

EABO

Engineers

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A Joint Committee of:

Professional Engineers
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GUIDE TO

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

What are General Reviews?

Every owner who constructs or arranges to have constructed certain buildings specified in the Ontario Building Code must by law retain an architect and/or professional engineers to carry out reviews (inspections) during construction to determine whether the construction is in general conformity with the building permit documents. These field reviews are independent of and in addition to any inspections which may be conducted by municipal building inspectors.

Why is this form necessary?

The **COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS** form provides a summary and confirmation to the Chief Building Official that an owner has retained the appropriate consultants to conduct field reviews during construction, and is required to be completed before a building permit can be issued.

COMPLETING THE COMMITMENT FORM

Part A - Owner's Undertaking is required to be completed and signed by the owner or an authorized agent of the owner. The purpose of Part A is to:

- describe the project;
- provide contact details for the owner;
- confirm that the owner has retained the required consultants to review the construction and provide reports to the Chief Building Official, and
- identify the person, consultant or agency responsible for overall coordination of the work.

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Part B - Consultants is completed by the owner or an authorized agent of the owner. The shaded portions of the form must, however, be completed and signed by the consultants retained for general review. The purpose of Part B is to:

- provide the names and contact details for the consultants retained by the owner, and
- provide confirmation from the consultants as to which parts of construction they have been retained to carry out general reviews.

Where a number of independent consultants have been retained, an owner may make several copies of the completed form listing the consultants and transmit them individually to each consultant for signing, or may circulate one form for all parties to sign. Where more than 4 independent consultants have been retained, additional completed copies of the form will be necessary. The completed form(s), signed by all consultants, should be returned to the Chief Building Official. The owner and all consultants should keep a copy for their records.

What is the extent of general reviews which must be carried out?

Architects and professional engineers are obliged by law to carry out general reviews of construction in accordance with the performance standards of the Ontario Association of Architects (OAA) and Professional Engineers Ontario (PEO). Extracts from these standards are described on the back of this guide. Additionally, they must forward written reports arising out of these periodic reviews to the Chief Building Official of the municipality during construction.

It is important to note that the scope and frequency of general reviews cannot be reduced due to any contract between an owner and consultants they are a mandatory part of professional services which are required under the *Architects Act*, the *Professional Engineers Act* and the *Ontario Building Code*. It is the responsibility of the individual professional, and not the Chief Building Official, to determine the appropriate scope and frequency of reviews which must be undertaken on every project.

When do general reviews commence?

The consultants must determine the commencement, scope and frequency of reviews which is appropriate to the project schedule. **Architects and professional engineers, however, may undertake field review during construction only following the issuance of a building permit.**

What buildings require general reviews?

Buildings which require professional design and review in the *Ontario Building Code* are specified according to the type of occupancy, size and other characteristics. The following table provides a general guide to which buildings require general review:

Building Classification by Major Occupancy	Building Description	Design and General Review by
Assembly occupancy only	Every building	Architect and engineer
Assembly occupancy and any other major occupancy except industrial	Every building	Architect and engineer
Care or detention occupancy only	Every building	Architect and engineer
Care or detention occupancy and any other major occupancy except industrial	Every building	Architect and engineer
Residential occupancy only	Every building that exceeds 3 storeys in building height	Architect and engineer
Residential occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area and that contains a residential occupancy other than a dwelling unit or dwelling units	Architect
Residential occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area and contains a dwelling unit above another dwelling unit	Architect
Residential occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in building area contains 3 or more dwelling units and has no dwelling unit above another dwelling unit	Architect
Residential occupancy and any other major occupancy except industrial, assembly or care or detention occupancy	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Business and personal services occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Business and personal services occupancy and any other major occupancy except industrial, assembly or care or detention occupancy	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Mercantile occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Mercantile occupancy and any other major occupancy except industrial, assembly or care or detention occupancy	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Industrial occupancy only and where there are no subsidiary occupancies	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Industrial occupancy and one or more other major occupancies where the portion of the area occupied by one of the other major or subsidiary occupancies exceeds 600 m ² (6460 ft ²)	The non-industrial portion of every building	Architect and engineer
	The industrial portion of every building	Architect or engineer
Industrial occupancy and one or more other major occupancies where no portion of the area occupied by one of the other major or subsidiary occupancies exceed 600 m ² (6460 ft ²)	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect or engineer

This is a general summary only; the *Ontario Building Code* contains definitions, occupancy classifications, design and general review requirements for other projects, including building alterations, signs, demolition and other structures.

Got a question or need further information?

For more information about general review requirements, please contact:

- Your municipal building department
- The Ontario Association of Architects at (416) 449-6898, or at www.oaa.on.ca
- Professional Engineers Ontario at (416) 224-1100 or 1-800-339-3716, or at www.peo.on.ca

Performance standards for review in the Architects Act (Section 50 of Ontario Regulation 27)

50. The following are prescribed as performance standards with respect to the general review of the construction, enlargement or alteration of a building by a member or holder (of a Certificate of Practice) as provided for in the building code prescribed under the Building Code Act:
1. The member or holder, with respect to the matters that are governed by the building code, shall,
 - i. make periodic visits to the site to determine whether the work is in general conformity with design documents that were prepared by a member or holder,
 - ii. inform the client and contractor, in writing, as to the progress and quality of the work that the member or holder has observed during the visits to the site not to be in conformity with the design documents,
 - iii. review all changes to the design documents to determine whether the changes conform to the building code,
 - iv. review and comment on all shop drawings and samples for general conformity with the design concept of the work, and
 - v. if the member or holder is specifically engaged to coordinate the general review of the professional engineers and reports of the inspection and testing companies, coordinate the general review of the professional engineers and the reports of the inspection and testing companies that pertain directly to the work being reviewed and arrange for the distribution of such reports to the client and the contractor, or
 - vi. if the member or holder is not engaged to perform any or all of the services listed in subparagraph v., cooperate with the professional engineer responsible for the coordination of the general review in order to assist the professional engineer in the carrying out of the functions described in the subparagraph.
 2. In paragraph 1, design document means a design or other document which form the basis for the issuance of a building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act.

The OAA has issued general review guidelines to its members. For more information, or for a copy of these guidelines, please contact the OAA at (416) 449-6898, or at www.oaa.on.ca

Performance standards for review in the Professional Engineers Act (Section 78 of R.R.O. 941/90)

78. The following are prescribed as performance standards with respect to the general review of the construction, enlargement or alteration of a building by a professional engineer (or holder of a Certificate of Authorization) as provided for in the building code prescribed under the Building Code Act:
1. The professional engineer, with respect to the matters that are governed by the building code, shall,
 - i. make periodic visits to the site to determine, on a rational sampling basis, whether the work is in general conformity with the plans and specifications for the building,
 - ii. record deficiencies found during site visits and provide the client, the contractor and the owner with written reports of the deficiencies and the actions that must be taken to rectify the deficiencies,
 - iii. review the reports of independent inspection and testing companies called for in the plans and specifications and which pertain directly to the work being reviewed,
 - iv. interpret plans and specifications when requested to do so by their clients, contractor or owner and
 - v. review shop drawings and samples submitted by the contractor for consistency with the intent of the plans and specifications.
 2. The professional engineer shall not review work in disciplines for which he or she is not qualified.
 3. The professional engineer may delegate one or more of the functions described in paragraph 1 to another person where it is consistent with prudent engineering practice to do so and the functions are performed under the supervision of the professional engineer.
 4. In paragraph i, plans and specifications means a plan or other document which formed the basis for the issuance of the building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act.

PEO has produced a guideline on General Review for its members, which describes the professional standards in more detail. For more information, or for a copy of these guidelines, please contact PEO at (416) 224-1100 or 1-800-339-3716, or at www.peo.on.ca