

Village of Longview  
128 Morrison Road  
Longview, AB  
T0L 1H0

March 6, 2026  
File: N:\2530\000\Community Hall\L01

sent via email: cao@village.longview.ab.ca

**Attention: Roy Tutschek**  
**Chief Administrative Officer**

Dear Mr. Tutschek:

**Re: Community Hall Renovations – Professional Involvement**

As per the Village of Longview's request, the following summarizes MPE a division of Englobe (MPE) understanding of the potential Community Hall Renovation project as well as our interpretation of the National Building Code need for professional involvement.

### History

The Village of Longview's Community Hall is aging and requires a series of repairs. To better understand the scope and potential costs, the Village prepared a preliminary description of the work and issued it on the Alberta Purchasing Connection online platform as a non-binding *Request for Comment*. This allowed contractors to provide feedback and budgetary estimates without creating any contractual obligations. After reviewing the submissions, the Village now wishes to confirm its due diligence by determining whether professional involvement such as engineering or architectural design and construction review is required under applicable codes and standards.

### Existing Conditions

Based on the floor plan information provided and the building's use as a public gathering space, the following assumptions have been made by MPE:

Occupancy Type: Assembly Occupancy  
Building Area: 243m<sup>2</sup> (2,616sqft)  
Floors: 1 story above ground level



FIGURE 1: VILLAGE OF LONGVIEW COMMUNITY HALL

## Scope of Work

The following items have been identified to MPE as part of the proposed renovation. MPE has not verified the accuracy, completeness, or necessity of these items:

- Supply and install Trusscore to sloped ceilings
- Supply 1½" rigid insulation at ceiling
- Supply vapour barrier, Enerseal caulking and tape
- Supply wood strapping under rigid insulation
- Supply and install Trusscore to ceiling
- Painting
- Supply and install Trusscore to gables
- Supply and install concrete pad for MUA/HVAC
- Roof infill following chimney demolition
- Asphalt shingle repairs
- Plumbing demolition and new installation
- Electrical demolition and new installation
- HVAC demolition and new installation

## Building Code Review

Construction requirements in Alberta are governed by the National Building Code – 2023 Alberta Edition (NBC-2023 AE). Section 2.4 “Professional Design and Review” outlines when professional involvement is required, including when a registered architect or engineer must take responsibility for design and field review.

The following Figure 2 is an excerpt from the NBC-AE2023, outlining when professional involvement is required, underlined items are indicated by MPE to emphasize understanding.

## Section 2.4. Professional Design and Review

### 2.4.1. Professional Involvement

#### 2.4.1.1. General

- 1)** Except as required by Sentence (4), involvement of a *registered professional* is not required for a *building*
- a) *3 storeys or less in building height, classified as an assembly, care, treatment or detention occupancy that,*
- i) if 1 storey in building height, has a building area of 300 m<sup>2</sup> or less,
- ii) if 2 storeys in building height, has a building area of 150 m<sup>2</sup> or less, or
- iii) if 3 storeys in building height, has a building area of 100 m<sup>2</sup> or less,

FIGURE 2: NBC-AE2023, SECTION 2.4

**Figure 2** (NBC-AE 2023, Section 2.4) identifies that professional involvement is *not* required for a one-storey assembly occupancy with a building area under 300 m<sup>2</sup>, unless Sentence (4) applies (see figure 3 below)

**4)** If the size or complexity of a *project* may give rise to special safety concerns, the *authority having jurisdiction* may require the involvement of one or more *registered professionals* to authenticate all or part of the drawings and specifications and perform *field reviews*.

FIGURE 3: NBC-AE2023, SECTION 2.4(4)

**Figure 3** (NBC-AE 2023, Section 2.4(4)) states that the Authority Having Jurisdiction (AHJ) may require professional involvement where the proposed work is considered complex. Based on the scope of work indicated, primarily interior finishes, insulation, typical electrical, plumbing, and HVAC renovations, it is MPE’s opinion that no elements appear to constitute “complex” work as contemplated by Sentence (4).

As such, it is MPE’s opinion that neither 2.4.1.1.(1)(a)(i) nor 2.4.1.1.(4) would trigger mandatory professional involvement for the building design.

### Additional Considerations

As it is MPE’s opinion that professional involvement is not required for the overall direction of this project, NBC-2023 AE Section 2.2.10 (Permits) requires that all work governed by the Code be completed under the appropriate permits in accordance with the *Safety Codes Act* and its regulations. All relevant construction activities must therefore be carried out under the review and supervision of the applicable building, plumbing, gas, and electrical permitting authorities. The local safety codes officers and the local bylaws can be referenced to identify which items in the scope of work require permitting.

### Conclusion

MPE trusts that this summary provides the Village with a clear understanding of the applicable building code requirements regarding professional involvement and permitting for the proposed Community Hall renovations.

Yours truly,

**MPE a division of Englobe**

Dan Wood P.Eng., LEED A.P.  
Vice President of Building Services