



## Compliance Checklist for Projects

### Professional Services

New construction, renovations, alterations or enlargements, and associated site works of all buildings in the Province of Newfoundland and Labrador require the services of both licensed Architects and licensed Engineers unless they are buildings whose design is exempted, through the *Architects Act 2008* or the *Engineers and Geoscientists Act 2008*, from requiring professional services.

The following categories of buildings are intended to serve as guidelines only for when professional services will be required. For the exact wording of which building projects are exempted, refer to the *Architects Act 2008* and the *Engineers and Geoscientists Act 2008*.

1. **Assembly or Industrial** buildings, with a proposed public occupancy of 50 persons or more (plants, public halls, recreation facilities, restaurants, educational facilities, public buildings, places of worship, clubs, etc.)
2. **Care or Detention** buildings, any size (personal care homes, hospitals, health facilities, justice facilities etc.)
3. **Residential** buildings except the following:
  - detached, semi-detached, or row housing, with or without an apartment
  - motel style buildings with no more than 15 bedrooms and with access into each unit only from the exterior
  - lodging house or bed and breakfast with no more than 4 guest bedrooms
4. **Business and Personal Service** buildings where the proposed floor area is 300 square metres or more (banks, medical services, fire stations, offices, etc.) or if they contain more than one apartment
5. **Mercantile** buildings where the proposed public area is 300 square metres or more (malls, retail stores, supermarkets etc.)
6. Changes or alterations to an existing building that impact **Fire and Life Safety** such as; changes to exit routes, fire alarm systems, and sprinklers; changes to a fire separation, fire wall, or a public corridor; changes to an exterior wall or to the main entrance of a building; creation of more floor space by building a mezzanine or filling in a floor opening or by combining small rooms into a larger room that is intended to hold more than 50 people.

### Signing and Sealing of Technical Documents

For all project types requiring professional services, the Technical Documents used for construction, the plans and specifications, are required to be sealed and then signed by the licensed Architect or licensed Engineer who has completed them.

### Confirmation of Consultants

The following project for which approval is sought falls into one or more of the above categories of buildings. The following professionals, licensed to practice in the Province of Newfoundland and Labrador, have been retained for this project:

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Occupancy: \_\_\_\_\_ Area in Square Metres: \_\_\_\_\_

Architect: \_\_\_\_\_ Telephone: \_\_\_\_\_

Structural Engineer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mechanical Engineer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Electrical Engineer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Civil Engineer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner / Developer: \_\_\_\_\_ Telephone: \_\_\_\_\_