

How to Fill Out a Schedule 1 Form

This How To Document shows how to fill out the Schedule 1 that accompanies all building permits as a document that states you legally take responsibility for your own drawings.

Section A

Please fill out everything except unit #, Lot, Plan Number (unless you know this information then please fill out accordingly).

Section B

Please fill out everything except unit #, Lot, Plan Number, Fax Number (unless you know this information then please fill out accordingly).

Section C

Homeowners only fill out the description of the project for which they have done the drawings, put as much detail as possible about the work taking place.

Example. *Rear yard deck with guards 36" high and set of stairs that is attached to the house and on sono tube and bigfoot foundation.*

Section D

Print Your Name legibly and you will choose the last option which reads:

"The design work is exempt from the registration and qualifications requirements of the Building Code"

The basis for exemption from registration and qualification is: "**Homeowner**".

Also Date and Sign at the bottom of the page.

At this point you have successfully filled out your Schedule 1 for a building permit application.