

Date: May 2025

Safety Codes Services Guideline

PROFESSIONAL INVOLVEMENT AND SCHEDULES

Purpose:

This guideline is intended to help homeowners, contractors, and applicants determine when professional involvement is required under the *National Building Code – Alberta Edition (NBC(AE))*, and to clarify situations where it may not be necessary. Homeowners and business owners who are inexperienced with construction are strongly encouraged to partner with an experienced and qualified team of professionals, contractors and tradespeople, for projects of any size.

This guideline is based on the NBC(AE) edition in effect on the date this guideline was published.

Discussion:

1. What does “professional involvement” mean?

Professional Involvement means that a registered professional Architect and/or Engineer(s) are involved in the design and field review of a project. Plans and specifications must be authenticated by the registered professional, indicating that they are taking responsibility for the design of that part of the work. For some projects, a Licensed Interior Designer may also be used.

2. Does my project require professional involvement?

For most projects, the need for professional involvement is determined by the building’s occupancy, the number of storeys above grade, and the total building area or footprint. Where overall professional involvement is not required, Engineering may still be required for specific portions of work such as tall walls, roof trusses, floor joists, masonry veneer, retaining walls, helical piles, and unique construction techniques that fall outside of the prescriptive code requirements.

Where the size or complexity of a project gives rise to special safety concerns, the Authority Having Jurisdiction (AHJ) may require professional involvement if deemed necessary.

3. Who can I hire to act as a registered professional?

A registered professional means an individual who is registered to practice in Alberta under their respective discipline. Architects and licensed interior designers must be registered with the Alberta Association of Architects (AAA). Engineers must be registered with The Association of Professional Engineers and Geoscientists of Alberta (APEGA). Professional Technologists (P.Tech) are authorized to practice within their defined scope under The Association of Science & Engineering Technology Professionals of Alberta (ASET).

Professional Involvement Required				
Drawings and specifications are required from a registered Architect, and/or a registered Engineer(s) when the building area exceeds the areas noted below for the occupancy classification and building height.				
Building Height in number of storeys (see Note 2)	1-storey	2-storey	3-storey	4-storeys or more
Occupancy Group and Division	Building Area (see Note 1)			
A – Assembly B – Detention, Treatment, Care	>300m ² (3,230sf)	>150m ² (1,615sf)	>100m ² (1,076sf)	Any Size
B4 – Home-type Care (see Note 4)	Not Required	Not Required	Not Required	N/A
C – Residential	Single Family (with or without a secondary suite - see Note 3) -- Not Required 2 to 4 dwelling units – Not Required for any size building 5 dwelling units or more – Required for any size building			
C – Residential – Hotel, motel or similar use	>400m ² (4,306sf)	>200m ² (2,153sf)	>130m ² (1,400sf)	Any Size
D – Business and Personal Services E – Mercantile F – Industrial	>500m ² (5,382sf)	>250m ² (2,691sf)	>165m ² (1,776sf)	Any Size
Relocatable Industrial camp (Part 10 only)	Not Required for any size building			
Small interior renovations in existing buildings	Where a base building requires Professional Involvement, small interior renovations within the building may be allowed without professional involvement. Contact the local AHJ as early in the project as possible.			
Complex or large projects with special safety concerns	At the discretion of the Authority Having Jurisdiction for any size project Contact the local AHJ as early in the project as possible			
Farm Building	Not covered under NBC(AE) where the building is: <ul style="list-style-type: none"> • not open to the public, • located on land zoned as agricultural, • used for producing crops or raising farm animals, • used for preparing, marketing, storing or processing agricultural products Farm buildings that don't meet <u>all</u> the exemptions are covered under the NBC(AE) and are classified under the appropriate occupancy classification.			
Change of Occupancy or Use (with or without renovations)	Where a base building requires Professional Involvement, a change of occupancy or change of use within the building may be allowed without professional involvement. Contact the local AHJ as early in the project as possible.			
Notes:	<ol style="list-style-type: none"> 1. Building area means the building “footprint” – the greatest horizontal area of the building above grade within the outside walls or the outside walls and a firewall. Note that building area is <u>not</u> determined based on an individual unit or tenant floor area within the base building. 2. Building Height means the number of storeys between the roof and the floor of the first storey. The first storey is the uppermost storey with a floor level not more than 2 m above grade. A mezzanine is an intermediate floor between the floor and ceiling of any room or storey; a mezzanine is sometimes counted in the building height. 3. Secondary suite means a self-contained dwelling unit located in a residential building that contains only one other dwelling unit and common spaces. A secondary suite need not be considered a dwelling unit when determining the requirement for professional involvement. 4. B4 - Home-type Care Occupancy must fall within Part 9 of the NBC(AE) -- maximum 600m² in building area and maximum building height of 3 storeys. Sleeping accommodations for a maximum of 10 people. 			

4. When is Professional involvement not required?

Many small renovation projects in existing buildings may be completed without professional involvement. The decision to accept minor projects without professional involvement is at the discretion of the Authority Having Jurisdiction so it is always advisable to contact the local AHJ early in the life of the project.

5. What are Schedules and does my project require them?

Schedules are contractual documents between the owner or the Owner's representative/agent on the project and the Professionals. Schedules are necessary to show how various professional disciplines will be coordinated for both the design and field review aspects of the building.

When a building is required to have professional involvement, the NBC(AE) requires that Schedules be submitted with all required sections filled in and be stamped and signed by the professional. Schedules submitted must correlate with the edition of the NBC(AE) for which the project has been designed.

- a. [Schedule A – Confirmation of Commitment by Owner and Coordinating Registered Professional](#) Coordinating Registered Professional (CRP) means a registered professional retained to coordinate the design and field reviews of all the registered professionals of record required for the project. Schedule A provides clarity on the roles of the owner and the CRP. Schedule A's are submitted to the AHJ with the building permit application.
- [Schedule B – Assurance of Professional Design Involvement and commitment for field reviews by the Registered Professional of Record](#). Registered professional of record (RPR) means a registered professional retained to be responsible for the integrity and completeness of the design and field reviews in their respective discipline – Architectural/Licensed Interior Design, Structural, Mechanical, Electrical, Geotechnical.

Schedule B identifies which design professionals are involved in the design of the project and identifies work delegated to other professionals. Any work that is delegated to another professional must be listed in the section for "Schedules C-3 required". Schedule B's are submitted to the CRP at the beginning of the project; the CRP submits all Schedule B's to the AHJ with the building permit application.

- b. Schedule C's confirm that the registered professionals have completed their obligations are submitted at the completion of the project prior to final inspection and occupancy.
 - i. [Schedule C-1 – Assurance of Compliance by the Coordinating Registered Professional](#). The CRP submits a Schedule C-1 to the AHJ.
 - ii. [Schedule C-2 – Assurance of Field reviews and compliance by the Registered Professional of Record](#). The RPR's submit their Schedule C-2's to the CRP and make them available to the AHJ if requested.
 - iii. [Schedule C-3 – Assurance of the Delegating Design Compliance and Field Reviews by the Delegated Professional](#). The Delegated Registered Professional (DRP) submits their Schedule C-3 to the RPR and make them available to the AHJ if requested.

6. What is the occupancy or use of my building?

Occupancy means the use or intended use of a building for the shelter or support of people, animals or property. Every building is assigned a “major occupancy” according to the principal use or intended use. NBC(AE) uses the following major occupancy classifications:

Major Occupancy Classifications and Uses			
Assembly		Buildings for the assembly of people for civic, political, travel, religious, social, educational or recreational purposes, or for eating food or drink.	
Group A	Division 1	Production / viewing of performing arts	Opera houses, TV studios, Theatres
Group A	Division 2	Not elsewhere classified in Group A	Community halls, Daycares, Libraries, Churches, Pubs, Night clubs, Schools
			Fitness facilities for more than 40 people at one time.
			Restaurants and cafes with seating for more than 30 people.
Group A	Division 3	Arena type	Arenas, rinks, Indoor swimming pools
Group A	Division 4	Occupants are gathered in the open air	Amusement parks, Bleachers, Stadia
Institutional		Buildings for the detention, treatment or care of people who may not be able to evacuate to a safe location without help or have other special considerations. Includes impeded egress zones and contained use areas.	
B1 - Detention		People are restrained or cannot evacuate without help because of security measures not under their control.	Jails, prisons and penitentiaries, Police stations with detention quarters, Psychiatric hospitals and reformatories with detention quarters
B2 - Treatment		Treatment is provided for medical or other health-related reasons and where overnight accommodations are available.	Convalescent and hospice centres, Hospitals and Infirmaries, Nursing homes with treatment
B3 - Care		Care is provided to residents who require services because of cognitive, physical or behavioural limitations.	Care facilities, Children's custodial homes, Group homes, Hospices, Nursing homes
B4 – Home-type Care		A single detached housekeeping unit where care is provided.	Children's custodial homes, Convalescent homes, Group homes
Residential		Buildings where sleeping accommodation are provided but does not include detention, treatment or care.	
C		Apartments, Houses, Convents, Dormitories, Hotels, Motels, residential Schools	
Business and Personal Services		Buildings for conducting business or providing professional or personal services.	
D		Banks, Barber hairdressers and beauty salons, Offices, Small tool and appliance rental and service shops.	
		Small fitness facilities for not more than 40 people at one time may be classified as Group D instead of Group A2 occupancy.	

Major Occupancy Classifications and Uses			
Mercantile		Displaying or selling of retail goods, wares or merchandise	
E		Department stores, Exhibition halls, Markets, Shops, Stores, Supermarkets	
		Small restaurants with seating for 30 people or less may be classified as a Group E instead of Group A2 occupancy.	
Industrial		Assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials	
Group F	Division 1	<u>High-hazard Industrial</u> – contains combustible and flammable or explosive materials that constitute a special fire hazard	Bulk plants or storage for hazardous materials, Chemical manufacturing or processing, Distilleries, Flour mills, Spray painting operations
Group F	Division 2	<u>Medium-hazard Industrial</u> – contains high quantities of combustible content and not classified as a high-hazard industrial occupancy	Hangars, Electrical substations, Factories, Laboratories, Repair garages, Service stations, Storage rooms, Warehouses, Woodworking shops and Workshops
Group F	Division 3	<u>Low-hazard Industrial</u> – contains low quantities of combustible content	Factories, Laboratories, Power plants, Storage garages, Storage rooms, Warehouses and Workshops

7. My project only involves work to the mechanical/HVAC, electrical, fire alarm and/or fire suppression system(s), do I need professional involvement?

In buildings that require professional involvement where the scope of work is limited to mechanical/HVAC, electrical, fire alarm or fire suppressions systems, professional involvement for the discipline(s) involved is required and Schedules A, B and C's must be submitted.

Examples of work that may involve partial professional involvement includes replacement of mechanical equipment, additions or modifications to a fire alarm system, additions or modifications to a fire suppression system and installation of a commercial cooking system where grease-laden vapours will be produced.

All work to HVAC, mechanical, electrical, fire alarm and fire suppression systems must be done by qualified trades people who are trained to work on that system, equipment, or component.

Resources:

[National Building Code – 2023 Alberta Edition \(NBC\(AE\) 2023\)](#)
[The Alberta Association of Architects \(AAA\)](#)
[The Alberta Association of Architects Practice Bulletin PB-26 “Professional Involvement on Building Projects”](#)
[The Alberta Association of Architects Practice Bulletin PB-24 “C1, C2 and C3 Schedules”](#)
[The Association of Professional Engineers and Geoscientists of Alberta \(APEGA\)](#)
[APEGA Professional Practice Standard – Authenticating Professional Work Products](#)
[APEGA and AAA – National Building Code – Alberta Edition Schedules User Guide](#)
[The Association of Science and Engineering Technology Professionals of Alberta \(ASET\)](#)