Compliance Checklist for Projects

Professional Services
New construction, renovations, alterations or enhancements, and associated site works of all buildings in the Province of Newfoundland and Labrador require the services of both licensed Architects and licensed Engineers unless they are buildings whose design is exempted, through the Architects Act 2008 or the Engineers and Geoscientists Act 2008, from requiring professional services.

The following categories of buildings are intended to serve as guidelines only for when professional services will be required. For the exact wording of which building projects are exempted, refer to the Architects Act 2008 and the Engineers and Geoscientists Act 2008.

1. Assembly or Industrial buildings, with a proposed public occupancy of 50 persons or more (plants, public halls, recreation facilities, restaurants, educational facilities, public buildings, places of worship, clubs, etc.)
2. Care or Detention buildings, any size (personal care homes, hospitals, health facilities, justice facilities etc.)
3. Residential buildings except the following:
   - detached, semi-detached, or row housing, with or without an apartment
   - motel style buildings with no more than 15 bedrooms and with access into each unit only from the exterior
   - lodging house or bed and breakfast with no more than 4 guest bedrooms
4. Business and Personal Service buildings where the proposed floor area is 300 square metres or more (banks, medical services, fire stations, offices, etc.) or if they contain more than one apartment
5. Mercantile buildings where the proposed public area is 300 square metres or more (malls, retail stores, supermarkets etc.)
6. Changes or alterations to an existing building that impact Fire and Life Safety such as: changes to exit routes, fire alarm systems, and sprinklers; changes to a fire separation, fire wall, or a public corridor; changes to an exterior wall or to the main entrance of a building; creation of more floor space by building a mezzanine or filling in a floor opening or by combining small rooms into a larger room that is intended to hold more than 50 people.

Signing and Sealing of Technical Documents
For all project types requiring professional services, the Technical Documents used for construction, the plans and specifications, are required to be sealed and then signed by the licensed Architect or licensed Engineer who has completed them.

Confirmation of Consultants
The following project for which approval is sought falls into one or more of the above categories of buildings. The following professionals, licensed to practice in the Province of Newfoundland and Labrador, have been retained for this project:

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Location:</th>
<th>Occupancy:</th>
<th>Area in Square Metres:</th>
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<tbody>
<tr>
<td>Architect:</td>
<td>Telephone:</td>
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<tr>
<td>Structural Engineer:</td>
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<td>Mechanical Engineer:</td>
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<td>Owner / Developer:</td>
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To: Municipalities Date: March 31, 2010
From: Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL)
Newfoundland and Labrador Association of Architects (NLAA)
Subject: Compliance Checklist for Projects

Recently we have dealt with several cases of building plans being used for construction that were not properly stamped by licensed engineers and architects as required by legislation in NL. In some cases there have been dangerous accidents and even collapse of buildings under construction.

As a proactive measure we are providing a checklist to municipalities so they can easily check, for the various types of buildings, if the plans are stamped by the required professionals. This should then form part of the Municipalities project file. We wish to emphasize that having stamped drawings is a legal requirement and not optional. We are also pursuing this matter through Government Services and other channels to ensure developers are aware of these requirements and comply with them.

The Architects Act 2008 and the Engineers and Geoscientists Act 2008 requires that all new buildings, renovations, alterations, enlargements, extensions, etc. have both a licensed engineer and a licensed architect unless they are design categories which have been exempted under these Acts. For a full listing of exemptions these Acts should be consulted.

The following examples are some of the more commonly seen building types which require professional services. The technical documents (plans and specifications to be used for construction) should be stamped and signed by both a licensed engineer and a licensed architect:

- buildings intended for occupancy of 50 or more such as halls, schools, churches, etc.
- institutions such as personal care homes, hospitals, justice facilities
- residential buildings such as apartments, hotels, boarding houses, etc.
- business and personal services occupancy of 300 square meters or more such as banks, medical clinics, etc.
- mercantile buildings with public area of 300 square meters or more such as malls, stores, etc.
- changes to an existing building that impact Fire and Life Safety

Please advise project developers of this legal requirement. Anyone proceeding with project work of the types described above, without the involvement of professional engineers and architects, is in violation of the law governing the practice of engineering and architecture in the province Newfoundland and Labrador and is guilty of an offence under the respective acts.

Steve McLean, P. Eng., CEO and Registrar, PEGNL
Paula Pittman, President, NLAA