

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

| A. Project Information   |                               |                                |                          |          |
|--|-------------------------------|--------------------------------|--------------------------|----------|
| Building number, street name   |                               |                                | Unit no.                 | Lot/con. |
| Municipality   | Postal code                   | Plan number/ other description |                          |          |
| B. Individual who reviews and takes responsibility for design activities   |                               |                                |                          |          |
| Name   |                               | Firm                           |                          |          |
| Street address   |                               |                                | Unit no.                 | Lot/con. |
| Municipality   | Postal code                   | Province                       | E-mail                   |          |
| Telephone number   | Fax number                    |                                | Cell number              |          |
| C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]  |                               |                                |                          |          |
| House  | HVAC – House                  |                                | Building Structural      |          |
| Small Buildings  | Building Services             |                                | Plumbing – House         |          |
| Large Buildings  | Detection, Lighting and Power |                                | Plumbing – All Buildings |          |
| Complex Buildings  | Fire Protection               |                                | On-site Sewage Systems   |          |
| Description of designer's work   |                               |                                |                          |          |
| D. Declaration of Designer   |                               |                                |                          |          |
| <p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p>Signature of Designer</p> </div> </div> |                               |                                |                          |          |

**NOTE:**

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.