



Certified Professional Program

Kitsilano Indian Reserve #6 – Seṅákw

Kitsilano Indian Reserve #6 - Seṅákw SUPPLEMENT TO THE PROVINCIAL CERTIFIED PROFESSIONAL MANUAL March 2022

- 1. Introduction:**
 - 1.1. General
 - 1.2. Kitsilano Indian Reserve #6 Building Bylaw
 - 1.3. Certified Professional Program

- 2. Kitsilano Indian Reserve #6 Certified Professional Program Requirements**
 - 2.1. General
 - 2.2. Application of the Certified Professional Program
 - 2.3. Building Permit Application
 - 2.4. Civic Address
 - 2.5. Construction Value
 - 2.6. Building Permit Fees
 - 2.7. Staged Building Permits
 - 2.8. Tenant and Landlord Improvements
 - 2.9. Departmental Reviews
 - 2.10. Energy Step Code Requirements
 - 2.11. Special Mechanical Systems
 - 2.12. Alternative Solutions
 - 2.13. Revision Permits
 - 2.14. Trade Permits
 - 2.15. Liability Insurance
 - 2.16. Building Inspections and Occupancy
 - 2.17. Final Design Drawings

- 3. Appendix**

Certified Professional Program Forms



Certified Professional Program

Kitsilano Indian Reserve #6 – Seṅákw

1. Introduction

1.1 General

The Certified Professional (CP) Program is recognized as an optional and voluntary program for the building permit process in the Kitsilano Indian Reserve #6. To become a Certified Professional (CP), Registered Professionals must successfully complete the Certified Professional Course and pass its examinations as administered by Engineers and Geoscientists British Columbia and the Architectural Institute of British Columbia.

1.2 Kitsilano Reserve #6 Building Bylaw

In 2022, Squamish Nation Council passed a Band Council resolution to use the Certified Professional Program for Kitsilano Indian Reserve #6 to facilitate the development of the Seṅákw project on the Reserve.

CPs have an obligation to the Squamish Nation to monitor and ascertain that projects are designed and built in accordance with the BC Building Code 2018. **CP may be disqualified from practicing on Kitsilano Indian Reserve #6 for not meeting requirements.**

1.3 Certified Professional Program

The Certified Professional Program for Kitsilano Indian Reserve #6 will follow the requirements outlined in the British Columbia *Certified Professional Program, Practice and Procedure Manual*. Refer to the resources in the link below:

<https://www.egbc.ca/Practice-Resources/Programs-Resources/Certified-Professional-Program>



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

2. Kitsilano Indian Reserve #6 Certified Professional Program Requirements

2.1 General

In general, the Certified Professional Program for Kitsilano Indian Reserve #6 follows the procedures outlined in the British Columbia *Certified Professional Program, Practice and Procedure Manual*. This section outlines specific requirements and provides necessary information for CPs to practice on Kitsilano Indian Reserve #6.

2.2 Application of the CP Program

The CP Program may be applied to the design and construction of any new Part 3 building that is proposed to be constructed as part of the Señákw project on Kitsilano Indian Reserve #6.

2.3 Building Permit Application

The CP must submit the building permit application and all supporting documents. The submission requirements are as outlined in the Certified Professional Program Building Permit Application Checklist in the Appendix.

Once the permit package is complete and ready for submission, the CP can schedule a meeting with the Squamish Nation Planning and Capital Projects Department (SNPCP) to go over the particulars of the project and the submission.

2.4 Civic Address

Prior to making a building permit application, the CP should confirm with the SNPCP Department that the correct civic address of the project is used. All Letters of Assurance and drawings are to be complete with the correct civic address noted thereon.

2.5 Construction Value

The CP must obtain a construction value from the owner to be declared at the time of building permit application. The SNPCP Department may verify the declared construction value with a third-party valuation source prior to building permit issuance. The higher of the values will be used to determine the building permit fees (see also Section 2.7).

Construction Value means the greater of declared value of the work provided by the applicant or the value of the work calculated by SNPCP staff using accepted current costing guides such as the Altus Helyar Construction Cost Guide. In the event the applicant does not agree with the value determined by the SNPCP

PLANNING AND CAPITAL PROJECTS



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Department, the applicant may, prior to payment of the fees and issuance of the Permit, retain a professional Quantity Surveyor to provide a written estimate of the value of the work, in which event “Construction Value” will mean the value of the work as estimated by the Quantity Surveyor.

2.6 Building Permit Fees

The building permit application fees are required to be paid at the time of application. The balance of the permit fees will be calculated and forwarded after the final review has been completed.

2.7 Staged Building Permits

A permit may be issued for a portion of a building, such as excavation and foundation to grade, before the documentation for the entire building has been accepted, provided sufficient information has been submitted by the CP to demonstrate to the Squamish Nation Planning and Capital Projects Department that the portion of the building accepted for construction substantially complies with the Building Code 2018, City of Vancouver Sewer and Water Utilities Bylaws and certain elements of the Vancouver Fire and Rescue Services standards relating to fire and life safety, approved project implementation plans, and other applicable standards that may be adopted from time to time.

2.8 Tenant or Landlord Improvements

If a building has not yet been granted final occupancy, any tenant or landlord work and permits requires involvement of the CP. The CP must either take overall responsibility (CP-1) or review the improvement for compatibility with the base building (CP-3).

Prior to base building being granted occupancy, it is a requirement that the Registered Professionals for the tenant or landlord improvement to be the same as the ones used for the base building. However, a letter will be accepted from the base building Registered Professional of Record stating that they have discussed the proposed improvements with the improvement Registered Professionals of Record and that it is acceptable for the work to be done by the improvement RPR prior to the base building receiving occupancy.

2.9 Departmental Reviews

In addition to the Building Permit review, separate reviews with other Squamish Nation departments or other agencies may occur during the building permit review process. The CP is the main point of contact with the Squamish Nation Planning and Capital Projects Department and is required to provide to the Squamish Nation departments the requested information and requirements from the various consultants.

PLANNING AND CAPITAL PROJECTS



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

2.10 Energy Step Code Requirements

The Señákw project will be designed to meet the requirements of the 2018 BC Building Code including the BC Step Code requirements applicable at the time of building permit application.

2.11 Special Mechanical Systems

The CP is required to ascertain that mechanically related fire emergency systems (such as commercial kitchen exhaust systems, dust collectors, paint spray booths) and fire suppression system drawings have been submitted to the Squamish Nation Planning and Capital Projects department for review.

2.12 Alternative Solutions

Any Alternative Solutions to the requirements of the BC Building Code must be proposed in writing, preferably with the building permit application. The alternative solution must be reviewed and stamped by the CP and incorporated into the Building Code Report and Code Compliance Drawings, prior to submission to the Squamish Nation Planning and Capital Projects department.

2.13 Revision Permits

Revisions must be submitted to reflect changes made to the approved building permit drawings. However, we do not require a separate permit application to be made for revisions. Revisions stay with the original building permit. The CP must review all applicable revision drawings and supporting documents to ascertain that the revisions substantially comply with the Building Code 2018, City of Vancouver Sewer and Water Utilities Bylaws, City of Vancouver Fire Bylaw and elements of the VBBL pertaining to Vancouver Fire and Rescue Services provisions, approved project implementation plans, and other applicable standards. All related drawings and documents submitted are required to bear the stamp of the CP. It is the responsibility of the CP to collect the drawings and supporting documents and amalgamate them into a complete building permit revision package to be submitted to the Squamish Nation Planning and Capital Projects Department.

2.14 Trade Permits

Trade permits are required for mechanical/plumbing, and fire sprinkler works. The Squamish Nation does not issue trade permits for gas or electrical, which are reviewed by Technical Safety BC. Third party reviews and inspections will be required for mechanical, plumbing, and sprinkler systems. The CP shall confirm that these permits are in place prior to the contractor starting work and notify the building inspector if they are not.

PLANNING AND CAPITAL PROJECTS



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

2.15 Liability Insurance

The CP must provide a copy of their certificate of liability insurance and must carry a minimum \$1,000,000 per claim.

2.16 Building Inspections and Occupancy

The CP is required to perform a minimum of monthly site reviews and submit a monthly report to the Squamish Nation Planning and Capital Projects Department.

The Squamish Nation Planning and Capital Projects department may make random site visits to review the status of the building relative to the CP's site review reports. The CP should meet with the SNPCP Department representative upon request.

Prior to final occupancy, the CP is required to submit the Final Building Inspection Document List (see Appendix) to the Squamish Nation Planning and Capital Projects Department in a binder. Once all required documents are confirmed, the CP will coordinate with the Squamish Nation Planning and Capital Projects department on a final walkthrough.

The Certified Professional can *recommend* Final Occupancy and/or issuance of Occupancy Permit but cannot *authorize* occupancy of a building.

2.17 Final Design Drawings (Record Drawings)

Final design drawings are not required to be submitted to the Squamish Nation Planning and Capital Projects Department if the CP verifies that the accepted building permit drawings were complete, and the final design substantially complies with the accepted building permit drawings.

If the final design does not substantially comply with the accepted building permit drawings, the CP shall not request a final inspection until revised drawings and a list of changes are submitted and accepted by the Squamish Nation Planning and Capital Projects department. Revised drawings shall be submitted for each discipline in which the changes are applicable. All revised drawings must comply with the conditions of the approved Implementation Plan for the project.



Certified Professional Program

Kitsilano Indian Reserve #6 – Seṅákw

3. Appendix

Certified Professional Program Forms:

- ❖ Confirmation of Commitment by Owner and Certified Professional (Schedule CP-1)
- ❖ Confirmation of Completion of Code Coordination (Schedule CP-2)
- ❖ Confirmation of Tenant Improvement Compatibility (Schedule CP-3)
- ❖ Building Permit Application Checklist
- ❖ Building Permit Application Form
- ❖ Building Permit Inspection Checklist
- ❖ Implementation Plan Compliance Letter
- ❖ Project Directory



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Confirmation of Commitment by “Owner” and “Certified Professional” Schedule CP-1

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
 2. The phrase “Building Code” where used in this letter means the 2018 edition of the British Columbia Building Code
 2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
 3. Words in “quotations” are defined herein.

Authority having jurisdiction

To: Skw̓xwú7mesh Úxwumixw (Squamish Nation)
320 Seymour Blvd, North Vancouver, BC V7L

Date : _____

Project Address
or Legal
Description:

Building
Permit No. _____

In signing and submitting this document to the authority having jurisdiction the “owner” confirms that the owner has authorized the “Certified Professional (CP)”, to undertake “code coordination” and the undersigned “CP” confirms that the “CP” will undertake “code coordination” with respect to the above noted project for which a building permit is sought.

“Code coordination” includes the following tasks:

1. act on behalf of the owner as the owner’s representative in matters involving the authority having jurisdiction in relation to the building permit, related project construction and related occupancy;
2. ascertain that the required registered professionals of record (RPR) for the project have been retained to provide design and field review in accordance with the “Building Code”;
3. obtain the necessary letters of Assurance of Professional Design and Commitment for Field Review from the registered professionals of record for the project and deliver the originals of same to the authority having jurisdiction when applying for the building permit for the project;
4. obtain the other necessary documents required to support the building permit application and deliver same to the authority having jurisdiction when applying for the building permit for the project;
5. apply for and obtain a building permit for the project in accordance with the process as described in the authority having jurisdiction’s Building By-law;
6. provide “design review” of the plans and supporting documents prepared by each of the registered professionals of record for the project;

PLANNING AND CAPITAL PROJECTS

Skw̓xwú7mesh Úxwumixw Squamish Nation 320 Seymour Blvd, North Vancouver, BC V7L

604-904-7474 permits@senakw.ca

[Senakw CP Manual 03102022](#)



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

“Code coordination” (cont’d):

7. ascertain that the registered professionals of record have incorporated in their plans and supporting documents, the requirements of the “Building Code” Division A; Division B Parts 1 and 3; and Division C;
8. ascertain that the Division A; Division B, Parts 1 and 3; and Division C “Building Code” requirements governing the project are compatible between the plans and supporting documents prepared by each registered professional of record;
9. provide “site review” of the components of the plans and supporting documents prepared by each of the registered professionals of record for the project;
10. keep records of all “site reviews” by the “CP” and of any corrective action required and taken as a result of these “site reviews”. Discrepancies noted during “site reviews” must be tracked and the resolution of these discrepancies noted such that a list of significant known unresolved discrepancies can be provided at the request of the authority having jurisdiction;
11. “monitor field review activities” of the registered professionals of record;
12. monitor and report on significant events and changes in the project;
13. submit a monthly summary progress report to the authority having jurisdiction during construction of the project;
14. consult with the authority having jurisdiction if any unresolved variances in interpretation of the “Building Code” arise between the “CP” and the registered professionals of record;
15. consult with the authority having jurisdiction if any unresolved issues with respect to the “Building Code” arise between the “CP” and the contractor.
16. review relevant shop drawings with respect to the requirements of Division A, Division B, Parts 1 and 3 and Division C of the “Building Code”;
17. notify the authority having jurisdiction in a timely manner of any significant known, unresolved contraventions of the “Building Code” or building permit requirements;
18. obtain the necessary letters of Assurance of Professional Field Review and Compliance from the registered professionals of record or the project and deliver the originals of same to the authority having jurisdiction when applying for occupancy for the project;
19. obtain the other necessary documents required to support the occupancy application and deliver same to the authority having jurisdiction when applying for occupancy for the project;

PLANNING AND CAPITAL PROJECTS



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

“Code coordination” (cont’d):

20. apply for the occupancy approval for the project in accordance with the process as described in the authority having jurisdiction’s Building By-law; and
21. apply the “CP” stamp to all relevant documents that are submitted to the authority having jurisdiction. Affixing his or her “CP” stamp to a document confirms that the “CP” has provided the relevant portion of “code coordination” applicable to that document.

“**Design review**” means the activities necessary to ascertain that the design of the project will substantially comply, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the “Building Code”.

“**Monitoring field review activities**” means ascertaining that the registered professionals of record are providing field reviews as required by Div C, Part 2 of the “Building Code”, and includes keeping records of the field review reports prepared by the registered professionals of record. The owner will instruct each registered professionals of record to highlight in the RPR’s field review reports any significant variation from the documents accepted in support of the building permit and any corrective action as needed. The “CP” will review the variations highlighted in the field review reports and notify the authority having jurisdiction, in a timely manner, of significant known unresolved contraventions from the documents accepted in support of the building permit.

“**Owner**” means any “person” that holds a registered land interest in Kitsilano Indian Reserve #6.

“**Person**” includes any individual, partnership, firm, company, incorporated or unincorporated association or corporation or society, co tenancy, joint venture, syndicate, fiduciary estate, trust, bank, government, governmental or quasi-governmental agency, board, commission or authority, organization or any other form of entity howsoever designated or constituted, or any group, combination, or aggregation of any of them.

“**Site review**” means the activities necessary in the “CP’s” professional judgment to ascertain that the construction of the project substantially complies, in all material respects, with the requirements of Division A; Division B, Parts 1 and 3; and Division C of the “Building Code” and the requirements of the building permit and monitors for compliance with the implementation plan issued for the project.

In addition to “code coordination” the undersigned owner and “CP” also acknowledge that:

1. If the project involves future tenant improvement works, and the base building occupancy is not achieved prior to commencement of the tenant improvement works, the involvement of a “CP” may be required; and,
2. The owner and the “CP” are each required to notify the authority having jurisdiction on or before the date the “CP” ceases to be retained by the owner. It is understood that work on the above project will cease as of the effective date of such termination, until such time as a new appointment is made, and a Stop Work Order shall be posted upon the said project by the authority having jurisdiction.

Date: _____

PLANNING AND CAPITAL PROJECTS



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Project Address: _____ Building Permit No. _____

NOTE: This letter must be signed by the *owner* or the *owner's* appointed agent and by the "CP". An agent's letter of appointment must be attached. If the *owner* is a corporation, the letter must be signed by a signing officer of the corporation and the signing officer must set forth his or her position in the corporation.

Owner Information (please print):

Owner's Name: _____	Name of, title of, Signing Officer, or Agent (if Applicable): _____
Address: _____	Tel: _____
City: _____	Email: _____
Postal Code: _____	Signature: _____

Owner's or Owner's appointed agent's Signature (if owner is a corporation the signature of signing officer must be given here. If the signature is that of the agent, a copy of the document that appoints the agent must be attached.)

NOTE: A "**Certified Professional**" means an Architect or Professional Engineer who has been recognized as qualified as a "Certified Professional" by the Architectural Institute of British Columbia or Engineers and Geoscientists British Columbia.

"Certified Professional" (please print):

Name: _____	Name of Firm: _____
Address: _____	Tel: _____
City: _____	Email: _____
Postal Code: _____	Signature: _____

(Affix "Certified Professional's" stamp here)

(Affix "Certified Professional's" professional seal here)



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Confirmation of Completion of Code Coordination Schedule CP-2

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
 2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
 3. Words in quotations are defined in Schedule CP-1.

To: **Authority having jurisdiction**
 Skwxwú7mesh Úxwumixw (Squamish Nation)
 320 Seymour Blvd, North Vancouver, BC V7L

Date : _____

Project Address or Legal Description: _____

Building Permit No. _____

I confirm that I have fulfilled my obligations for “code coordination” as outlined in my previously submitted Schedule CP-1 entitled **Confirmation of Commitment by Owner and “Certified Professional”**.

I enclose the relevant occupancy documents as listed on the attached **Occupancy Submission Documents Checklist**.

NOTE:	A “ Certified Professional ” means an Architect or Professional Engineer who has been recognized as qualified as a “ Certified Professional ” by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
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“Certified Professional”:

Name: _____ Name of Firm: _____

Address: _____ Tel: _____

City: _____ Email: _____

Postal Code: _____ Signature: _____

(Affix “Certified Professional’s” stamp here)

(Affix “Certified Professional’s” professional seal here)



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

Confirmation of Tenant Improvement Compatibility Schedule CP-3

- Notes:
1. This letter is endorsed by the Architectural Institute of British Columbia and the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
 2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
 3. Words in quotations are defined in Schedule CP-1.

To: **Authority having jurisdiction**
Skwxwú7mesh Úxwumixw (Squamish Nation)
320 Seymour Blvd, North Vancouver, BC V7L

Date : _____

Project Address
or Legal
Description: _____

Building
Permit No. _____

I confirm that I have reviewed the drawings on the attached list to ascertain that the tenant improvement design is substantially compatible with the original building code concepts for the base *building*.

I confirm that the construction of the base *building* shell space for this tenant improvement is essentially complete with the exception of the items indicated on the attached list.

NOTE:	A “ Certified Professional ” means an Architect or Professional Engineer who has been recognized as qualified as a “Certified Professional” by the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of the Province of British Columbia.
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“Certified Professional”:

Name: _____ Name of Firm: _____

Address: _____ Tel: _____

City: _____ Email: _____

Postal Code: _____ Signature: _____

(Affix “Certified Professional’s” stamp here)

(Affix “Certified Professional’s” professional seal here)

PLANNING AND CAPITAL PROJECTS



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

BUILDING PERMIT APPLICATION CHECKLIST

A	BUILDING DEPARTMENT The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A. Submit documents electronically with one hard copy set.	CP	SNPCP
1	CP Program Building Permit Application Form		
2	Registered Owner's Authorization Letter		
3	Building Permit Application Fee		
4	B.C. Building Code Checklist (EGBC/AIBC)		
5	Building Code Report and Code Compliance drawings		
6	Confirmation of Commitment by <i>Owner</i> and "Certified Professional" Schedule CP-1		
7	Confirmation of Tenant Improvement Compatibility Schedule CP-3		
8	CP and Registered Professionals of Record Certificates of Insurance		
9	Owner's Acknowledgement for Part 3 Buildings		
10	CP Program Project Directory		
11	CP Program Implementation Plan Compliance Letter		
12	Alternative Solution Report(s)		
13	Geotechnical Report		
14	BC Energy Step Code <input type="checkbox"/> Design Intent Letter <input type="checkbox"/> Verification Report <input type="checkbox"/> BC Energy Design Report <input type="checkbox"/> Low carbon energy system (LCES) option,		
15	Architect to provide 11" x 17" floor plans of each level with the type of development, sq. m. of floor area for each use, and unit number for each unit, apartment or townhouse		
16	Construction Fire Safety Plan		
17	Metro Vancouver grease interceptor compliance letter, if applicable. Projects installing and connecting fixtures to a grease interceptor		
18	Letter of Assurance Schedule A		
19	Letters of Assurance Schedule B		
20			
21	Topographical Site Survey sealed or stamped by BCLS within 6 months of application date		
22	Site Plan minimum scale: 1:100 or 1/8" = 1'-0" <ul style="list-style-type: none"> ▪ All dimensions ▪ Setbacks must be shown perpendicular to property lines, and must be in meters ▪ Finished and natural grade elevations at all building corners ▪ Elevations of intermediate points wherever the grade slope changes ▪ Driveway location, including slope, and area ▪ All cantilevers and overhangs, including roof overhangs, to be clearly shown and dimensioned 		

PLANNING AND CAPITAL PROJECTS



Certified Professional Program

Kitsilano Indian Reserve #6 – Señákw

A BUILDING DEPARTMENT					CP	SNPCP
The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A.						
23	Complete sets of architectural, structural, mechanical, plumbing, fire suppression, electrical, and landscape drawings to an appropriate scale (minimum ¼" = 1'- 0" or 1:50, except site plan). Maximum page size ARCH D (24" x 36" or 610mm x 914mm). Submit documents electronically, sealed as applicable with the Notarius digital seal.					
B Document Submission Certified Professional to check <input checked="" type="checkbox"/>						
	RPR	Schedule A	Schedule B	Professional Liability Insurance Certificate	RPR Drawings or Report	
	CRP	<input type="checkbox"/>		<input type="checkbox"/>		
	Architectural		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Structural		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Mechanical		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Plumbing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fire Suppression		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Electrical		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Geotechnical Temp.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Geotechnical Perm.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C LAND DEVELOPMENT						
The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A. Submit documents electronically.					CP	SNPCP
1	Landscape and Grading Plan					
2	Stormwater Management Plan					
3	Erosion and Sediment Control					
4	Traffic Management Plan					
5	Civil Offsite Service Drawings prepared in compliance with MMC & City of Vancouver Engineering Standards					
6	Excavation, Shoring, and Piling Drawings					
7	Legal Documents to address underpinning and tower crane erection					
8	Works and Services Agreement					
9	Flood Hazard Assessment Report prepared by a Professional Engineer, if applicable					