



BUILDING BYLAW  
APPENDIX F – CONFIRMATION OF  
PROFESSIONAL LIABILITY INSURANCE

1. *This Confirmation letter must be submitted along with each BC Building Code Schedule A and Schedule B before issuance of a building permit. A separate Confirmation Letter must be submitted for each registered professional.*
2. *This Confirmation Letter must be submitted with each BC Building Code Schedule C after completion of the building but before a final inspection is made by the building official. A separate Confirmation Letter must be submitted for each registered professional.*
3. *Only an original Confirmation Letter, printed by the Town or an unaltered photocopy of this document is to be completed and submitted.*

Attention: Manager, Inspections

Property

Address: \_\_\_\_\_

Legal

Description: \_\_\_\_\_

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in the Town Building Bylaw 2020, No. 1924;
- b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least One Million Dollars (\$1,000,000.00);
- c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d) I am a registered professional; and
- e) I will notify the building official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

\_\_\_\_\_

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (PRINT)

(Affix professional seal here)

\_\_\_\_\_  
Phone

(If the registered professional is a member of a firm, complete the following)

I am a member of this firm:

\_\_\_\_\_

Name of Firm (PRINT)

\_\_\_\_\_

Address (PRINT)

I sign this letter on behalf of myself and the firm.

*Note: This Confirmation letter must be signed by a registered professional. The BC Building Code defines a registered professional as a person who is registered or licensed to practice (a) as an architect under the Architects Act, or (b) as a professional engineer under the Engineers and Geoscientists Act*