

Town of Ladysmith Building & Plumbing Bylaw 2024, No. 2174

Appendix B – 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 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: Building Official

Property Address: _____

Legal Description: _____

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in the Building & Plumbing Bylaw 2024, No. 2174;
- 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)

Phone

(Affix professional seal here)

(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 Professional Governance Act, or (b) as a professional engineer under the Engineers and Geoscientists Act