



CITY OF  
**Welland**

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**IMPORTANT NOTICE**  
TO BUILDING PERMIT APPLICANTS  
AND DESIGNERS

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**BEGINNING JANUARY 1, 2006, DESIGNERS OF BUILDING PERMIT DOCUMENTS WHO ARE NOT LICENSED ARCHITECTS OR PROFESSIONAL ENGINEERS MAY BE REQUIRED TO:**

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

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

**REGISTRATION AND QUALIFICATION EXEMPTIONS**

- Designers are not required to be registered with the Ministry if they own the building they are designing, if they are a builder governed by the *Ontario New Home Warranties Plan Act*, or if the project is an addition to or alteration of a house.
- Designers are not required to be qualified by the Ministry if they are designing a house or an accessory structure to a house that they own, or if they are designing an accessory structure to any house that does not exceed 50 m<sup>2</sup> in area.
- Other projects which are exempt from registration and qualification requirements are described on the back of this form.
- Architects are qualified and registered by the Ontario Association of Architects, and are not required to be registered or qualified with the Ministry.
- Professional Engineers are regulated by the PEO and do not require qualifications under the MMAH.

**INFORMATION REQUIRED ON DOCUMENTS**

Designers are now required to provide information about their registration, qualification, and design responsibility on Schedule 1 to the provincial application form, and on every

document submitted for a building permit. A standard template has been developed to assist designers in providing the required information on drawings. This template or a similar facsimile may be incorporated into drawing title blocks, or stickers are available from our office. Where sets of drawings or specifications contain more than one page, this information is only required on the first page.

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer

**QUALIFICATION INFORMATION**

Required unless design is exempt under 3.2.5.1. of the Building Code

NAME SIGNATURE BCIN

**REGISTRATION INFORMATION**

Required unless design is exempt under 3.2.4.1. of the Building Code

FIRM NAME BCIN

**EXEMPTIONS TO DESIGNER REGISTRATION AND QUALIFICATIONS**

This extract from the building code has been edited for clarity and is provided for convenience purposes only.

**Registration Of Persons Engaged In The Design Business**

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

- 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,
- construction* of a *building* that is owned by that person.
- construction* of a *farm building* that is
  - of *low human occupancy*
  - of 2 *storeys* or less in *building height*, and
  - has a *building area* of less than 600 m<sup>2</sup> (6460 ft<sup>2</sup>),
- the extension, material alteration or repair of:*

Legend: **X** = Registration(**R**) or Qualification(**Q**) is required    **O** = Exempt from Registration or Qualification

<b>Houses &amp; Townhouses</b>	<b>Designed by</b>	<b>R</b>	<b>Q</b>	<b>Category of Qualification</b>
New Building * See note below	Owner	O	O	
	'Tarion' Builder *	O	X	House or Small Buildings
	Designers	X	X	House or Small Buildings
Extension, Alteration or Repair	Owner	O	O	
	Designers	O	X	House or Small Buildings
Deck or Porch	Owner	O	O	
	Designers	O	X	House or Small Buildings
Detached Garage with Dwelling above	Owner	O	O	
	'Tarion' Builder*	O	X	House or Small Buildings
	Designers	X	X	House or Small Buildings
Accessory Building (< or equal to 50m <sup>2</sup> in building area)	Owner	O	O	
	Designers	O	O	
Accessory Building (> 50m <sup>2</sup> in building area)	Owner	O	O	
	Designers	O	X	House or Small Buildings
Plumbing System	Owner	O	O	
	'Tarion' Builder*	O	X	Plumbing - House or All Buildings
	Designers	O	X	Plumbing - House or All Buildings
Heating, Ventilation and AC Systems	Owner	O	O	
	'Tarion' Builder*	O	X	HVAC - House or Building Services
	Designers	O	X	HVAC - House or Building Services
Factory-built house & Foundation	Owner	O	O	
	Designers	O	X	House or Small Buildings
Mobile Home & Foundation	Owner	O	O	
	Designers	O	X	House or Small Buildings
Park Model Trailer	Owner	O	O	
	Designers	O	X	House or Small Buildings
Second Suite Added to House	Owner	O	O	
	Designers	O	X	House or Small Buildings
<b>Other Residential Buildings</b>	<b>Designed by</b>	<b>R</b>	<b>Q</b>	<b>Category of Qualification</b>
New Small Building	Owner	O	X	Small Buildings
	Designers	X	X	
New Large Building	Owner	O	X	Large Buildings or Complex Buildings
	Designers	X	X	
New Complex Building	Owner	O	X	Complex Buildings
	Designers	X	X	
Structural System (Small, Large & Complex Buildings)	Owner	O	X	Building Structural
	Designers	X	X	
Plumbing System	Owner	O	X	Plumbing - All Buildings
	Designers	X	X	
Heating, Ventilation and AC Systems	Owner	O	X	Building Services
	Designers	X	X	
Electrical Systems and Fire Protection	Owner	O	X	Building Services, Detection, Lighting & Power and/or Fire Protection
	Designers	X	X	
Extension, Alteration or Repair	Owner	O	X	Same as building type above
	Designers	X	X	

\*'Tarion' Builder exemption from registration applies only if the design is prepared by the Tarion builder's staff. Designer registration is required for drawings prepared for a Tarion builder by any third party designers.

	Designed by	R	Q	Category of Qualification
New Building Part 9 ( <i>Small</i> ) buildings	Owner	O	X	Small Buildings
	Designers	X	X	
New Building Part 3 ( <i>Large</i> ) buildings	Owner	O	X	Large Buildings or Complex Buildings
	Designers	X	X	
New Building Part 3 ( <i>Complex</i> ) buildings	Owner	O	X	Complex Buildings
	Designers	X	X	
Extension, alteration or repair of above	Owner	O	X	Same as building type above
	Designers	X	X	
Structural System ( <i>Small, Large &amp; Complex Buildings</i> )	Owner	O	X	Building Structural
	Designers	X	X	
Plumbing System ( <i>Small, Large &amp; Complex Buildings</i> )	Owner	O	X	Plumbing - All Buildings
	Designers	X	X	
Heating, Ventilation and AC Systems ( <i>Small, Large &amp; Complex Buildings</i> )	Owner	O	X	Building Services
	Designers	X	X	
Electrical and Fire Protection Systems ( <i>Small, Large &amp; Complex Buildings</i> )	Owner	O	X	Building Services, Detection, Lighting & Power and/or Fire Protection
	Designers	X	X	
<b>Miscellaneous Structures</b>	<b>Designed by</b>	<b>R</b>	<b>Q</b>	<b>Category of Qualification</b>
Farm Buildings of Low Human Occupancy, < or = 2 storeys in height and < or = 600 m <sup>2</sup> in building area	All Designers	O	O	
Other Farm Buildings	Owner	O	X	Same as building type above
	Designers	X	X	
Tents < or = 225 m <sup>2</sup> with no bleachers and/or no side walls	All Designers	O	O	
Other Tents	Owner	O	X	Same as building type above
	Designers	X	X	
Signs	All Designers	O	O	
Designated Structures in Subsection 2.1.2.	Owner	O	X	Building Structural
	Designers	X	X	
<b>Miscellaneous Building Elements</b>	<b>Designed by</b>	<b>R</b>	<b>Q</b>	<b>Category of Qualification</b>
Incidental Appliances and Equipment	All Designers	O	O	
Pre-Engineered Elements	Competent Person	O	O	
Site Services	All Designers	O	O	
Sewage Systems	Registered Installer	O	O	

#### Notes to this Summary:

- Registered** means registered with the Director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing in accordance with Article 3.2.4.2. which includes the insurance coverage required under Subsection 3.6.2.
- Qualified**, for purposes of this document, means the designer has demonstrated the necessary knowledge of the Building Code Act and building code by successfully completing the examination program administered by the Ministry of Municipal Affairs and Housing in the category of qualification set out in Section 3.5. of the code.
- Categories of Qualification** means those categories listed in Table 3.5.2.1. of the building code.
- Designer** means a person who carries out design activities described in Subsection 15.11 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.
- Accessory building** means a detached structure accessory to the main building on the same property.
- Small building** means a building less than or equal to 600 m<sup>2</sup> in building area, less than or equal to 3 storeys in building height, and used for Group C, D, E, F2 or F2 major occupancies.
- Large Building** means a building that is not a house or small building.
- Complex Building** means a large building which is a high building under Subsection 3.2.6. or a small or large building that contains an interconnected floor space to which any provision in Articles 3.2.8.3. to 3.2.8.11. applies.
- Architects** are exempt from the Ministry qualifications but are required to successfully complete the examination program of OAA.
- Professional Engineers** are regulated by the PEO and do not require qualifications under the MMAH.

\*\*Taron' Builder exemption from registration applies only if the design is prepared by the Taron builder's staff. Designer registration is required for drawings prepared for a Taron builder by any third party designers.

- (i) a detached house, semi-detached house, townhouse or row house containing not more than two dwelling units in each house,
- (e) a *sewage system* to be constructed by that person if the person is *registered* under Article 3.3.3.2.,
- (f) *construction* of tents described in Sentence 3.14.1.2.(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.

### **Designer Qualifications**

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 m<sup>2</sup> (6460 ft<sup>2</sup>)
- (c) a *sewage system* to be constructed by that person and:
  - (i) the person is *registered* under Article 3.3.3.2., or
  - (ii) the *sewage system* is owned by the person,
- (d) *construction* of tents described in Sentence 3.14.1.2.(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 m<sup>2</sup> (538 ft<sup>2</sup>) *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 be qualified, all designers 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 administered by the OAA, and are not required to provide information about their qualification on the permit application form. **For more information about designer qualification requirements, contact the Ministry of Municipal Affairs and Housing Building and Development Branch at 416.585.666 or [QuARTS Public Search Registry \(gov.on.ca\)](http://QuARTS.PublicSearchRegistry.gov.on.ca).**

If you have any further questions or concerns please do not hesitate to contact the City of Welland Planning and Development Services – Building and Inspections Division between the hours of 8:30 am and 4:30 pm at 905-735-1700.

### **HOW CAN I FIND OUT MORE?**

Contact

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Infrastructure and Development  
Services  
Building Division

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L3B 3X4

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