITS regarding matters relating to this permit application.

Owner or Delegate contact information (required):

Name: _____
 Position/Title: _____
 Company Name: _____
 Company Address: _____
 Phone No. (main): _____
 Phone No. (alternative): _____
 Email Address: _____

Notice for Permits Relating to Base Buildings 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 ITS 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.

