



Attention Designers and Persons

****taking responsibility for building designs****

Required in 2019

- Revision fees for designs returned with code deficiencies \$55.00 per page
- All Engineering i.e. trusses, beams and floor design etc. will need to be reviewed by the person taking responsibility for the drawings and **signed**. (Engineering required as in the past)
- All designs must be to scale and on min. 11 x 17 size paper (No exceptions) i.e. HVAC layouts, floor plans, elevations, sections etc.

Tips to make permit review time shorter

- Provide all required information at time of submission. There is a preliminary checklist on our website and at our counter to assist.
- Have all planning approvals in place and provide proper documents, with planning approval stamp.
- Provide proper to scale construction drawings designed to the requirements of the Ontario Building Code and standards.
- Provide a clear understanding of the work being undertaken by the design i.e. show new and existing construction, renovations, and new windows etc.
- Provide a break down of work being done for easier and more accurate fee calculations i.e. deck size, finished and unfinished floor areas, addition sizes, proper square footages per floor etc.
- Provide a clear e-mail address for contact person
- Review all code requirements before submitting permit applications.

Andy Jones, CBCO