



How to Fill Out the Schedule 1 Designer Information Form

This "How To" Document shows Homeowners who have prepared their own Building Permit application designs how to fill out the required "Schedule 1 - Designer Information Form". The Schedule 1 Form accompanies all building permits as the document which states who legally take responsibility for the designs submitted for permit.

Section H – Project Information:

-Please fill out everything except unit #, Lot, Plan Number (unless you know this information then please fill out accordingly).

Section I – Individual who reviews and takes responsibility for design activities:

-Please fill out everything except unit #, Lot, Plan Number, Fax Number (unless you know this information then please fill out accordingly).

Section J - Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]:

-Homeowners only fill out the description of the project for which they have done the drawings, put as much detail as possible about the work taking place.

Example: *"Rear yard deck with guards 36" high and set of stairs that is attached to the house with concrete pier foundations."*

Section K - Declaration of Designer:

- Type or print Your Name legibly
- Choose the last option which reads: *"The design work is exempt from the registration and qualifications requirements of the Building Code"*
- The basis for exemption from registration and qualification is: **"Homeowner"**
- Date and Sign at the bottom of the page.

At this point you have successfully filled out your Schedule 1 Designer Information Form.

If you have any questions or inquiries, please contact:

Phone: 613-342-8772 x 4463

Email: building@brockville.com

Schedule 1: Designer Information

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

H. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
I. 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
J. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
K. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> 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. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> 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. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) 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 authorization, 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 Association of Professional Engineers of Ontario.