



## Pre-Approved Reference Model Declaration Form

### Applicant / Homeowner Declaration

I, \_\_\_\_\_ (Name), do hereby declare and acknowledge the following:

#### 1. Use of Pre-Approved Plans

- I understand that the pre-approved plans being used for this application have already undergone the required review by the City of Richmond Hill only for their intended, unmodified use.
- I understand that I am responsible for ensuring that the plans are applied exactly as issued and only for the permitted scope of work.

#### 2. Changes or Alterations

- I acknowledge that any modification, deviation, addition, or alteration to the pre-approved plans voids their pre-approved status.
- I understand that if changes are made, the project will require a building permit revision review.

#### 3. Design Responsibility for Altered Plans

- I understand that where changes are made, the altered plans must be prepared, reviewed, and certified (as applicable) by a Qualified Designer, Architect, or Professional Engineer, in accordance with the Ontario Building Code (O. Reg. 163/24, as amended) and applicable legislation.
- I acknowledge that the City of Richmond Hill will not accept altered plans unless they are submitted with the appropriate BCIN, professional seal, or other qualifications required under the Ontario Building Code.

#### 4. Applicant Responsibility

- I confirm that it is my responsibility to ensure compliance with all applicable laws, the Ontario Building Code, zoning by-laws, and any other municipal requirements.
- I agree that the City of Richmond Hill assumes no responsibility for errors, omissions, or design issues that arise from modifications I make or request.

\_\_\_\_\_  
Applicant /Homeowner Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Reference Model File Number: \_\_\_\_\_ Building Permit File Number: \_\_\_\_\_