

Task	Responsibility and Information Flow	Notes
<p><b>Permits:</b></p> <ul style="list-style-type: none"> <li>▪ Confirm that the contractor has obtained all required permits and approvals from authorities having jurisdiction as specified in contract documents and prior to the start-up of construction</li> </ul>	<p>Architect to general contractor to regulatory authority</p>	<p>Ask to review copies of original permit documents when they are received.</p> <p>In several provincial and territorial jurisdictions, it is considered professional misconduct for the architect to permit construction activities to continue without proper permits (building permit) in place.</p> <p>The general conditions of the construction contract require the owner to obtain and pay for the building permit. Frequently, the architect may apply for the building permit on behalf of the owner as soon as documents are issued for bidding, to avoid delay in the start of construction</p>
<p><b>Health and safety:</b></p> <ul style="list-style-type: none"> <li>▪ Contractor provides proof of current standing with the provincial or territorial health and safety authority</li> <li>▪ Contractor provides copy of workplace accident prevention program</li> </ul>	<p>General contractor</p>	
<p><b>Construction Schedule:</b></p> <ul style="list-style-type: none"> <li>▪ Obtain and review construction schedule</li> <li>▪ Review construction schedule format as described in specifications with contractor: <ul style="list-style-type: none"> <li>▪ Complex projects may require both Gantt chart and network diagram</li> </ul> </li> <li>▪ Obtain and review the contractor's construction schedule</li> <li>▪ Confirm appropriate timetable for the construction work consistent with contract documents, including: <ul style="list-style-type: none"> <li>▪ comprehensive and detailed work breakdown structure</li> <li>▪ project phases and high-level deliverables</li> <li>▪ project milestones including commencement of work on site, staged approvals by authorities having jurisdiction, partial or total occupancy date and total completion date</li> </ul> </li> </ul>	<p>General contractor to architect to consultants to owner</p>	