

Project Implementation Plan - Letter of Commitment

Read and submit this **LETTER OF COMMITMENT** with the Building Permit Application when directed through the SelfServe permit application system or upon request of a Permit Issuer.

CONFIRMATION

TO: City of Edmonton Safety Codes Permits and Inspections

RE: (print Project Address→) _____

I, (print Name→) _____, the undersigned, acting on behalf of the project team, comprising the property owner, constructor and permit applicant/holder, confirm by my signature below that:

- 1) I have reviewed the [Project Implementation Plan Guide](#) (the "Guide") and acknowledge that it includes best practices which may suggest practices that contribute to reducing the risk of harm to people and damage to adjacent property.
- 2) I and the project team are aware of the relevant responsibilities for construction activities including but not limited to those listed in the Guide, and undertake to maintain compliance with legislated requirements of relevant Acts, Regulations, Codes, and Bylaws, as applicable to this project.
- 3) I acknowledge and accept that the project team is responsible for the following:
 - ensuring that work undertaken creates no unsafe condition and does not damage or create a hazard to adjacent property, and assuming responsibility for the repair of any damage to public property and/or works located thereon that may occur as a result of undertaking work regulated by the National Building Code (Alberta Edition) (NBC(AE));
 - any construction and/or work undertaken, and for ensuring compliance with site safety measures of Division B: Part 8 of NBC(AE) and National Fire Code (Alberta Edition) (NFC(AE)) including construction site fire safety plan creation;
 - fulfilling the Conditions of Issuance and noting Advisements of the Building Permit;
 - conducting and documenting and/or overseeing the conduct and documentation of appropriate, applicable hazard and risk assessments of site-specific demolition, excavation, and general construction needs, characteristics and constraints;
 - providing measures to minimize sound, dust, dirt, and vibration emitted from the site;
 - assessing and documenting and/or overseeing assessment and documentation before beginning and during work of the relevant measures to mitigate potential risk to safety of the public and workers, loss of supporting medium for adjoining properties' foundations, and damage to adjacent properties and infrastructure;
 - following an excavation plan that results in the excavation remaining within the site and not impacting the adjoining property where explicit written permission to extend fencing, excavation, materials, etc. onto adjoining property is not provided by that adjoining property owner; and
 - notifying the City of Edmonton by email to SCCompliance@edmonton.ca of:
 - name/address/contact information of the project constructor if it was not provided with the building permit application **or** if there is a change of constructor as stated on the permit application, and

- name/address/contact information of the registered property owner if there is a change in ownership from the owner as stated on the permit application.

4) I confirm on behalf of the project team that:

- **I have reviewed** the applicable requirements of the Guide and relevant legislation;
- **I am aware** unauthorised intrusion onto or use of any property adjoining or adjacent the project, excavation failure or abandonment, or demolition and construction practices that pose a hazard to the public may result in enforcement measures including fines, penalties, order to stop work, permit revocation, or order to backfill excavation under specific conditions, etc.;
- **I understand** that a copy of the Project Implementation Plan — consisting of this letter and applicable documentation listed in the Guide including NFC(AE)-mandated construction site fire safety plan — must be available on site at any reasonable time for review/compliance audit by a safety codes officer or bylaw enforcement officer;
- **I acknowledge** that the City of Edmonton is a regulatory authority only and is not an active participant in the day-to-day operations of the constructor on the site nor is the City of Edmonton a constructor in any way, and its involvement through permit issuance, site checks, audits and inspections, and provision of the Guide is not misconstrued as exercising project managerial responsibility. I further acknowledge that safety codes officers are not responsible for the means and methods of construction by the constructor or others and assume no type of responsibility for the work proposed or done which is required to be in accordance with the Safety Codes Act and regulations including NBC(AE), Bylaw 15894 and other relevant legislation and bylaws;
- **I will not deviate** nor authorize a deviation from conditions of any required permit or from the plans and specifications accepted in support of the permit without first obtaining permission in writing to do so from the relevant authority having jurisdiction;
- **I will comply** with the applicable legislated requirements, and I further undertake to distribute a copy or otherwise **communicate the relevant legislated requirements to all parties involved in the project** including, as applicable, the project team of property owner, permit holder and constructor, and by extension to all trades, sub-trades, labour force, and site and delivery services on the project;
- **I acknowledge** that use of the Guide and provision of a Project Implementation Plan do not exempt the project team from their responsibilities under applicable legislation; in case of inconsistency between the Guide and legislation, the legislation will always prevail; and
- **I will notify** the City of Edmonton of the construction start date **3 business days** before starting any activities on site and if necessary will update this date through the project dashboard of the applicable issued permit in selfserve.edmonton.ca

Type of application/permit	
<input type="radio"/> House Demolition <input type="radio"/> New House <input type="radio"/> Home Improvement Permit <input type="radio"/> Commercial Demolition <input type="radio"/> Commercial Final Permit	
Project Address:	
Project team member signing below (<i>indicate all applicable</i>): <input type="radio"/> Building Permit applicant <input type="radio"/> Property owner <input type="radio"/> Constructor	
Contact Phone No:	Contact Email:
Name of project site supervisor available 24/7: <input type="radio"/> Same as above OR :	
24/7 Contact Phone No:	Contact Email:
Type name to sign <i>OR print form and sign</i>	Date: