



**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

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**TEMPORARY LICENCE APPLICATION**

1. Name of Architect making application \_\_\_\_\_

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

\_\_\_\_\_  
*(Provide letter from licensing authority with application)*

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

\_\_\_\_\_

(c) Head Office \_\_\_\_\_  
*Address*

\_\_\_\_\_

( ) ( )  
*Telephone Fax Email*

2. Name of Collaborating Architect \_\_\_\_\_

(a) Collaborating Architect is a Member in good standing of the AIBC

(b) Collaborating Architect is a Principal or shareholder in the architectural firm of:

\_\_\_\_\_

3. Project Information

(a) Description (building type, size or other descriptors, as applicable)

\_\_\_\_\_

\_\_\_\_\_

(b) Scope of Services

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(c) Project Address

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(d) "Construction Cost" (if applicable)

\$ \_\_\_\_\_  
(See definition in Bulletin 22)

4. Commencement Date of Services Mth\_\_\_\_\_Day\_\_\_\_Yr\_\_\_\_\_
5. Projected Completion Date of Project Mth\_\_\_\_\_Day\_\_\_\_Yr\_\_\_\_\_
6. Projected Completion Date of Services Mth\_\_\_\_\_Day\_\_\_\_Yr\_\_\_\_\_
7. Project Status, Reporting Each Year on February 1 Until Project Completed  
(or until 1 year after substantial performance of built project)

**Reports Received:**

Report 1 Mth\_\_\_\_\_Day\_\_\_\_Yr\_\_\_\_\_

Report 2 Mth\_\_\_\_\_Day\_\_\_\_Yr\_\_\_\_\_

Report 3 Mth\_\_\_\_\_Day\_\_\_\_Yr\_\_\_\_\_

Report 4 Mth\_\_\_\_\_Day\_\_\_\_Yr\_\_\_\_\_

Report 5 Mth\_\_\_\_\_Day\_\_\_\_Yr\_\_\_\_\_

8. The Applicant and the Collaborating Architect agree that they will be jointly responsible for requirements as set out in B. 4. (a – e) listed in the Temporary Licence Bulletin (Bulletin 22) or as otherwise required by the AIBC, approved by AIBC Council and set out below:

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I verify that, to the best of my knowledge, the information provided in support of this application is true. I have read and agree to the foregoing terms and conditions of licence.

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Signature of Applicant

Date

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Signature of the Collaborating Architect

Date

9. FEES REQUIRED WITH APPLICATION (see Bulletin 01)

Application Fee: \$ \_\_\_\_\_

Annual (*note after June 30<sup>th</sup>, half fees required*): \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

12% HST \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

**Payment by cheque:**

*Payable to "Architectural Institute of B.C."*

**Payment by credit card:**

Cardholder's name:

Card number:

Expiry date (mm/yy):


**Please sign and date this form.**

Cardholder's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** It may take up to four weeks for an application to be processed.

## **Sample Letter of Intent (cf. Bulletin 22 item A.3)**

### **Date**

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

Attention: Director of Registration & Licensing

Dear Sir/Madam:

We are writing to inform you of our intention to submit an (expression of interest, letter of qualification, proposal) with (collaborating architectural firm if known at this time), to provide architectural services for the (project name, client and description). It is our intention, should we be successful, to apply for a Temporary Licence for the project in British Columbia. We will not provide any services until we have received a Temporary Licence.

We trust this is in order, and we would be pleased to provide further information that may be required.

Sincerely,

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