



Ontario Association of Architects

October 22, 2012

**Attention: All Directors of Planning and Chief Building Officials
Province of Ontario**

Re: Site Plan Approval

Dear Director/CBO,

It has been brought to the attention of the Ontario Association of Architects (OAA) that there are recent instances where non-architects have been preparing the architectural designs accompanying applications for site plan approval under the *Planning Act*. The designs submitted as part of the site plan approval process are intended to govern the construction enlargement or alteration of buildings. Although these designs are submitted during early design stages of a project and indicate the initial concept, such designs, once approved, become the basis for the development of all subsequent documents required for approval, e.g. a building permit, which will govern the construction.

Subject to the qualifications and exemptions set out in the *Architects Act*, designs accompanying the site plan application should be prepared, sealed and signed by an architect.

It should be noted that this concern does not relate to the design of buildings which are exempted under the *Architects Act* (Section 11 (3) and (4)).

For further clarification, the *Architects Act* contains the following definitions:

“practice of architecture” means,

- (a) the preparation or provision of a design to govern the construction, enlargement or alteration of a building,
- (b) evaluating, advising on or reporting on the construction, enlargement or alteration of a building, or
- (c) a general review of the construction, enlargement or alteration of a building;

“design” means a plan, sketch, drawing, graphic representation or specification intended to govern the construction, enlargement or alteration of a building or a part of a building; (“plan”)

The OAA hopes you will find the information contained in this letter useful in carrying out your mandate under the *Planning Act*.

Should you have questions about the information provided, please contact OAA Executive Director, Kristi Doyle at kristid@oaa.on.ca or by phone at 416-449-6898 ext. 212.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sheena Sharp', written in a cursive style.

Sheena Sharp, OAA, FRAIC
President