

Designer Qualifications & Response Time Summary

DEFINITIONS & NOTES

Registered means the Designer must be registered with the Ministry of Municipal Affairs and Housing for the purpose of ensuring the Designer carries the amount of insurance prescribed by the Ontario Building Code.

Qualified means the Designer must successfully completed the examination program administered by the Ministry of Municipal Affairs and Housing in the category prescribed by the Ontario Building Code corresponding to the building type.

Qualification Categories means those categories listed in the Ontario Building Code.

Designed by means an Owner-Designer, a Tarion-Builder-Designer, an Architect / Engineer or All Other-Designers who carries out design activities related to any building permit application.

House means a detached house, semi-detached house, townhouse or row house containing not more than two dwelling units per house.

Accessory Building means a detached structure accessory to a house on the same property.

Small Building means less than or equal to 600m² in building area & is less than or equal to 3 storeys in building height & is used for residential, business or personal services, mercantile, medium or low hazard industrial occupancies.

Large Building means more than 600m² in building area or is used for assembly, care or detention or high hazard industrial occupancies.

Complex Building means a building which is defined as a high building (usually 4 or more storeys) or contains an interconnected floor space.

Minor Alteration or Repair means building work that does not affect the structural integrity, fire safety systems, fire separations, main entrance, public corridors, exits, exterior walls and the addition of useable floor space.

Major Alteration or Repair means it is not minor.

Post-Disaster Building (Essential Services) means a hospital, emergency treatment centre, fire station, police station, communication facility, emergency equipment storage facility, emergency response centre, blood bank, transportation control centre, power station, telephone exchange, electrical substation, water treatment plant, sewage pumping station, storage / treatment station, are allotted 30 business days for review.



BCIN (Building Code Identification Number) means a five digit number assigned by the Ministry of Municipal Affairs and Housing; to Designer-Firms, Designer-Individuals, Building-Officials and Municipalities.

MMAH (Ministry of Municipal Affairs and Housing) means the government branch responsible for the qualification and registration of all building officials and designers. The Ministry is also responsible for interpretations and amendments to the Ontario Building Code www.obc.mah.gov.on.ca or Telephone: 416-585-6666.

Building Code Act & Regulations means the law requirements regulating the actual design and construction of buildings and structures (available free of charge at website www.e-laws.gov.on.ca).

Structure(s) Designated means retaining wall(s) of at least 1 metre high on public or private property where the public is admitted or adjacent to a building access, pedestrian bridge(s) related to a building, crane runway(s), exterior storage tanks (except for amusement tanks, pressure tanks, fuel tanks), ground signs, building solar or antenna collectors more than 5m², wind turbines more than 3kw, communication towers more than 16.6m high, pools or hydro-jet pools used by the public or private in conjunction with at least 6 dwelling units (except for outdoor pools less than 3.5m deep, and indoor wading pools less than 0.6m deep).

Demolition(s) Designated means more than 600m² in building area, 3 stories, pre-tensioned, post-tensioned, undermining adjacent footings, demolished with lasers or explosives.

Designer Qualifications & Response Time Table

KEY

‘R’ means the design firm is required to be **registered** (has errors & omissions insurance) with the MMAH (firm BCIN) (licensed Architects (OAA) & Engineers (PEO) are exempt from registration)

‘Q’ means the design person is required to be **qualified** (has passed knowledge exams) with the MMAH (individual BCIN) (licensed Architects (OAA) & Engineers (PEO) are exempt from qualification)

‘Days’ means the review time in **business days**, if the application is **100% complete** (i.e. the provincial forms must be entirely filled out where applicable, all outside agency approvals (applicable law) are attached, all fees are fully paid & all requested plans and documents per the Town’s Building By-law are attached)

‘V’ means the review time **varies** from **10 to 30 business days** (corresponding to the building type category)

NOTE: This summary has been developed for a simplified overview. Reference should always be made to the Ontario Building Code regulations for exact and detailed application of the requirements. If chart cells 'R', 'Q' or 'Qualification Category' are left blank, that means it does not apply.

House, Semi, Townhouse	Designed by	R	Q	Qualification Category	Days
New Dwelling(s)	Owner			House or Small Buildings	10
	Tarion Builder		Q		
	Architect / Engineer				
	All Others	R	Q		
HVAC (Heating, Ventilation and Air-Conditioning Systems)	Owner			HVAC – House or Building Services	10
	Tarion Builder		Q		
	Architect / Engineer				
	All Others		Q		
Plumbing System				No Drawings Required	
Additions, Alterations or Repairs	Owner			House or Small Buildings	10
	Architect / Engineer				
	All Others		Q		
Deck(s) or Porch(s)	Owner			House or Small Buildings	10
	Architect / Engineer				
	All Others		Q		

Accessory to Housing	Designed by	R	Q	Qualification Category	Days
Accessory Dwelling(s)	Owner			House or Small Buildings	10
	Tarion Builder		Q		
	Architect / Engineer				
	All Others	R	Q		
Accessory Building(s) (Less than 50m ² in Building area)	All Designers				10
Accessory Building(s) (More than 50m ² in Building Area)	Owner			House or Small Buildings	15
	Architect / Engineer				
	All Others		Q		
Factory-built or Mobile Home(s)	Architect / Engineer			House or Small Buildings	10
	All Others		Q		
Accessory Dwelling Unit	Owner			House or Small Buildings	15
	Architect / Engineer				
	All Others		Q		



General Buildings	Designed by	R	Q	Qualification Category	Days
Small Building(s) (Less than 600m ² in Gross Area), New Buildings, Additions, Alterations, Repairs	Owner		Q	Small Buildings, Building Structural, Plumbing All Buildings, Building Services, Detection Lighting & Power, Fire Protection	15
	Architect / Engineer				
	All Others	R	Q		
Small Building(s) (More than 600m ² in Gross Area), New Buildings, Additions, major Alterations, Major Repairs	Architect / Engineer				15
Small Building(s) (More than 600m ² in Gross Area), Minor Alterations, Minor repairs	Owner		Q	Small Buildings, Plumbing All Buildings, Building Services, Detection Lighting & Power	15
	All Others	R	Q		
Large Building(s), New Buildings, Additions, Major Alterations, Major Repairs	Architect / Engineer				20
Large Building(s), Minor Alterations, Minor Repairs	Owner		Q	Large Buildings Plumbing All Buildings, Building Services, Detection Lighting & Power	20
	All Others	R	Q		
Complex Building(s), New Buildings, Additions, Major Alterations, Major Repairs	Architect / Engineer				30
Complex Building(s), Minor Alterations, Minor Repairs	Owner		Q	Complex Buildings	30
	All Others	R	Q		

Special Buildings	Designed by	R	Q	Qualification Category	Days
Farm Building(s) (Less than 600m ² in Gross Area, Less than 3 Stories & Maximum one person per 40m ²)	All Designers				15
Farm Building(s) (More than 600m ² in Gross Area)	Architect / Engineer				15 or 20
Tent(s) (Less than 60m ² in Building Area & 3m from Other Structures)				No permit required	

Special Buildings – Continued	Designed by	R	Q	Qualification Category	Days
Tent(s) (Less than 225m ² in Aggregate Area & No Bleachers, No Sidewalls)	All Designers				10
Tent(s) (More than 225m ² in Building Area)	Engineer				10
Demolition(s)	All Designers				V
Demolition(s) Designated	Engineer				V

Special Building Elements	Designed by	R	Q	Qualification Category	
Footing(s) (Undermining Adjacent Footings)	Engineer				V
Thermal Design(s) (Residential without Framing)	Engineer				V
Sprinklered Protected Glazed Wall Assembly	Engineer				V
Shelf & Rack Storage System (Structure)	Engineer				V
Shelf & Rack Storage System (Egress)	Architect / Engineer				V
Appliances & Equipment (Incidental)	All Designers				V
Pre-Engineered Elements	Engineer				V
Site Drainage	All Designers				V
Plumbing Underground Sewage System	All Designers				V
	Installer	R	Q	On-Site Sewage System	V
	Owner				
	Architect / Engineer				
	All Others	R	Q		
Signs Designated (7.5m High Ground Sign, 115kg Projecting Sign, 10m ² Roof Sign, Parapet Projecting Sign)	Architect / Engineer				10
Signs	All Designers				10
Structures Designated	Engineer				V