
FORM V
Building Envelope Professional Design Review
and Building Envelope Field Review

Note: 1) In this letter the words in italics have the same meaning as in the B.C. Building Code.
2) This letter must be submitted prior to the issuance of a building permit.

To : The Building Official
Town of Comox
1809 Beaufort Avenue
Comox, B.C.
V9M 1R9

Date: _____

Re: _____
Name of Project

Address of Project

Legal Description of Project

The undersigned *registered professional* hereby gives assurance that he/she has completed the design review of the *building* envelope components of the plans and supporting documents prepared by:

(Print name of *registered professional* who signed for the “Architectural” components of the
B.C. Building Code Schedules B)

in support of the application for the *building* permit, and that the *building* envelope components of such plans and documents substantially comply with the applicable requirements of the B.C. Building Code.

The undersigned hereby undertakes to be responsible for the *field reviews* of the *building* envelope components during construction and to prepare and distribute written field reports of such reviews to the above referenced *registered professional* who signed for the “Architectural” components of the B.C. Building Code Schedules B.

The undersigned hereby undertakes to notify the *building official* in writing as soon as possible if the undersigned’s contract for *field review* is terminated at any time during construction.

The undersigned confirms that their professional liability, errors and omissions insurance policy covers them for water penetration claims and proof of such coverage has been sent with this letter.

Name (Print)

Date

Signature

(Affix PROFESSIONAL SEAL here)

Name of firm if applicable

Address (Print)

Phone