

To: ARCHITECT

From: KRCMAR SURVEYORS LTD.

Re: **Architectural Record Drawing Requirements for Final Condominium Plan Registration**

Krcmar Surveyors is preparing for Final Condominium Registration and the requirements for architectural record drawings, based on our experience, are set out below:

1. Record drawings of all building(s) are required for condominium registration under Condominium Act, O. Reg 49/01.
2. Architect to determine necessary plans to "enable the buildings to be constructed".
3. Architectural registration set includes one (1) full-size, bound, rolled, set of white prints of architectural plans and must be reproducible using a white print machine (all sheets do not have to be the same size).
4. Labeling of all sheets in accordance with standards acceptable by the Land Registry Office. (see Schedule "A")
5. Labels to be inserted/affixed at the **top right-hand corner of each sheet**.
6. Any sheet, including cover/title sheet, submitted as part of architectural set, must be labeled as per Schedule "A".
7. All plans will become public record documents, and **cannot contain notes, words or symbols that restrict copyright or right to make copies**.
8. Land Titles Office accepts following wording: "This drawing is the property of the Architect."
9. Surveyor notes architectural sheet total on the Part Schedule on face of the condominium plan, therefore the surveyor must be notified of any change to the total sheet count.
10. Sheet numbering should be carefully reviewed on each plan for correct numerical order, no skipped numbers and no inverted pages etc.
11. Land Titles Office audits the architectural drawing format (labeling, index numbering, title block of index, no copyright restrictions), but does not review architectural drawing content.
12. Record drawings do not require bubbling of as-built changes for Registry Office.

Multiple Condominiums in One Building:

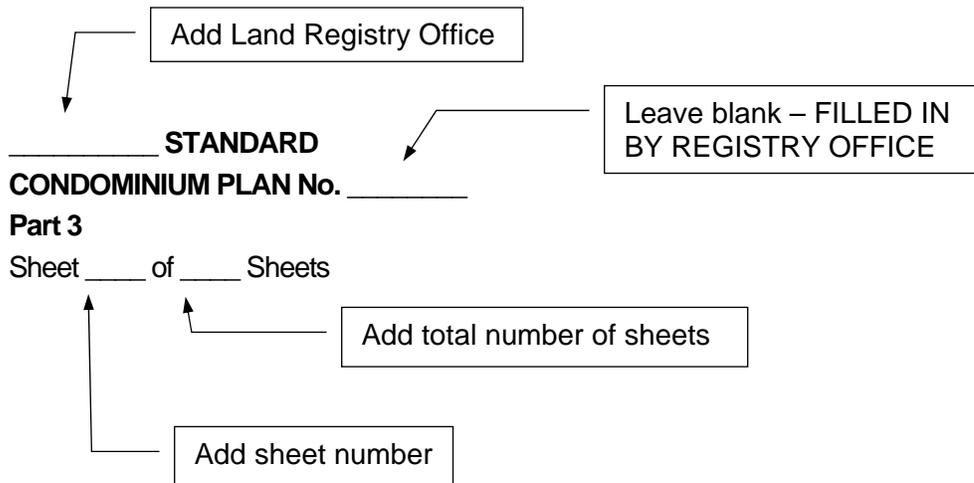
13. Where there are multiple phases within the same building (such as hotel and residential), the architect can provide the entire set of drawings for the entire building with an addition to the title block stating: "**Record Drawings**". An identical set of record drawings can be re-issued for the future condominium registration.
14. Alternatively, if preferred, the architect can indicate that the prepared drawings are only to be used for one component, with an addition to the title block stating, for example: "**Issued for Hotel Registration 30 April 12**". When the future condominium registration comes up, the title block should be revised to state that the prepared drawings are for the other component.

SCHEDULE "A" – ARCHITECTURAL RECORD DRAWINGS LABELLING DETAILS

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krcmar surveyors ltd

INSERT LABEL IN UPPER RIGHT HAND CORNER OF EACH ARCHITECTURAL SHEET



For example (the 5 most common registry offices in the GTA):

- **TORONTO** STANDARD CONDOMINIUM PLAN No. _____
- **YORK REGION** STANDARD CONDOMINIUM PLAN No. _____
- **DURHAM** STANDARD CONDOMINIUM PLAN No. _____
- **PEEL** STANDARD CONDOMINIUM PLAN No. _____
- **HALTON** STANDARD CONDOMINIUM PLAN No. _____

K R C M A R

SCHEDULE "B"

Please find below sample labels for the 5 most common registry offices in the GTA:

<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 1 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 2 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 3 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 4 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 5 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 6 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 7 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 8 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 9 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 3, SHEET 10 OF __ SHEETS</p>

SCHEDULE "B"

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 1 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 2 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 3 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 4 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 5 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 6 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 7 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 8 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 9 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 10 OF __ SHEETS

SCHEDULE "B"

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 1 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 2 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 3 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 4 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 5 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 6 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 7 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 8 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 9 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 10 OF __ SHEETS

SCHEDULE "B"

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 1 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 2 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 3 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 4 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 5 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 6 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 7 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 8 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 9 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 10 OF __ SHEETS

SCHEDULE "B"

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 1 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 2 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 3 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 4 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 5 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 6 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 7 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 8 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 9 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 3, SHEET 10 OF __ SHEETS

SCHEDULE "C"

Interpretation: ONTARIO REGULATION 49/01 made under the Condominium Act, 1998

ARCHITECTURAL PLANS

Interpretation

12. In sections 13 and 14, drawings are current to a certain date if they incorporate or include change orders, change directives, supplemental instructions and all other changes of which the person who prepared the drawings knows as of that certain date. O. Reg. 49/01, s. 12.

Architectural plans

13. (1) In the case of a corporation that is not a common elements condominium corporation or a vacant land condominium corporation, the architectural plans shall be,

- (a) copies of the architectural drawings of the buildings on the property prepared by a person who holds a certificate of practice as defined in the *Architects Act* that are current to the date of registration; or
- (b) drawings that, as of the date of registration, contain sufficient information to enable the buildings to be constructed and that show all changes made to the date of registration, if copies of the architectural drawings described in clause (a) are unavailable or inadequate for the purposes of construction or if the building code made under the Building Code Act, 1992 or its successor does not require those drawings for the buildings. O. Reg. 49/01, s. 13 (1).

(2) In the case of a common elements condominium corporation or a vacant land condominium corporation, the architectural plans shall be,

- (a) copies of the architectural drawings of the buildings and structures included in the common elements prepared by a person who holds a certificate of practice as defined in the *Architects Act* that are current to the date of registration; or
- (b) drawings that, as of the date of registration, contain sufficient information to enable the buildings and the structures included in the common elements to be constructed and that show all changes made to the date of registration, if copies of the architectural drawings described in clause (a) are unavailable or inadequate for the purposes of construction or if the building code made under the Building Code Act, 1992 or its successor does not require those drawings for the buildings and structures. O. Reg. 49/01, s. 13 (2).

(3) Each sheet of the architectural plans shall show the identification of the condominium plan in accordance with subsection 27 (2) except for the number assigned as part of the name of the corporation under subsection 27 (3). O. Reg. 49/01, s. 13 (3).

Copies

15. The architectural and structural plans shall not include any notes, words or symbols that indicate that the right to make or distribute copies is in any way restricted. O. Reg. 49/01, s. 15.

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