

Project Implementation Plan - Letter of Commitment

- This Letter of Commitment is **the confirmation by the project team that a Project Implementation Plan (PIP) will be created before construction begins** and will be maintained throughout the project.
- A PIP is a document package that outlines and records how the project team intends to comply with all applicable regulations and guidelines referenced in the [Project Implementation Plan Guide](#) (the “Guide”).
- Neither the Guide nor this Letter of Commitment is a PIP.
- A member of the project team must **read, sign and submit this Letter of Commitment with the Building Permit Application** when directed through the Self Serve 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) The project team will create and maintain a Project Implementation Plan (PIP) that outlines and records how it intends to comply with all applicable regulations and guidelines referenced in the [Guide](#).
- 2) The PIP consists of all applicable documents listed in the [Guide](#), AND this signed letter.
- 3) The PIP will be available on-site for reference by compliance officers before construction begins and throughout the project.
- 4) The project team is responsible for:
 - ensuring that work undertaken creates no unsafe conditions and does not damage or create a hazard to adjacent property;
 - 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) (the “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) (the “NFC(AE)”), including the creation of a construction site fire safety plan;
 - 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.

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

- **I have reviewed** the applicable requirements of the [Guide](#) and relevant legislation;
- **I am aware** unauthorized intrusion onto or use of any property adjoining or adjacent to 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 suspension and revocation, or order to backfill excavation under specific conditions, etc.;
- **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 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 National Building Code - Alberta Edition, Bylaw 15894 and other relevant legislation and bylaws;
- **I will not deviate** nor authorize a deviation from the 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 further undertakes 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, constructor and permit holder, and by extension to all trades, sub-trades, labour force, and site and delivery services on the project;
- **I acknowledge** that the 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;
- **I will notify** the City of Edmonton of the construction start date **3 business days before** starting any activities on site through the project dashboard of the applicable issued permit in selfserve.edmonton.ca, and, if necessary, will update this date; and
- **I will notify** SCCompliance@edmonton.ca with the name, address, or contact information for any of the following changes from what was stated in the application: new project constructor, change in project constructor, or change in registered property owner.

Type of application: <input type="radio"/> House Demolition <input type="radio"/> New House <input type="radio"/> Home Improvement Permit <input type="radio"/> Commercial Demolition <input type="radio"/> New Commercial Building <input type="radio"/> Changes to Existing Commercial Building	
Project Address:	
Signing team member signing is: <input type="radio"/> Property owner <input type="radio"/> Constructor <input type="radio"/> Building Permit Applicant	
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:	24/7 Contact Email:
<i>Type name to sign OR print form and sign</i>	Date:

Personal information is collected for the purpose of administration and delivery of services related to Safety Codes and Development under applicable legislation and City Bylaws. Collection is authorized under 4(c) of the Protection of Privacy Act (POPA) and is managed and protected in accordance with the Act. The City intends to input the information into an automated system to generate content or make decisions, recommendations or predictions in accordance with the City of Edmonton Generative AI Standard. For questions about the collection, please contact Service Advisor, 780-442-5054, or eservices@edmonton.ca.