

To: STRUCTURAL ENGINEER

From: KRCMAR SURVEYORS LTD.

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

Krcmar Surveyors is preparing for Final Condominium Registration and the requirements for structural 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. Structural engineering drawings of the building on the property prepared by a person who holds a certificate of authorization as defined in the Professional Engineers Act that are current to the date of registration.
3. Structural registration set includes one (1) full-size, bound, rolled, set of white prints of structural 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 structural 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 Engineer."
9. Surveyor notes structural 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 structural drawing format (labeling, index numbering, title block of index, no copyright restrictions), but does not review structural drawing content.
12. Record drawings do not require bubbling of as-built changes for Registry Office.

Multiple Condominiums in One Building:

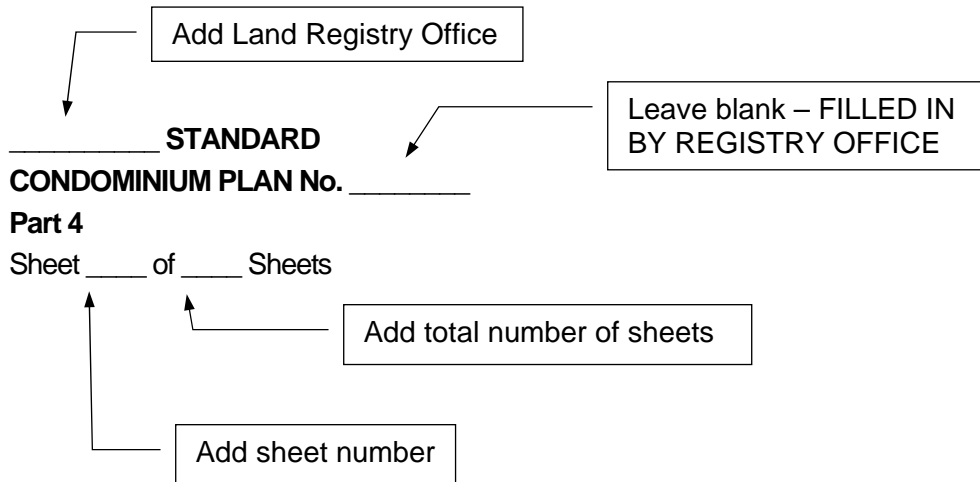
13. Where there are multiple phases within the same building (such as hotel and residential), the engineer can provide the entire set of drawings for the entire building with an addition to the title block stating: "**Record Drawings**". An identical set of record drawings can be re-issued for the future condominium registration.
14. Alternatively, if preferred, the engineer 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" – STRUCTURAL RECORD DRAWINGS LABELLING DETAILS

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krcmar surveyors ltd

INSERT LABEL IN UPPER RIGHT HAND CORNER OF EACH STRUCTURAL 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 4, SHEET 1 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 2 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 3 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 4 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 5 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 6 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 7 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 8 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 9 OF __ SHEETS</p>
<p>TORONTO STANDARD CONDOMINIUM PLAN NO. _____. PART 4, SHEET 10 OF __ SHEETS</p>

SCHEDULE "B"

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 1 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 2 OF __ SHEETS

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

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

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 5 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 6 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 7 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 8 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 9 OF __ SHEETS

YORK REGION STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 10 OF __ SHEETS

SCHEDULE "B"

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 1 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 2 OF __ SHEETS

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

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

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 5 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 6 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 7 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 8 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 9 OF __ SHEETS

DURHAM STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 10 OF __ SHEETS

SCHEDULE "B"

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 1 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 2 OF __ SHEETS

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

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

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 5 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 6 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 7 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 8 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 9 OF __ SHEETS

PEEL STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 10 OF __ SHEETS

SCHEDULE "B"

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 1 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 2 OF __ SHEETS

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

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

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 5 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 6 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 7 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 8 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 9 OF __ SHEETS

HALTON STANDARD
CONDOMINIUM PLAN NO. _____.
PART 4, SHEET 10 OF __ SHEETS

SCHEDULE "C"

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

STRUCTURAL 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.

Structural plans

14. (1) In the case of a corporation that is not a common elements condominium corporation or a vacant land condominium corporation, the structural plans shall be copies of the structural engineering drawings of the buildings on the property prepared by a person who holds a certificate of authorization as defined in the Professional Engineers Act that are current to the date of registration. O. Reg. 49/01, s. 14 (1).

(2) In the case of a common elements condominium corporation or a vacant land condominium corporation, the structural plans shall be copies of the structural engineering drawings of the buildings and structures included in the common elements prepared by a person who holds a certificate of authorization as defined in the Professional Engineers Act that are current to the date of registration. O. Reg. 49/01, s. 14 (2).

(3) Each sheet of the structural 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. 14 (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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