

# IMPORTANT NOTICE

for

## Designers

who prepare Building Permit drawings & documents

NOTE: This does not apply to Architects

### Information Required On Documents

Effective January 1, 2006, the Ontario Building Code requires designers to provide information about their registration, qualification, and design responsibility on every document submitted for a building permit. The template below may be used by designers to provide the required information on drawings. We recommend this template or something similar to be incorporated into the drawing title blocks. This information is required on every sheet of a set of drawings as well as on at least one page of every submitted document such as specifications, field review reports etc.

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 Division C - 3.2.5.1. of the 2006 Ontario Building Code (or 2.17.5.1. of the 1997 Ontario Building Code)

NAME

SIGNATURE

BCIN

#### REGISTRATION INFORMATION

Required unless design is exempt under Division C - 3.2.4.1. of the 2006 Ontario Building Code (or 2.17.4.1. of the 1997 Ontario Building Code)

FIRM NAME

BCIN

**Unless exempted by the Building Code,  
documents and drawings submitted without the above information  
will not be accepted.**