



## To the Owner:

### Professional Design & Review

Your project requires professional design and general review. As the owner or person responsible for the project, you must understand the roles of the professionals.

### Roles of the Professionals

The Ontario Building Code, as well as, the Architects Act and the Professional Engineers Act prescribe the roles of professional engineers and architects. These consultants provide a range of valuable services that include:

- certifying conformance with the permit plans,
- identifying changes from the original design,
- inspecting structural systems and construction materials,
- testing of soils,
- evaluating shop drawings, and
- certifying innovative building components.

Their assistance is invaluable in the determination of acceptable equivalents to the requirements in the Building Code. Ajax's Building Inspection program focuses on code compliance.

### Field Reports

The activities of the design professionals should be well documented through regular inspection reports and submitted to Ajax's Building Approvals Section. You will be notified if we fail to receive reports in a timely fashion.

### Change in Architect or Professional Engineer of Architect

The Chief Building Official or Deputy must be notified immediately of any changes in professionals. Continuity of professional involvement is critical to the successful completion of your project.

### Role of the Owner

Please make sure you understand your role as the owner or authorized agent of the project and that of your professional consultants. ***Your signature on the attached Commitment To General Review By Architect And Engineers indicates your acceptance of this responsibility.*** The submission of the Commitment To General Review By Architect And Engineers form and Flow Control Roof Drainage Declaration form completed by your professional consultants is required prior to the issuance of your building permit.

Should you have any questions regarding these obligations, please contact us. We wish you success with your project.

Jack Mamo  
Chief Building Official



RESPONSIBILITIES OF PROFESSIONALS

ARCHITECT

PROFESSIONAL ENGINEER

The Architect who is retained to undertake the general review of the construction of the building is to do so in accordance with the Performance Standards of the Ontario Association of Architects (OAA); to wit the Architect, with respect to the matters that are governed by the building code, shall,

- I. Make periodic visits to the site to determine whether the work is in general conformity with the design documents that were prepared by a member or holder.
II. Inform the client and contractor in writing as to the progress and quality of the work and as to any part of the work that the member or holder has observed during the visits to the site not to be in conformity with the design documents.
III. Review all changes to the design documents to determine whether the changes conform to the building code,
IV. Review and comment on shop drawings and samples for general conformity with the design concept of the work and,
V. If the member or holder is specifically engaged to coordinate the general review of the Professional Engineers and reports of the inspection and testing companies, coordinate the general review of the Professional Engineers and the reports of the inspection and testing companies that pertain directly to the work being reviewed and arrange for the distribution of such reports to the client and the contractor, or
VI. If any member or holder is not engaged to perform any or all of the services listed in subparagraph V., cooperate with the Professional Engineer responsible for the co-ordination of the general review in order to assist the Professional Engineer in carrying out the functions described in that subparagraph.

In paragraph 1., "design document" means a design or other document which formed the basis for the issuance of a building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act.

The Professional Engineer who is retained to undertake the general review of the construction of the building is to do so in accordance with the Performance Standards of the Ontario Association of Professional Engineers (PEO); to wit Professional Engineers, with respect to the matters that are governed by the building code, shall,

- I. Make periodic visits to the site to determine, on a rational sampling basis, whether the work is in general conformity with the plans and specifications for the building.
II. Record deficiencies found during site visits and provide the client, the contractor and the owner with written reports of the deficiencies and the actions that must be taken to rectify the deficiencies,
III. Review the reports of independent inspection and testing companies called for in the plans and specifications and which pertain directly to the work being review,
IV. Interpret plans and specifications when requested to do so by the client, contractor or owner, and
V. Review shop drawings and samples submitted by the contractor for consistency with the intent of the plans and specifications.

The Professional Engineer shall not review work in disciplines in which the Professional Engineer is not qualified.

The Professional Engineer may delegate one or more of the functions described in paragraph 1. to another person where it is consistent with prudent Engineering practices to do so and the functions are performed under the supervision of the Professional Engineer.

In paragraph 1, "plans and specifications" means a plan or other document which formed the basis for the issuance of a building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act.

FALSE INFORMATION:

Every person who knowingly furnishes false information in any permit application under the Building Code Act or in any statement required to be furnished under the Act or Ontario Building Code is, on conviction, liable to a fine.

Personal information contained in this form is collected under the authority of Subsection 8(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Act, and the OBC. Questions about the collection of personal information may be addressed to the Chief Building Official of the Town of Ajax.



COMMITMENT TO GENERAL REVIEW BY ARCHITECT AND ENGINEERS

Project Description	Application No.
Project Address	

PART A – OWNER’S UNDERTAKING

The Ontario Building Code requires that the project described above be designed and reviewed during construction by an Architect, Professional Engineer or both who are licensed to practice in Ontario.

The Owner, being the person who intends to construct or have the building constructed hereby warrants that:

- I. The undersigned Architect and/or Professional Engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
- II. All general review reports by the Architect and/or Professional Engineers will be forwarded promptly to the Chief Building Official,
- III. Should any retained Architect and/or Professional Engineers cease to provide general reviews for any reason during construction, the Chief Building Official will be notified immediately, and another Architect or Professional Engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read agrees to the above

Name of Owner		Authorized Agent	
Address of Owner			Sign
Tel	Fax	E-mail	Date

PART B – CONSULTANTS

The undersigned Architect and/or Professional Engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO and as listed on the attached 'Responsibilities of Professionals'.

Architect Name			Sign	
Address			Print Name	
Tel	Fax	Email	Date	
<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SERVICES	<input type="checkbox"/> OTHER (SPECIFY):
Consultant Name			Sign	
Address			Print Name	
Tel	Fax	E-mail	Date	
<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SERVICES	<input type="checkbox"/> OTHER (SPECIFY):
Consultant Name			Sign	
Address			Print Name	
Tel	Fax	E-mail	Date	
<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SERVICES	<input type="checkbox"/> OTHER (SPECIFY):
Consultant Name			Sign	
Address			Print Name	
Tel	Fax	E-mail	Date	



**FLOW CONTROL ROOF DRAINAGE DECLARATION**

THIS FORM TO BE COMPLETED BY THE MECHANICAL AND STRUCTURAL ENGINEERS RESPONSIBLBLE FOR DESIGN

Project Name: \_\_\_\_\_ Permit Application No. \_\_\_\_\_  
Building Location: \_\_\_\_\_ Municipality: \_\_\_\_\_

The roof drainage system has been designed in accordance with the following criteria: (please check one of the following).

- M1.  Conventionally drained roof (no flow control drains used).
- M2.  Flow control roof drains meeting the following conditions have been incorporated in this design
  - (a) the maximum drain down time does not exceed 24h,
  - (b) the roof structure has been designed to carry the load of the accumulated water,
  - (c) one or more scuppers are installed so that the maximum depth of water of the roof cannot exceed 150 mm,
  - (d) drains are located more than 15 m from the edge of roof and not more than 30 m from adjacent drains, and
  - (e) there is at least one drain for each 900 m<sup>2</sup>.
- M3.  A flow control drainage system that does not meet the minimum drainage criteria described in M2 has been incorporated in this design.

**PROFESSIONAL SEAL APPLIED BY:**

Practitioner's Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Tel: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Mechanical Engineer's Seal \_\_\_\_\_

- S1.  The design parameters incorporated into the overall structural design are consistent with the information provided by the Mechanical Engineer in M2. Loads due to rain are not considered to act simultaneously with loads due to snow as per Division B, Sentence 4.1.6.4.(3), OBC.
- S2.  The structure has been designed incorporating the additional structural loading due to rain acting simultaneously with the snow load. The design parameters are consistent with the flow control drainage system designed by the mechanical engineer.

**PROFESSIONAL SEAL APPLIED BY:**

Practitioner's Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Tel: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Structural Engineer's Seal \_\_\_\_\_