

Designer Requirements

All drawings submitted for building-permit applications are required to be prepared by either the owner or prepared and reviewed by a qualified designer, architect or professional engineer or a combination. Some drawings must be designed by a professional engineer when the design falls under the scope of Part 9, Division B of the Ontario Building Code.

The Building Code requires qualified and registered designers who review and take responsibility for design activities to include the following information on any documents submitted to a chief building official or registered code agency:

- The name and building code identification number (BCIN) of the registered firm.
- A statement that the qualified person has reviewed and taken responsibility for the design activities.
- The name and BCIN of the qualified person.
- The signature of the qualified person.

Drawing Requirements

The following is a list of drawings and information that may be required to accompany applications for permits according to the scope of work:

- Lot grading plan
- Foundation plan
- Floor plans/ framing plans
- Roof plans
- Building elevations
- Sections and details
- Truss layout drawings

Additional information that may be required for the building-permit application process includes:

- Application Form
- Schedule 1 Form
- Two sets of construction drawings
- Two copies of the heat loss/ gain calculations and mechanical summary sheet
- Any other documents that pertain to your project

All drawings shall be fully dimensioned, drawn at minimum 3/16"= 1'-0"; and note all sizes and types of construction materials to be used and their respective locations, finishes to all walls, ceilings and floors and all existing and proposed fire separations.

Additional standard forms we may require to issue your permit:

- Sewage system installer information sheet