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# Building Bulletin

## SCHEDULE 1: DESIGNER INFORMATION

**'SCHEDULE 1: Designer Information' forms part of the provincial 'Application to Construct or Demolish' and is required to be completed for every permit application by individuals who review and take responsibility for design activities with respect to the project. All fields on the form must be filled out to consider the application "complete" as defined by the Ontario Building Code.**

The *Building Code Act* requires that 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 Schedule 1 form and submitted documents.

There are only two cases where an exemption applies and, in both cases, appropriate PROFESSIONAL SEALS must be affixed to the documents being submitted:

- Schedule 1 is not required to be completed by a holder of a licence, temporary licence, or a certificate of authorization, issued by the Ontario Association of Architects.
- Schedule 1 is not required to be completed by a holder of a licence to practice, a limited licence to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Note: if submitted drawings contain a company logo, an accompanying BCIN and listed qualifications are required to be included on the Schedule 1 Designer Information form.

It is the applicant's responsibility to ensure that all information is complete and accurate. An application will be refused where any of the required information is not provided.

Chris Glanville, B.A. (Hons)  
Chief Building Official

