



Application for Temporary Licence

Include this checklist with your application. Retain copies of the application documents for your records.

Date this application was emailed to registration@aibc.ca: _____

- Letter of Intent submitted and accepted prior to submission of this application. Refer to Appendix A of this form for the template.
- Completed and signed application form.
- Scan of Government-Issued Photo Identification for the out-of-province Architect
- Letter of good standing from the home jurisdiction of the out-of-province Architect making the application. The letter should include the applicant's current registration status and information on any disciplinary record with that jurisdiction. If there is no disciplinary record, have that indicated in the letter.
- Certificate of Professional Liability Insurance (Refer to [Schedule M: Board Rules for PLI](#) for requirements).

Submission Information:

Note: If you were previously registered with the AIBC, you must pay any outstanding fees and satisfy any conditions for [Good Standing](#) prior to applying for reinstatement.

1. Submit your complete application, attachments, and this checklist by email to registration@aibc.ca. Incomplete applications will be destroyed after three months of inactivity.
2. Once your application is approved you will be emailed an invoice with payment instructions.
 - a. Refer to [Schedule B: Fees](#), found in the [AIBC Bylaws](#), for applicable fees.
 - b. Payments must be remitted in Canadian funds and can be made by cheque (drawn on a Canadian bank), money order, Visa, MasterCard, American Express, PayPal, cash, debit card, e-transfer, or wire transfer.
 - c. Please consider additional processing time if payments are submitted by cheque. We encourage you to pay online.
3. After submitting your documents by email, please send the original application form and checklist to the AIBC. The originals do not need to be received before your application is approved.
4. Processing will take approximately **5 weeks** from date of receipt of your complete application package by email. Applications are reviewed once a month by the Credentials Committee. The schedule for submission deadlines and estimated approval dates can be found on the [AIBC website](#). The schedule for submission deadlines and estimated approval dates can be found on the [AIBC website](#).

Application for Temporary Licence

1. Name of Architect Making the Application _____

(a) Applicant is a registrant in good standing in the jurisdiction of : _____

(Include letter from licensing authority with application)

(b) Applicant is a principal in the architectural firm of *(if applicable)*:

(c) Head Office:

Address

Phone _____

Email _____

2. Name of Local Collaborating Architect AIBC _____

(a) Collaborating Architect AIBC is a principal or shareholder in the architectural firm of:

3. Project Information **Yes** **No**

(a) Is this project covered under a previous Temporary Licence issued by the AIBC?

If yes, provide date TL was cancelled and reason for cancellation:

Date:

Reason:

(b) Description *(building type, size or other descriptors, as applicable)*:

(c) Scope of Services:

(d) Project Address:

(e) "Construction Cost" (if applicable) See definition in Appendix B of this form.

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- 4. Commencement Date of Services
- 5. Projected Completion Date of Project
- 6. Projected Completion Date of Services

I verify that, to the best of my knowledge, the information provided in support of this application is true. I have read, understood, and agree to the foregoing terms and conditions of this licence and have read and understand the [AIBC Bylaws](#), the [Code of Ethics and Professional Conduct](#), and [Bulletin 22: Temporary Licence Requirements for Architects Registered in Another Jurisdiction Wishing to Provide or Promote Architectural Services in British Columbia](#).

Applicant Signature

Date

Local Collaborating Architect Signature

Date

** By typing my name into the signature field, I agree that my electronic signature is the legally binding equivalent, and has the same meaning, as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.*

Appendix A: Sample Letter of Intent

Date

Architectural Institute of British Columbia
100 – 440 Cambie Street
Vancouver, BC V6B 3N5
Canada

Attention: Director of Registration & Licensing

Dear AIBC,

Sincerely,

* By typing my name into the signature field, I agree that my electronic signature is the legally binding equivalent, and has the same meaning, as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

Appendix B: Definition(s)

Construction cost means the contract price(s) of all project elements designed or specified by or on behalf of the architect, permit fees, contingency amounts, and all applicable taxes including such value added taxes as GST whether recoverable or not.

Where there is no contract price for all or part of the project, the construction cost shall be the estimated cost of construction as determined by the architect at market rates at the anticipated time of construction.

Construction cost does not include the compensation of the architect and the architect's consultants, the cost of the land, or other costs, which are the responsibility of the client. In the event that labour or materials are furnished by the client below market cost or when old materials are reused, the construction cost, for purposes of establishing the architect's fee, is the cost of all materials and labour necessary to complete the work as if all materials had been new and as if all labour had been paid for at market prices at the time of construction or, in the event that the construction does not proceed, at existing market prices at the anticipated time of construction.

COLLECTION NOTICE

The information on this form is collected under the authority of AIBC Bylaws under the Professional Governance Act, S.B.C. 2018, c. 47. The information will be used to process your application and update the AIBC's records on the status of its applicants and Registrants. If you have questions about the collection and use of this information, please contact the AIBC's Registration & Licensing department by phone at 604.683.8588 or by email at registration@aibc.ca. As a public body under the provisions of the Freedom of Information and Protection of Privacy Act, the AIBC provides security and confidentiality of your personal information.