



Professional Engineers  
Ontario

# Guideline for Professional Engineers Providing General Review of Construction

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## CONTENTS

1. Purpose of PEO Guidelines .....	3
2. Preface .....	3
3. Purpose and Scope of Guideline .....	3
4. Introduction .....	4
5. Professional Responsibility, Liability and Scope of Work .....	4
5.1 Professional Responsibility .....	4
5.2 Scope of Work .....	5
5.3 Liability .....	5
6. General Review of Construction .....	5
6.1 Performance Standards .....	5
6.2 Site Visit .....	7
6.3 Report Requirements .....	7
6.4 Sealing Documents .....	7
7. Additional Considerations .....	7
7.1 Other Legislation .....	7
7.2 Contractual Relationships, Qualifications and Conflict of Interest .....	8
Appendix .....	9
Appendix 1: Definitions .....	9
Appendix 2: Extracts from O. Reg. 260/08: PERFORMANCE STANDARDS, <i>Professional Engineers Act</i> .....	9
Appendix 3: EABO Standard General Review Commitment Form .....	11
Appendix 4: EABO Standard Visit Report Form and PEO Supplements .....	12
Appendix 5: PEO Standard Shop Drawing and Samples Review Report (Template) .....	13
Appendix 6: PEO Standard Project Completion Notice Template .....	14

**Notice:** The Professional Standards Committee periodically reviews guidelines to determine if the guideline is still viable and adequate. However, practice bulletins may be issued from time to time to clarify statements made herein or to add information useful to those practitioners engaged in this area of practice. Users of this guideline who have questions, comments or suggestions for future amendments and revisions are invited to submit these to the Guideline Amendment and Revision Submission Form: <https://www.peo.on.ca/sites/default/files/2020-01/Guideline%20Amendment%20and%20Revision%20Form%20%28FINAL%29.pdf>

## PURPOSE OF PEO GUIDELINES

Professional Engineers Ontario (PEO) produces guidelines to educate licensees and the public on best practices.

For more information on the purpose of practice guidelines, the guideline development and maintenance processes, including PEO's standard form for proposing revisions to guidelines, please read our document *Guideline Development and Maintenance Process*: <https://www.peo.on.ca/sites/default/files/2020-01/Guideline%20Amendment%20and%20Revision%20Form%20%28FINAL%29.pdf>.

To view a list of the PEO guidelines, please visit the Practice Guidelines section of the PEO website: <https://www.peo.on.ca/knowledge-centre/practice-advice-resources-and-guidelines/practice-guidelines>.

## PREFACE

This guideline is a revision of a previously issued *Guideline for Professional Engineers Providing General Review of Construction as Required by the Ontario Building Code*. The first guideline on this topic was issued in 1987. This followed the 1986 introduction into the regulation made under the *Professional Engineers Act* of the performance standard for this work. The requirement for general review by professional engineers and architects was first introduced in the 1975 version of the *Building Code Act*. After reviewing the latest version of this guideline, which was published in 1996, the Professional Practice Committee (now called the Professional Standards Committee) decided that for several reasons it required significant revisions. In particular, the guideline needed to deal with changes in the building construction field resulting from the introduction of the *Building Code Statute Law Amendment Act*, S.O. 2002, c.9. There was also a need to provide clear definitions of such terms as “rational sampling” and “general conformity.” In 2021, the Professional Standards Committee decided to develop a separate Practice Bulletin “*Procedure for Projects without Building Permits*”.

In late 2002, the Professional Practice Committee formed a subcommittee comprising practising professional engineers, building officials and architects, and asked the group to prepare the new guideline. The subcommittee met for the first time on November 26, 2002 and submitted a completed draft of the new guideline to the Professional Practice Committee on March 18, 2003.

At various stages of the development process, drafts of this guideline were distributed to a network of reviewers. These reviewers were a valuable source of additional comments and questions. Council approved the final draft on June 21, 2003.

This guideline is to be read in conjunction with section 2 of O.Reg. 260/08 made under the *Professional Engineers Act*, which outlines the minimum acceptable standard for this work. Professional engineers providing general review of construction are advised that this section of the regulation imposes on them a legal onus to do all the identified tasks. This guideline is provided to clarify the nature of those tasks and to outline what would be expected to constitute prudent professional service done in accordance with the regulation.

Practitioners providing this service should also be familiar with the *Building Code* and should read the PEO guidelines for professional engineers providing structural, mechanical or electrical engineering services in buildings and the *Professional Engineering Practice* guideline to supplement the specifics of this guideline.

Extracts of the applicable sections of the *Professional Engineers Act* are shown in Appendix 2.

In 2021, the Professional Standards Committee revised this guideline to address practice advisory issues which had arisen since the first publication of the 2008 version of this guideline.

## PURPOSE AND SCOPE OF GUIDELINE

The purpose of this guideline is to provide professional engineers providing general review of construction services with guidance on the level of diligence, methods and reporting acceptable to Professional Engineers Ontario. The *Building Code* requires every building designed by an architect and/or professional engineer to be reviewed for general conformity to the approved design by professionals. This guideline covers the role of professional engineers who may be involved in executing these general reviews.

While this guideline is only intended to be used for general review as defined in the *Building Code*, practitioners may use this guideline as a framework to guide them in General Review of construction projects outside of the *Building Code*, such as infrastructure. Verification of works normally require a higher level of review, the contract dictates the deliverables, and the practitioner needs to have a conversation with the client about this. Practitioners should refer to the complete list of PEO guidelines at: <https://www.peo.on.ca/index.php/knowledge-centre/practice-advice-resources-and-guidelines/practice-guidelines>.



## INTRODUCTION

For the purposes of this guideline, “general review of construction” means the observation of the work in progress required by the *Building Code*. This section requires that professional engineers undertake general review of the construction of certain specified buildings in accordance with the performance standards of PEO. For more information on which buildings require general review please refer to *PEO/OAA Joint Bulletin Design and General Review Requirements for Buildings in the Province of Ontario*. It also requires that they forward copies of all written reports arising out of this general review process to the chief building official.

General review of construction is intended to protect the public by ensuring that the buildings covered by the regulations are constructed in accordance with approved, code-compliant plans. This is consistent with the aim of the *Building Code Act*, which establishes in subsection 34(5) that “the purpose of the regulations made under this section is to establish standards for public health and safety, fire protection, structural sufficiency, accessibility, conservation and environmental integrity with respect to buildings.” Only plans approved by a municipal building department and awarded a building permit can be considered to be code-compliant and therefore suitable for use in construction.

This guideline contains reference to professional engineers, architects and building officials, and to standard forms prepared by a tripartite organization of them: *Engineers, Architects, and Building Officials (EABO) comprising of members of the Association of Consulting Engineering Companies—Ontario (ACEC—Ontario), the Ontario Association of Architects (OAA) and the Ontario Building Officials Association (OBOA)*. This group meets to discuss and deal with issues of common concern. This group has prepared and agreed to have its members use a number of standardized forms, including the *EABO Commitment to General Review for Architects and Professional Engineers* (Appendix 3), which is to be submitted to the chief building official with all building permit applications.

For the purposes of this guideline, the client is the person or entity who owns the building to be reviewed. The general review engineer is the professional engineer who undertakes to do the review. The relationship between the client and the general review engineer can be one of a specific contract, e.g. the engineer is an outside consultant, or one of employer and employee. The form of relationship does not change the performance standards expected of the general review engineer.

Since it is not mandatory that the same professional engineer be retained for both design and general review of construction, this guideline is written assuming that the review engineer is not necessarily the same professional as the designer of the works. Review engineers may have questions for design engineers to discuss the

project and to understand the intricacies. Consequently, depending on the complexity of the project it may be advisable for these two engineers to have contact. The responsibilities of these two engineers are quite different. Design engineers retain responsibility for the design. Review engineers are responsible only for making judgments and opinions regarding general conformity of the completed work with the design documents. For those projects where a review engineer is doing both the general review of construction required by the *Building Code* and review of site works, including contract administration, for the owner, the review engineer is responsible for making design changes when necessary. In such cases, the review engineer takes responsibility for these design changes and any impact that they have on the other components of the completed project.

## PROFESSIONAL RESPONSIBILITY, LIABILITY AND SCOPE OF WORK

### 5.1 Professional Responsibility

General review of construction by professional engineers is mandatory under the *Building Code*, to protect the public interest. It is not necessarily synonymous with the review of site works during construction that is outlined in the Professional Engineers Ontario guidelines for professional engineers providing structural, mechanical, electrical or environmental engineering services. The PEO guidelines outline services that may or may not be contracted by the client to protect the client’s interest. It is not necessary for the same engineer to provide both reviews, although it is normal practice. An engineer providing both services should recognize the differences between the two responsibilities and act accordingly.

Professional engineers undertaking, or signing a form of commitment to undertake, general review of construction under the *Building Code* are obliged to report directly to the chief building official. In the event that their services are terminated or if the contract with the client, or the client’s agent, has been breached, the professional engineer must notify the chief building official immediately.

It is the contractor’s responsibility to ensure adherence to the regulations made under the *Building Code Act*. It is the responsibility of the general review engineer to review the construction and to report on any observed breaches of the building permit documents or the *Building Code*. General review engineers are not responsible for quality assurance procedures on behalf of either the client or the contractor.

The *Professional Engineers Act*, Regulation 941 and the Code of Ethics at section 77 of the regulation require that the general review engineer disclose any potential conflicts of interest.

## 5.2 Scope of Work

Before accepting any assignment, professional engineers should, in consultation with their clients, prepare a detailed scope of work and affix this to their contract for services. Engineers should contact their firm's legal counsel, professional liability insurance providers, or engineering advocacy bodies, such as the Association of Consulting Engineering Companies Canada (ACEC), for assistance in preparing a contract.

In general, professional engineers providing general review of construction under the *Building Code* should provide the following services:

- Advise the chief building official and the client, in writing prior to commencement of services, of the scope of work covered by their review services. Appendix 3 is the recommended form of commitment to be completed by client and general review engineer;
- Attend, or delegate a competent person to attend, at the site periodically to observe the construction underway;
- Undertake, or supervise, the general review of shop drawings and samples submitted by the contractor. Appendix 5 includes the recommended form for shop drawings and samples review;
- Report in writing to the chief building official, the client and the contractor on the progress of the work and on any observed deficiencies and how they are being rectified after each site visit. Appendix 4 includes the recommended form for general review report;
- On completion of the general review, provide the chief building official and the client with a confirmation that the general review has been carried out in accordance with the requirements of the *Professional Engineers Act*. A recommended project completion notice is provided in Appendix 6. This confirmation must be signed and sealed by the general review engineer.

## 5.3 Liability

Engineers should focus on the concept of “general conformance” as the basis of their review. Their role is to observe that the work agrees with the design concept rather than to inspect whether the work meets the details of the plans and specifications. Inspection entails greater risk for liability than observation. Canadian courts have stated that review engineers are not required to observe everything done by the contractors. They are required only to make observations from time to time to determine that the contractor is using reasonable methods and that the methods are properly carried out. However, the engineer must observe “sufficiently frequently to ensure that materials and quality of work conform to the contractual requirements.”<sup>1</sup> Review engineers must proceed in the way a reasonably prudent peer would under similar circumstances. Where a client suggests limiting the number of site visits, the review engineer should inform the client that it is the engineer's responsibility to determine how many visits are required in order to properly observe the work.

A general review engineer should not make any statements “certifying” that construction is in conformance with the design docu-

ments, since this implies a guarantee of the work by the engineer, which cannot be supported by periodic field visits.

Professional engineers providing services to the public, such as general review of construction for a client, must hold a Certificate of Authorization (C of A), or be employees of a C of A holder. Holders of C of A must either carry professional liability insurance as stipulated in section 74 of Regulation 941, or disclose in writing to each client that they are not insured and receive written confirmation from the client of the disclosure. Professional engineers providing these services without a Certificate of Authorization are violating the *Professional Engineers Act*. A professional engineer reviewing construction on property owned by the engineer's employer does not need a C of A but might require professional liability insurance coverage to cover the engineer's personal liabilities for the work.

## 6.

## GENERAL REVIEW OF CONSTRUCTION

### 6.1 Performance Standards

The following section quotes section 2 of O.Reg. 260/08 made under the *Professional Engineers Act* in connection with the services to be provided by professional engineers in undertaking a general review of construction, as required by the *Building Code*. The non-italicized text describes how review engineers should conduct themselves in order to fulfill these requirements.

1. *The professional engineer, with respect to the matters that are governed by the building code, shall,*
  - i. *make periodic visits to the site to determine, on a rational sampling basis, whether the work is in general conformity with the plans and specifications for the building.*

Professional engineers undertaking general review of construction should establish a program for periodic visits to the site during construction, to review the work and ascertain that it is being executed in general conformance with the plans and specifications. The nature of an appropriate program will vary, based on the complexity and characteristics of the work being undertaken. There should be a sufficient number of visits scheduled at intervals over the complete construction period to ensure that the engineer can monitor all aspects of the work. Before the work begins, establish a procedure whereby the contractor is responsible for informing the engineer prior to the start of each significant phase of the work, so that field visits can be properly

<sup>1</sup> Campion, John A., and Diana Dimmer. *Professional Liability in Canada*, Scarborough: Carswell Thompson Professional Publishing

scheduled. During each visit, engineers should apply a rational sampling procedure to ascertain the condition of a representative number of each system component.

- ii. *record deficiencies found during site visits and provide the client, the contractor and the owner with written reports of the deficiencies and the recommended actions that must be taken to rectify the deficiencies.*

Professional engineers undertaking general review of construction shall record observed conditions that may affect public health and safety, as well as a building's fire protection, structural sufficiency, accessibility, conservation and environmental integrity. Written reports of these deficiencies, sequentially numbered, must be forwarded to the chief building official and should also be sent to the owner, contractor and others as agreed to at the beginning of the project. During subsequent visits, report on the condition of previous deficiencies and problems to assess whether the condition has been or will be made good.

The review engineer must report to the chief building official all observed construction deficiencies that would, at the completion of the work, prevent the chief building official from authorizing occupancy of the building.

- iii. *review the reports of independent inspection and testing companies called for in the plans and specifications and which pertain directly to the work being reviewed.*

The plans and specifications issued for a building permit will normally identify the requirements for inspection and testing of materials and products by certified testing laboratories in accordance with recognized test methods. In the event that testing requirements are not established in the plans and specifications, the general review engineer shall require testing of material as required by the *Building Code*.

General review engineers should refer to the plans and specifications for the testing requirements and review any reports of independent testing companies that pertain directly to the work being reviewed. General review engineers should ensure that copies of the written reports of the inspection and testing companies are forwarded to the chief building official. These reports should be accompanied by comments by the general review engineer, where appropriate.

- iv. *interpret plans and specifications when requested to do so by the client, contractor or owner.*

Unless they are also the designers of the work, general review engineers are not responsible for the engineering associated with the plans and specifications prepared for the works. When requested by the client or contractor, or when dictated by lack of clarity in the project documentation, general review engineers should seek written interpretation or clarification of requirements from the designer of the works. These interpretations and clarifications should be confirmed in writing and become an integral component of the project documentation.

The designer of the works is responsible for interpreting and clarifying the work during construction, unless the design service is terminated, or the contract with the client or the client's agent has been breached. If a professional engineer other than the design engineer carries out the general review, that engineer should consult with the design engineer if and when assistance is required to interpret the drawings and specifications, or when changes to the original design are being contemplated.

If the design engineer is no longer involved in the project, the general review engineer should advise contractors on the interpretation of drawings and specifications, and issue supplementary details and instruction during the construction period as required.

- v. *review shop drawings and samples submitted by the contractor for consistency with the intent of the plans and specifications.*

Shop drawings are to be reviewed and their status reported on the form shown in Appendix 5. This record should include confirmation that the submission has been reviewed by the general contractor and that the components identified on the shop drawings and submissions are in general conformity with the contract documents and intent of the design.

The general review engineer should notify the Building Official of material changes to the project. The design engineer must submit revisions of material changes to the Building Official. The general review engineer should determine from the designer of the works that either the designer of the works or another design engineer has assumed responsibility for the changes.

The reviewing engineer should ensure that shop drawings resulting from the practice of professional engineering bear the seal and signature of the design engineer and that other submissions, such as test results, have similar professional endorsements, as appropriate. To clarify responsibility, design engineers responsible for a shop drawing may indicate the extent of the work that they have designed.

Samples of products will be identified and reported in a similar format to a shop drawing review. Samples of products should be properly displayed for the chief building official's reference and securely maintained on the construction site.

Reviewing engineers should review submitted shop drawings, equipment tests, samples and balancing reports to the necessary degree to assure themselves of consistency with the intent of the contract, plans, specification and applicable codes and standards.

Shop drawing and sample review is for general conformity only and does not include detailed checking of dimensions or extensive checking of calculations.

## 6.2 Site Visit

Site visits are to take place periodically during the entire course of construction. This does not mean that visits must take place on a predetermined routine, such as on a fixed day every two weeks. Instead, review engineers are expected to visit the site at intervals that enable them to see ongoing construction of representative portions of the work. The engineer should also be on site to view critical elements that may soon be covered.

A typical site visit by a general review engineer should include, but not be limited to:

- A general overview that good construction safety practices are being followed as they relate to the work being reviewed. Construction safety is the contractor's responsibility but reporting on observed breaches of safety standards is consistent with an engineer's paramount duty to protect the public welfare;
- A review of the existence of the site documentation required by Division C, subsection 1.3.2 of the *Building Code*;
- A review, if appropriate, of any quality control records since the previous site visit, such as concrete mix sheets, soil tests, or steel specs;
- A review of the condition of stored materials and assessment of storage techniques;
- A general observation of the current status of the work subject to review, with particular attention being directed to any specific aspects, as deemed appropriate by the review engineer;
- A recording of the visit in the site log, if available;
- A provision of any written reports prepared to the chief building official as required by Division C, article 1.2.2.1 of the *Building Code*.

## 6.3 Report Requirements

The review engineer shall prepare and submit to the chief building official a report for each site visit. The report shall contain appraisal of general conformity for only the work that was actually observed during the particular visit for which the report was issued. Each report should describe briefly the progress of construction since the last visit, describe the components observed during the current visit, identify remedial action on deficiencies noted in previous reports, describe deficiencies identified during the current visit, and list tests observed, samples inspected, and any other third-party contribution used in determining general conformity of the project. Each report for a particular project shall be dated and numbered sequentially. A sample report form is provided in Appendix 4.

Furthermore, the coroner's inquest into the death of Scott Johnson specifically recommended that site visit reports contain the following information:

- a) The scope of work for which the engineer was retained;
- b) Identification of the party responsible for the project;
- c) Identification of the critical points in the construction;
- d) Identification of components inspected;
- e) Times physically present at the construction;
- f) Any limitations in the review and inspections;

- g) Confirmation that all field review reports have been provided to the party responsible for submission to the chief building official; and
- h) Confirmation that the final report was made after all construction activities had been concluded.

## 6.4 Sealing Documents

The *Professional Engineers Act* requires professional engineers to affix their seals to any document containing engineering content that is provided as part of a service to the public. Reports attesting to the general conformity of buildings that are generated during general review of construction are statements of professional opinion and therefore must be sealed. For further information on the use of seal, refer to the practice guideline *Use of the Professional Engineer's Seal*.



## ADDITIONAL CONSIDERATIONS

### 7.1 Other Legislation

In addition to the *Professional Engineers Act*, *Building Code* and the *Building Code Act*, professional engineers undertaking general review of construction should be familiar with the following legislation.

The *Occupational Health and Safety Act* (OHSA) and Regulations for Construction Projects, O. Reg. 213/91 impose requirements on workers, site superintendents, constructors and others working on construction sites for the purpose of protecting the health and safety of everyone on site. All workers on a construction site, including professional engineers or their designated representatives visiting a site for the purpose of conducting a review of construction, are required to comply with the requirements of the OHSA. In particular, the engineer should be familiar with sections 21 through 27, which describe the requirements for protective clothing, equipment and devices. When on site, professional engineers must wear appropriate protective headgear and footwear at all times and must wear protective eyewear where there is a risk of eye injury. The OHSA also requires that any worker who may need to enter an area where fall arrest equipment is required must have had appropriate training. The OHSA also identifies a number of situations where a professional engineer must design, inspect or certify cranes, work platforms, and temporary works, such as scaffolding and shoring. These are not the responsibility of the professional engineer providing general review of construction, but the engineer should be aware of these situations and bring to the attention of the site superintendent any non-compliance with the OHSA they can reasonably identify during their work.

The *Regulations for Construction Projects* requires every entity engaged in the construction of the project, including the firm



of engineers providing site review, to complete a Registration of Constructors and Employers Engaged in Construction form and to file this with the site superintendent before work on the site begins. This form must include the Workplace Safety Insurance Board (WSIB) number and rate category for the entity. Most engineering practices with full or part-time employees must be registered with WSIB.

In June 2002, the provincial government revised the *Building Code Act* by adding certification and insurance requirements for some design professionals responsible for submission of some documents required for building permit applications. These requirements do not apply to professional engineers performing general reviews.

## 7.2 Contractual Relationships, Qualifications and Conflict of Interest

Division C, article 1.2.2.1 of the *Building Code* requires that the constructor of the works ensure that a professional engineer be retained to undertake the required general review of the engineering aspects of the works.

The contractual relationships evolving from this requirement will depend upon the particular circumstances of each particular case. The general review engineer may be an independent or an employee of an independent firm not otherwise professionally involved with the works. Alternatively, the engineer may be an independent or an employee of an independent firm that has other professional involvement with the works, such as providing design or inspection services. Otherwise, the professional engineer may be a member of, or closely associated with, a design-build team contracted to construct the works.

In all cases, except those where the engineer is an employee of the owner of the building, the general review engineer will need to be a holder, or an employee of a holder, of a valid Certificate of Authorization. The *Professional Engineers Act*, Regulation 941 and the Code of Ethics at section 77 of the regulation require that the general review engineer disclose any potential conflicts of interest. This is particularly significant in cases where the review engineer has a close professional involvement in other engineering aspects of the works, such as design or design-build. It is recommended that engineers closely associated with a design-build team be particularly cautious in committing to doing general review of any of that team's construction.

As is prudent with all commercial relationships, the terms of retaining the general review engineer should be subject to written contract.

The nature of the particular contract in any particular case will depend on the broader general contractual relationship under which the works are being carried out. The general review engineer may be retained directly or indirectly depending on the engineer's status (independent or employee). This should be by contract with the client, or the client's agent. The contract should specifically

address issues of fees; terms of payment and remedies for breach of contract by non-payment or by early termination of services by either party. Issues of copyright to reports should also be defined.

The inclusion of the EABO sample forms is also recommended. Copies of these forms can be obtained from the appendices of this guideline.

Essentially, there are three main parties involved in the process under section 1.2.2.1 of the *Building Code*: the client (or agent), the reviewing engineer and the chief building official. The relationship between the first two is contractual, while both have a statutory relationship with the chief building official. These inter-relationships for a particular case are confirmed by the use of the EABO Commitment to General Review form, when signed by the parties involved.

The role of the chief building official is defined in the *Building Code Act*, its Regulations, including the *Building Code*. Chief building officials have extensive powers in applying and interpreting the *Building Code*. The ultimate enforcement mechanism available to a chief building official is the issuance, and enforcement, of an "order", which would be the ultimate outcome if a chief building official found a general review to be unsatisfactory. This order would be to the building permit holder and its impact on the reviewing engineer would depend upon the terms of the contract under which the review work is being done.

There is no requirement, or ethical obligation, for the reviewing engineer to complete a general review if the contract with the client, or the client's agent, has been breached. However, the engineer has a professional duty to provide the client and the chief building official with written notification of the termination of professional services.

Occasionally, practitioners are asked to assume a general review project begun by another practitioner. In these cases, practitioners are advised to read the *Professional Engineering Practice* guideline, specifically the section 10.3 "Assuming Project Begun by Another Practitioner."



## APPENDIX 1.

### DEFINITIONS

**General Review:** Under Division C, article 1.2.2.1 of the *Building Code*, “general review” is an inspection and reporting process to advise the chief building official if the works are being constructed in general conformity with the plan and other documentation that were the basis for the issuance of the building permit. Additionally, under section 2 of Regulation 260/08, the reviewing engineer must also identify actions needed to correct any deficiencies found and interpret plans and specifications, when requested. A general review does not require the reviewing engineer to check the validity and accuracy of the plans and other documentation.

**General Review Engineer (or Reviewing Engineer)** is the engineer providing general review of the construction in order to ascertain the general conformity of the work with the plans and specifications submitted for the building permit. Since general review of construction may relate to several disciplines of engineering, various professionals might be needed on the same project.

**General Conformity (also referred to as General Conformance):** The “general conformity” opinion is a professional judgment by the reviewing engineer that the standard of the construction work fulfills the essential requirements of the plans and other documents that were the basis for the issuance of the building permit. The reviewing engineer shall ensure that the work has at least been done in accordance with normally accepted industry standards with a limiting criterion being the risk to public safety. To ascertain this, the engineer should observe whether the contractor has fulfilled the majority of requirements, including all the major requirements, specified in the drawings, specifications or standards for all products, processes or services provided by the contractor.

**Rational Sampling Basis:** In the context of general review, a “rational sampling basis” refers specifically to the actions of the reviewing engineer during the periodic visits to the works required by section 78.1(i) of Regulation 941. At each visit, the reviewing engineer will exercise professional judgment to make a logical determination, based on observations made during the course of the site visit, of what aspects of the works will be sampled at that visit at that stage of the construction. Such samples may include visual inspections, material or performance tests, documents supplied by manufacturers, contractors or suppliers, or other means required by the reviewing engineer. This determination may include considerations made in advance of the visit but it must be based on professional judgment applied at the site at the time of the visit. A rational sampling basis program cannot be fully predicted in advance of periodic site visits and there is no requirement to provide prior filing of a program of periodic site visits or sampling. However, a review engineer should request that the contractor provide appropriate notification prior to commencing significant portions of the work, so that visits can be scheduled to observe this work.

**Temporary Works** are installations that are required to provide interim access, protection, support, or services for works and materials during construction of the permanent works. Contractors may be required by legislation or specification to provide professional engineering review of these installations. Refer to the *Temporary Works for Construction Projects* practice guideline. Temporary works are not normally subject to review under Division C, article 1.2.2.1 of the *Building Code*.

## APPENDIX 2.

### EXTRACTS FROM O. REG. 260/08: PERFORMANCE STANDARDS, PROFESSIONAL ENGINEERS ACT PART I

#### PERFORMANCE STANDARDS FOR BUILDING CONSTRUCTION, ENLARGEMENT, ALTERATION AND DEMOLITION

##### Definitions

1. In this Part,  
“building” means a building as defined in the **Building Code Act, 1992**;  
“building code” means Ontario Regulation 332/12 (**Building Code**) made under the **Building Code Act, 1992**.  
O. Reg. 260/08, s. 1; O. Reg. 91/14, s. 1; O. Reg. 29/16, s. 2.

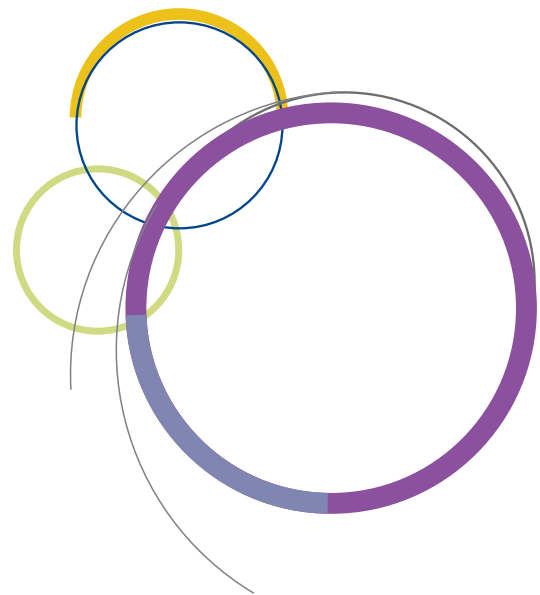
##### Construction of a building

- 2.(1) In this section,  
“construct” and “construction” have the same meaning as in the **Building Code Act, 1992**;  
“plans and specifications” means a plan or other document which formed the basis for the issuance of a building permit and includes any changes to the plan or other document that are authorized by the chief building official as defined in the **Building Code Act, 1992**. O. Reg. 260/08, s. 2 (1).
- (2) The following are prescribed as performance standards with respect to the general review of the construction of a building by a professional engineer as provided for in the building code:
  1. The professional engineer, with respect to the matters that are governed by the building code, shall,
    - i. make periodic visits to the construction site to determine, on a rational sampling basis, whether the work is in general conformity with the plans and specifications for the building,
    - ii. record deficiencies found during site visits and provide the client, the contractor and the owner with written reports of the deficiencies and the actions that must be taken to rectify the deficiencies,

- iii. review the reports of independent inspection and testing companies called for in the plans and specifications and which pertain directly to the work being reviewed,
- iv. interpret plans and specifications in writing when requested to do so by the client, the contractor or the owner, and
- v. review shop drawings and samples submitted by the contractor for consistency with the intent of the plans and specifications.

2. The professional engineer may delegate one or more of the functions or requirements described in paragraph 1 to another person if it is consistent with prudent engineering practice to do so and the functions or requirements are performed under the supervision of the professional engineer. O. Reg. 260/08, s. 2 (2).

(3) Subsection (2) applies with necessary modifications to a limited licence holder, if the holder undertakes a general review of the construction of a building. O. Reg. 260/08, s. 2 (3).



## EABO STANDARD GENERAL REVIEW COMMITMENT FORM

### COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

This form to be completed by the owner or owner's authorized agent, and signed by all consultant retained for general reviews

Permit Application No. \_\_\_\_\_

#### Part A - Owner's Undertaking

Project Description: \_\_\_\_\_

Address of Project: \_\_\_\_\_ Municipality: \_\_\_\_\_

**WHEREAS** the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

**NOW THEREFORE** the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Owner: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Owner: (or officer of corporation) \_\_\_\_\_ Print Name: \_\_\_\_\_

Coordinator of the work of all consultants: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

#### Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

#### Shaded portion to be completed by consultants

<input type="checkbox"/> Architectural	<input type="checkbox"/> Structural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Site services	<input type="checkbox"/> Other (specify):
Consultant Name: _____	Signature: _____	Print Name: _____	Date: _____		

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Address: \_\_\_\_\_

<input type="checkbox"/> Architectural	<input type="checkbox"/> Structural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Site services	<input type="checkbox"/> Other (specify):
Consultant Name: _____	Signature: _____	Print Name: _____	Date: _____		

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Address: \_\_\_\_\_

<input type="checkbox"/> Architectural	<input type="checkbox"/> Structural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Site services	<input type="checkbox"/> Other (specify):
Consultant Name: _____	Signature: _____	Print Name: _____	Date: _____		

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Address: \_\_\_\_\_

<input type="checkbox"/> Architectural	<input type="checkbox"/> Structural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Site services	<input type="checkbox"/> Other (specify):
Consultant Name: _____	Signature: _____	Print Name: _____	Date: _____		

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Address: \_\_\_\_\_

EABO Standard form/Endorsed by OAA, PEO and Ontario Building Officials Association  
To obtain the latest version of EABO's Standard General Review Commitment Form,  
please visit:

## EABO STANDARD VISIT REPORT FORM AND PEO SUPPLEMENTS

Name of Practice: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

General Review Report

Name of Project: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Site Representative: \_\_\_\_\_  
 Present: \_\_\_\_\_  
 Report by: (print name) \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Attachments: \_\_\_\_\_

Project No.: \_\_\_\_\_  
 Report No: (numbered sequentially) \_\_\_\_\_  
 Date of visit/time: \_\_\_\_\_  
 Weather: \_\_\_\_\_  
 Building Permit No.: \_\_\_\_\_  
 Date Permit Issued \_\_\_\_\_

Distribution: \_\_\_\_\_  
 Building Owner \_\_\_\_\_  
 Contractor \_\_\_\_\_  
 Chief Building Official \_\_\_\_\_  
 Consultants \_\_\_\_\_  
 Other (name) \_\_\_\_\_

**The following items were noted:****1.0 SITE CONDITIONS**

Where applicable advise of any notable site conditions which have bearing on the construction of building elements.

**2.0 PROGRESS OF THE WORK**

General description of the progress made in the work since the last report, identifying major components of the building and those portions observed.

**3.0 OBSERVATIONS AND COMMENTS**

A brief description of any issues of concern encountered. Identify those items which are Ontario Building Code infractions or deviations from the approved building permit documents. Indicate direction for remedial actions, initiation of any testing procedures and time frame for corrective action. Provide backup documentation where pertinent.

**4.0 PREVIOUS DEFICIENCIES**

A short summary revisiting the status of deficiencies from previous reports, referenced by the report number. Identify items resolved and any which remain outstanding.

EABO Standard form/Endorsed by OAA, PEO and Ontario Building Officials Association



## PEO STANDARD SHOP DRAWING AND SAMPLES REVIEW REPORT (TEMPLATE)



**Professional Engineers  
Ontario**

Name of Practice: \_\_\_\_\_

Address: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Report by: (print name) \_\_\_\_\_

Signature: \_\_\_\_\_

Attachments: \_\_\_\_\_

Distribution: \_\_\_\_\_

Building Owner \_\_\_\_\_

Contractor \_\_\_\_\_

Chief Building Official \_\_\_\_\_

Consultants \_\_\_\_\_

Other (name) \_\_\_\_\_

Project No.: \_\_\_\_\_

Report No: (numbered sequentially) \_\_\_\_\_

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_



#### 1.0 SAMPLES AND SHOP DRAWINGS REVIEWED

Description of Sample or Shop Drawing	Comments	Reviewed	Resubmit	Revised

Attach additional sheets if necessary

#### 2.0 COMMENTS

A brief description of any issues of concern encountered. Identify those items that are not compliant with codes or standards or deviate from the approved building permit documents.

#### 3.0 PREVIOUS DEFICIENCIES

A short summary revisiting the status of deficiencies from previous review reports, referenced by the report number. Identify items resolved and any that remain outstanding.

## APPENDIX 6.

### PEO STANDARD PROJECT COMPLETION NOTICE TEMPLATE

(Note: This letter to be printed on the engineering firm's letterhead)

Building Department Town of Anywhere,  
Anywhere, Ontario LOL OLO  
Attention: Chief Building Official

Re: Project XYZ  
Building Permit No.: Our File No.:

Dear Sir/Madam:

During the course of construction of the above project, personnel from our firm carried out periodic site reviews of [structural, mechanical, electrical] work in accordance with the requirements of Division C, subdivision 1.2.2 of the *Ontario Building Code* and the requirements of section 2 of Ontario Regulation 260/08, made under the *Professional Engineers Act*, 1990, as amended. These reviews were conducted following the procedures described in the Professional Engineers Ontario *Guideline for Professional Engineers Providing General Review of Construction as Required by the Ontario Building Code*.

On the basis of these reviews [and the basis of reports submitted to our firm by independent testing and inspection firms] it is our opinion that the work is in general conformity with the drawings and specifications prepared by [DEF Engineering] under the professional seal of [designer's name], P.Eng., which formed the basis for issuance of the building permit and any changes thereto authorized by the Chief Building Official with the exception of the following: (List deficiencies, uncompleted work, or warranty items outstanding at the time of final visit).

Yours truly,



XXXXXXX, P.Eng.

ABC ENGINEERING

XX:am



**Professional Engineers**  
Ontario

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Toronto, ON M2N 6K9

Tel: 416-224-1100 or 800-339-3716

Enforcement Hotline: 416-224-1100 Ext. 1444  
or 800-339-3716 Ext. 1444

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