

IMPORTANT NOTICE

To Building Permit Applicants and Designers



City of Mississauga
Planning and Building Department
300 City Centre Drive
MISSISSAUGA ON L5B 3C1
Tel : 905-896-5619
Fax: 905-896-5638
www.mississauga.ca/portal/residents/permit

BEGINNING JANUARY 1, 2006, MOST DESIGNERS WHO PREPARE DOCUMENTS TO BE SUBMITTED WITH PERMIT APPLICATIONS REQUIRED UNDER THE BUILDING CODE ACT, S.O. 1992, AS AMENDED, AND WHO ARE NOT ARCHITECTS, OR HOLDERS OF A CERTIFICATE OF PRACTICE OR A TEMPORARY LICENSE UNDER THE ARCHITECT'S ACT MUST:

- BE **REGISTERED** WITH THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING; AND/OR,
- POSSESS PROVINCIAL **QUALIFICATIONS**; AND,
- PROVIDE **INFORMATION** ABOUT THEIR QUALIFICATION AND REGISTRATION ON THE PERMIT APPLICATION FORM AND ON ALL DESIGN DOCUMENTS

MUNICIPALITIES CAN NOT ISSUE PERMITS APPLIED FOR AFTER JANUARY 1, 2006, UNLESS DESIGNERS MEET THESE REQUIREMENTS. AS DESCRIBED IN THIS NOTICE, SOME DESIGNERS AND PROJECTS ARE EXEMPT.

REGISTRATION AND/OR QUALIFICATION REQUIREMENTS

- The attached tables summarize the registration and/or qualifications requirements for designers in respect to the various classes of buildings, and identify where exemptions apply. The tables have been developed for convenience purposes only. Reference should always be made to the Ontario Building Code, as amended.
- The attached edited extract from the Ontario Building Code lists the exemptions to designer registration and/or qualification requirements. The extract has been edited for clarity and is provided for convenience purposes only. Reference should always be made to the Ontario Building Code, as amended.
- Architects are qualified and registered by the Ontario Association of Architects, and are not required to be registered or qualified with the Ministry.

INFORMATION REQUIRED ON DOCUMENTS

Each designer discipline is now required to provide information about their registration, qualification, and design responsibility on **Schedule 1** to the provincial **Application for Permit to Construct or Demolish** form, and information about registration and/or qualification should be included on every document supporting a building permit application. A standard template has been developed to assist designers in providing the required information on drawings. This template or a facsimile may be incorporated into drawing title blocks.

QUALIFICATION INFORMATION		
Required unless design is exempt under 2.17.5.1. of the building code		
<hr/>		
NAME	SIGNATURE	BCIN #
REGISTRATION INFORMATION		
Required unless design is exempt under 2.17.4.1. of the building code		
<hr/>		
FIRM NAME		Registration #

SUMMARY OF REQUIREMENTS FOR DESIGNERS UNDER THE ONTARIO BUILDING CODE

(This summary has been developed for convenience purposes only. Reference should always be made to the Regulations.)

Legend: **Q** - Qualification **R** - Registration **U** - indicates requirement

Class of Building	Designed By	Q	R	Design Scope	Category of Qualification
House <i>including extension, alteration or repair</i>	Owner			Architectural	House
	Tarion Builder*1	U		Structural	House
	Designers	U	U*2	Plumbing	Plumbing - House
	*1 applicable only to new buildings			HVAC	HVAC - House
	*2 applicable only to architectural/structural designers of new buildings				

Class of Building	Designed By	Q	R	Design Scope	Category of Qualification	
Small Building <i>including extension, alteration or repair</i>	Owner	U		Architectural	Small Buildings	
	Tarion Builder*	U		Structural	Building Structural	
	Designers	U	U	Plumbing	Plumbing – All Buildings	
	* applicable only to new buildings			HVAC	Building Services	
				Fire Protection	Sprinklers Stand Pipes	Fire Protection or Building Services
					Fire Alarm Emergency Lighting & Power	Fire Protection or Building Services or Detection, Lighting & Power

Class of Building	Designed By	Q	R	Design Scope	Category of Qualification	
Large Building <i>including extension, alteration or repair</i>	Owner	U		Architectural	Large Buildings	
	Tarion Builder*	U		Structural	Building Structural	
	Designers	U	U	Plumbing	Plumbing – All Buildings	
	* applicable only to new buildings			HVAC	Building Services	
				Fire Protection	Sprinklers Stand Pipes	Fire Protection or Building Services
					Fire Alarm Emergency Lighting & Power	Fire Protection or Building Services or Detection, Lighting & Power

Class of Building	Designed By	Q	R	Design Scope	Category of Qualification	
Complex Building <i>including extension, alteration or repair</i>	Owner	U		Architectural	Complex Buildings	
	Tarion Builder*	U		Structural	Building Structural	
	Designers	U	U	Plumbing	Plumbing – All Buildings	
	* applicable only to new buildings			HVAC	Building Services	
				Fire Protection	Sprinklers Stand Pipes	Fire Protection or Building Services
					Fire Alarm Emergency Lighting & Power	Fire Protection or Building Services or Detection, Lighting & Power

Miscellaneous Projects	Designed By	Q	R	Category of Qualification
Accessory Building <i>servicing House class of building</i> <i>>10m² & ≤50 m²</i>	Any Person			n/a
Accessory Building <i>servicing House class of building</i> <i>>50 m² & ≤600 m²</i>	Owner			House
	Designer	U		
Tents <i>described in 3.13.1.2.(2)</i>	Any Person			n/a
Tents <i>not exempted by 2.4.1.1.(5) &</i> <i>not described in 3.13.1.2.(2)</i>	Any Person	U	U	Building Structural
Signs	Any Person			n/a
Designated Structures <i>described in 2.1.2.1.(1)</i> <i>other than signs</i>	Any Person	U	U	Building Structural
Site Services	Any Person			n/a
On-Site Sewage Systems	Owner			On-Site Sewage Systems
	Registered Installer			
	Designer	U	U	
Incidental Appliances & Equipment	Any Person			n/a
Pre-Engineered Elements	Competent Person			n/a
Demolition <i>buildings described in 2.3.2.3(1)</i>	Professional Engineer <i>general review</i>	U	U	Building Structural
Demolition <i>buildings not described in 2.3.2.3(1)</i>	Any Person			n/a

Notes:

- 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.
- Qualified** means that the designer has successfully completing the examination program administered by the Ministry of Municipal Affairs and Housing in the category of qualification set out in Section 2.20. of the Building Code.
- Categories of Qualification** refers to those categories listed in Table 2.20.2.1. of the Ontario Building Code.
- Designer** means a person who is engaged in activities as described in Subsection 15.11-(5) of the Building Code Act.
- House** means a detached house, semi-detached house, townhouse or row house containing not more than 2 dwelling units per house.
- Small Building** means a building which is not more than 600 m² in building area, and not more than 3 storeys in building height, and used for Group C, D, E, F2 or F3 major occupancies.
- Large Building** means a building which is not a House, a Small Building, or a Complex Building.
- Complex Building** means a *Post-Disaster Building* as defined in the Building Code; a Large Building to which Subsection 3.2.6. (High Buildings); or, a Small or Large Building to which any provision in Articles 3.2.8.2. to 3.2.8.11. (Mezzanines/Inter-Connected Floor Space) apply.
- Tarion Builder** means a builder who is registered under the *Ontario New Home Warranties Plan Act*.

EXEMPTIONS TO DESIGNER REGISTRATION AND/OR QUALIFICATION

(This extract from the building code has been edited for clarity, and is provided for convenience purposes only. References should always be made to the Regulations.)

A person is exempt from **registration** if the person's *design activities* relate only to:

- (a) *construction* of a home as defined under the Ontario *New Home Warranties Plan Act* that will be constructed or sold by that person, if the person is a builder or vendor as defined in that Act and is registered under that Act,
- (b) *construction* of a *building* that is owned by that person.
- (c) *construction* of a *farm building* that is
 - (i) of *low human occupancy*,
 - (ii) of 2 storeys or less in *building height*, and
 - (iii) has a *building area* of less than 600 m² (6460 ft²),
- (d) *the* extension, material alteration or repair of
 - (i) a detached house, semi-detached house, townhouse or row house containing not more than two dwelling units in each house, or
 - (ii) a detached structure that serves a building described in Subclause (3)(d)(i) and does not exceed 50 m² (538 ft²) in *building area*,
- (e) a sewage system to be constructed by that person if the person is *registered* under Article 2.18.3.2,
- (f) *construction* of tents described in Sentence 3.13.1.2.(2),
- (g) *construction* of signs,
- (h) *construction* of site services, including
 - (i) surface drainage, and
 - (ii) *plumbing* located underground, either outside a *building* or under a *building*,
- (i) *construction* of a factory-built house certified to CAN/CSA-A277 "Procedure for Certification of Factory-Built Houses",
- (j) *construction* of a mobile home conforming to CAN/CSA-Z240 Series "Mobile Homes",
- (k) *construction* of a park model trailer conforming to CAN/CSA-Z241 Series "Park Model Trailers",
- (l) *construction* of pre-engineered elements of a *building* if the design of the elements is carried out by a person competent in the specific discipline appropriate to the circumstances,
- (m) *construction* of appliances, equipment and similar incidental components of a *building*, or
- (n) *construction* of a *building* for which a permit under Section 8 of the Act is applied for or issued before January 1, 2006 and for which *construction* is commenced within six months after the permit is issued.

A person is exempt from registration if the person's *design activities* are with respect to a detached house, semi-detached house, townhouse or row house containing not more than two *dwelling units* in each house and the *design activities* relate only to:

- (o) a *plumbing system*,
- (p) a heating, ventilation and *air conditioning* system, or
- (q) ancillary *buildings* such as garages.

A person is exempt from **qualification** if his or her *design activities* relate only to:

- (a) *construction* of,
 - (i) a detached house, semi-detached house, townhouse or row house owned by the person and containing not more than two *dwelling units* in each house, or
 - (ii) an ancillary *building* that serves a *building* described in Subclause (i),
- (b) *construction* of a *farm building* that,
 - (i) is of *low human occupancy*,
 - (ii) is 2 storeys or less in *building height*, and
 - (iii) has a *building area* of less than 600 m² (6460 ft²),
- (c) a *sewage system* to be constructed by that person, and:
 - (i) the person is *registered* under Article 2.18.3.2., or
 - (ii) the *sewage system* is owned by the person,
- (d) *construction* of tents described in Sentence 3.13.1.2.(2),
- (e) *construction* of signs,
- (f) *construction* of site services including
 - (i) surface drainage, and
 - (ii) *plumbing* located underground either outside a *building* or under a *building*,
- (g) *construction* of pre-engineered elements of a *building* provided that the design of the elements is carried out by a person competent in the specific discipline appropriate to the circumstances,
- (h) *construction* of appliances, equipment and similar incidental components of a *building*,
- (i) *construction* of an ancillary *building*
 - (i) that serves a detached house, semi-detached house, townhouse or row house if the house contains not more than two *dwelling units*, and
 - (ii) that does not exceed 50 m² (538 ft²) *building area*, or
- (j) *construction* of a *building* for which a permit under Section 8 of the Act is applied for or issued before January 1, 2006 and for which *construction* commences within six months after the permit is issued.

In order to become qualified, designers, other than Architects, must successfully complete Ministry of Municipal Affairs and Housing examinations that test their knowledge of the legal and technical requirements of the Building Code related to their area of practice. Architects are qualified under the Building Code Designation System, which is administered by the OAA.

For more information about designer registration and/or qualification requirements, contact the Ministry of Municipal Affairs and Housing Building and Development Branch at 416.585.6666 or visit their website at www.obc.mah.gov.on.ca.