

This guide is intended to assist applicants in the completion of the provincial [Schedule 1 - Designer Information](#) form required for all permit applications filed after January 1, 2011. It is recommended that you read this guide prior to making a permit application. If you require further assistance please visit the City of Pickering Civic Complex at One The Esplanade, or call the City of Pickering Planning & Development Department, Building Section at 905.420.4631.

General Information

The *Building Code Act* requires designers who prepare documentation in support of a building permit application, to have the necessary qualifications as set out in the Ontario Building Code and to provide information about their qualifications on the Schedule 1 form and submitted documents. Further information about designer qualifications can be found in the document [Important Notice to Building Permit Applicants and Designers](#).

Schedule 1 forms part of the provincial “Application for a Permit 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.

Note: 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 practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario. Appropriate professional seals must be affixed to the documents being submitted.

Section A: Project Information

Section A requires the permit applicant or designer to provide the details about the location of the proposed construction or demolition. The following information is required:

- the correct municipal address (including the suite or unit number) of the project
- the correct legal description of the property

Section B: Responsibility for Design Activities

Section B requires the permit applicant or designer to provide:

- the name of the individual taking responsibility for the design
- where the designer is required to be registered in accordance with the Ontario Building Code, the name of the firm and the individual who is taking responsibility for the design and their associated Building Code Identification Number (BCIN)
- the address and contact information for the above individual and/or firm

Section C: Design Activities

Section C requires the individual taking responsibility for the design activities to check the categories of qualification required for the type of building, or part thereof, and to describe the design activities they are responsible for.

Section D: Declaration of Designer

Section D requires the person taking responsibility for the design to provide information about their qualifications and to certify (by signing) the accuracy of the information contained on the form.

1. The first check box must be checked by the individual, who along with the firm, is 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. of Division C, and who has the insurance coverage required under Subsection 3.6.2 of Division C. The individuals responsible for the design must provide their individual BCIN and the BCIN of the firm.
2. The second check box must be checked by the individual designer qualified in the appropriate category as an “other designer”. The individual responsible for the design must provide their BCIN and the Ontario Building Code reference providing the basis for exemption from the registration requirements.
3. The third check box must be checked where the design work is completely exempt from the requirements from registration under Subsection 3.2.4. and the qualification requirements under sentence 3.2.4.1.(3) of Division C of the Ontario Building Code. The Ontario Building Code clause, providing the basis for exemption from these requirements, must be provided.

General information about qualification requirements can be found on the [Notice to Building Permit Applicants and Designers](#) document.