

Date
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**Project information** (please print)

Description of project
Address of project
Legal description of project

**The undersigned hereby certifies that:**

- a) I have fulfilled my obligation to obtain a subsisting policy of professional liability or errors and omissions insurance as prescribed in section 24.(3) of the Comox Valley Regional District Building Bylaw No. 142, 2011.
- b) I have enclosed a copy of my certificate of insurance indicating the particulars of such coverage.
- c) I am a *registered professional* as defined by section 1.4.1.2. in part 1 of division A of the British Columbia building code.
- d) I will notify the building official immediately if this insurance coverage is reduced or terminated at any time during construction of the above project.

Name of professional	Signature
Address	Phone

**If the *registered professional* is a member of a firm, complete the following:**

I am a member of the firm:

Name of firm (print)
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And I sign this form on behalf of the firm.

**Notes:**

1. The above form must be signed by a *registered professional*. The British Columbia building code defines a *registered professional* to mean
  - a) a person who is registered or licensed to practise as an architect under the *Architects Act*, or
  - b) a person who is registered or licensed to practise as a professional engineer under the *Engineers and Geoscientists Act*
2. This form must be submitted along with the application for permit in circumstances where letters of assurance have been required in accordance with sections 9.(5)(f), 9.(5)(g), 10.(8)(e), 12.(2)(b), 14.(4)(a), 24(1) and 24.(2) of the Comox Valley Regional District Building Bylaw No. 142, 2011.
3. In this form the words in italics have the same meaning as in the British Columbia building code.

**Required: attach a copy of your current professional liability insurance showing expiration date.**