



A Guide to the Schedule 1 Form (Designer Information)

This guide is intended to assist in the completion of the *Schedule 1 Designer Information* form and provides a section by section description of the information that must be submitted. It is recommended that you read it carefully before making a permit application. If you require further assistance please visit or call the Town of Markham Building Standards Division.

- Our offices are located at 101 Town Centre Blvd., Markham (Warden & Highway #7)
- Phone (905) 475-4870.
- Web site www.markham.ca/markham/channels/buildstd/overview.htm .

General Information

The Building Code Act now requires that most designers who prepare documents to be submitted with permit applications have the necessary qualifications set out in the building code and that they provide information about their qualifications on the permit application form and all documents. Further information about qualifications can be found under the Notice to Permit Applicants and Designers document at <http://www.markham.ca/markham/channels/buildstd/permitapp.htm> . Schedule 1 forms part of the *Application for a Permit to Construct or Demolish* and is required to be completed for every permit application and by each individual who reviews and takes responsibility for design activities with respect to the project. The form need not be completed by Architects who are holders of a Certificate of Practice or a Temporary License under the Architects Act. The form is uniform throughout the province of Ontario and is available from:

- The Town of Markham Building Standards Division offices
- Our web site at www.markham.ca/markham/channels/buildstd/permitapp/permitapplication.htm
- The Ministry of Housing web site at http://www.obc.mah.gov.on.ca/scripts/index_.asp

It is the applicant's responsibility to make sure all information is complete and correct. An application will be refused where any of the required information it is not provided.

Section A: Project Information

Section A requires the permit applicant or designer to provide details about the location of the proposed construction or demolition. The following information must be provided:

- The correct municipal address (including the suite or unit number) where the construction or demolition is being proposed;
- The correct legal description of the property.

Section B: Individual who reviews and takes responsibility for design activities

Section B requires the permit applicant or designer to provide:

- The name of the individual taking responsibility for the design.
- Where the designer is required to be registered in accordance with the Ontario Building Code, the name of the firm and the individual who is taking responsibility for the design must be provided.
- The address and contact information for the above individual and/or firm

Section C: Design activities undertaken by the individual in Section B

Section C requires the individual taking responsibility for the design activities to check the categories of qualification required for the type of building or part thereof and to describe (under the description of designer's work) the design activities they are responsible for.

Section D: Declaration of Designer

Section D requires the person taking responsibility for the design to provide information about their qualifications and to certify (by signing) the accuracy of the information contained on the form.

1. The first check box must be checked where Subsection 2.17.4 of the Ontario Building Code requires that the individual and firm be registered. Registered means registered with the Director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing in accordance with Article 2.17.4.2. and includes the insurance coverage required under Subsection 2.21.2. The individuals responsible for the design must provide their BCIN (Building Code Identification Number) and the BCIN of the firm.
2. The second check box must be checked where Subsection 2.17.5 of the Ontario Building Code requires that the individual designer be qualified in the appropriate category as an 'other designer'. The individual responsible for the design must provide their BCIN (Building Code Identification Number) and the building code reference providing the basis of exemption from the registration requirements must be provided on the form.
3. The third check box must be checked where the design work is completely exempt from the requirements from registration under Subsection 2.17.4 and the qualification requirements under Subsection 2.17.5 of the Ontario Building Code. The building code reference providing the basis of exemption from these requirements must be provided on the form.

General information about qualification requirements can be found on the Notice to Permit Applicants and Designers document at <http://www.markham.ca/markham/channels/buildstd/permitapp.htm> .