

Guide to The Certified Model Program

What is a Certified Model?

A Certified Model is a unique building design for a single detached or semi-detached or dwelling unit that has been reviewed by the Building Standards Department for compliance with Division B of Ontario’s building code. A Certified Model application is not a Building Permit Application; therefore, a building permit will not be issued.

Why enroll in the Certified Model program?

Certified Model program advantages:

- Division B of Ontario Building Code and preliminary zoning data is captured months in advance
- Build the same model anywhere in the City of Vaughan
- Repeat Building Permits issued in 5-7 days subject to zoning and other approvals

How does the process work?

For single detached or semi-detached units, the Building Standards Department will accept and process Certified Model applications independently of other approvals (For example: Site Plan Approval, Engineering site grading approval and Architectural Control...etc.).

Subject to site specific development, planning and applicable law requirements, Builders who own the Certified Models can choose to use their models throughout the City of Vaughan.

How are Certified Models designated by the program?

Typically, builders give each of their model designs marketing names (For example: “Elmwood” ...etc.).

When an application is made through Vaughan’s Online Permitting Portal, identification number is assigned, for example:

| 20-123456-000-00-CM | | |
|---------------------|---------|---|
| 20 | DENOTES | Application year |
| 123456 | “ ” | Autogenerated number |
| 000 | “ ” | Autogenerated number |
| 00 | “ “ | Revision # (with respect to OBC amendments) |
| CM | “ “ | Folder type designation |

Certified Model numbers are available in Vaughan’s Online Permitting Portal to the builder applicant who own the Certified Model in “Model Certification Number (for Repeat Housing)” drop-down menu.

Pre May 2020, when an application is made, Building Standards Department assigned each model an alpha numeric identification number, for example:

| 18-120001-COV-00-CM | | |
|---------------------|---------|--|
| 18 | DENOTES | Application year |
| 12 | “ ” | Year OBC edition that model was reviewed under |
| 0001 | “ ” | Assigned by Building Standards Department |
| COV | “ ” | Builder’s short form name assigned by Building Standards |
| 00 | “ ” | Revision # (with respect to OBC amendments) |
| CM | “ ” | Folder type designation |

What is required to enroll in the Certified Model program?

Administrative requirements:

Documents must be submitted via the Online Permitting Portal:

- Completed Certified Model Application Form
- Schedule 1 Designer Information Form
- Energy Efficiency Design Summary Form (EEDS)
- Applicable fees (see Building By-law – Schedule F)

Designer requirements:

The Ontario Building Code requires qualified and registered designers, other than Architects or Professional Engineers, who review and take responsibility for design activities to include the following information on any documents submitted:

- The qualified designer’s full name
- The qualified designer’s Building Code Identification Number (BCIN #)
- The name and BCIN # of the registered firm (if applicable)
- The qualified designer’s signature
- The stamp or statement that the qualified designer has reviewed and taken responsibility for the design activities

Drawing requirements:

Drawings must be submitted via the Online Permitting Portal:

All drawings must be provided on maximum sized 11” x 17” sheets (with the exception of block plan, if applicable) to a minimum scale of 1:75 or 3/16ths equals one foot. Drawings are to be fully dimensioned, signed and dated. Each submission requires the following information:

- Floor plans (including basement) or framing plan
- Roof plan
- Building elevations
- Cross sections, wall sections, details and specifications
- Architectural and mechanical general construction notes
- Mechanical layout and heat loss calculations

What must be submitted with each revision to a Certified Model?

Administrative requirements:

- Completed Certified Model Application form and fees (with detail description on scope of revision quoting Certified Model alpha numerical # City of Vaughan had previously assigned)

Drawing requirements:

Drawings must be submitted via the Online Permitting Portal:

- Drawings/specifications outlining scope of revision in revision clouds
- Updated design requirements

What must be submitted with each Repeat Building Permit Application using a Certified Model?

Administrative requirements:

Documents must be submitted via the Online Permitting Portal:

- In the online submission application please quote previously approved Certified Model alpha numerical # with detail descriptions on options (previously reviewed to be included)
- Applicable fees (see Building By-law – Schedule F)
- Designer Schedule 1 Information Form
- Residential Plumbing Data Form

Drawing requirements:

Drawings must be provided via the Online Permitting Portal:

- Lot grading plan that has been approved by the City of Vaughan Development Engineering department and Architectural Control

Notes:

- The Building Standards Department will post Builder's Bulletin(s) on our website as a reminder for builders to submit re-certification of models when changes to the Ontario Building Code.
- In the cases where purchasers have requested upgrades to the certified model, they are considered as a "lot specific" Building Permit Application and **not** considered as a revision to the Certified Model.
- Repeat Building Permit Applications subject to site plan approval may require revisions to the Certified Model.
- To allow for enough time to resolve deficiencies, builders are requested to apply for Certified Models approximately 3-6 months prior to using a Certified Model for a Repeat Building Permit Application.
- It is the builder's responsibility to have Certified Model drawings readily available for inspector's reference on the construction site.