

TINY HOUSE TRANSFER FORM

(Div C Part 1 – 1.11)

This form is intended to be used to help aid the transfer of a Tiny House Project from one Ontario municipality to another Ontario municipality as detailed under Div. C Part 1 – Section 1.11. It is recommended that a copy of this form be kept with each respected municipality as well as posted within the unit or be placed with the owner’s manual where applicable.

A. Project Information

Application No:		Model/Certification Number			
Contractor Name		Contact number			
Size (Width x length)	Number of Storey's	Number of bedrooms	Number of Toilets	Number of Sinks	Number of showers/baths

B. Part 1 – Reviewing Municipality Review

PLANS REVIEW						
Permit Number:	Design Loads			Spatial Separation Design <input type="checkbox"/> 1.2m (min) <input type="checkbox"/> OTHER _____	Any Alternative Solutions*** (To be attached) <input type="checkbox"/> YES <input type="checkbox"/> NO	SB-12 Compliance Package <input type="checkbox"/> Zone 1 <input type="checkbox"/> Zone 2 _____ Points loads to be carried to foundation <input type="checkbox"/> YES <input type="checkbox"/> NO
	Seismic	Wind	Snow			
Proposed Foundation type: <input type="checkbox"/> Pier Foundation <input type="checkbox"/> ICF foundation <input type="checkbox"/> Poured foundation/crawl space <input type="checkbox"/> OTHER _____						
INSPECTION REVIEW						
Type of Inspection	Date of acceptance	Inspector B.C.I.N	Type of Inspection	Date of acceptance	Inspector B.C.I.N	
Framing			Plumbing **	<input type="checkbox"/> N/A		
Air barrier			HVAC**	<input type="checkbox"/> N/A		
Insulation/V.B.**	<input type="checkbox"/> N/A		Exterior Com.**	<input type="checkbox"/> N/A		

C. Electrical review FE-Agency (Field Evaluation) ☐ YES    ☐ N/A- (electrical is not installed at this stage)

D. Part 1 – Reviewing Municipality Sign off

Inspector B.C.I.N	Name	Signature	Date
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E. Part 2 – Receiving Municipality Review

PLANS REVIEW			
Phase 1 - Building Plans Received <input type="checkbox"/> YES <input type="checkbox"/> NO	Any Alternative Solutions Received <input type="checkbox"/> YES <input type="checkbox"/> NO	Points loads to be carried to foundation <input type="checkbox"/> YES <input type="checkbox"/> NO	Site installation Permit number

F. Part 2 – Reviewing Municipality Sign off

Inspector B.C.I.N	Name	Signature	Date
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Notes:  
(\*) Part 1 Municipality – This shall be deemed as the municipality that has reviewed the application for Architectural, Mechanical, and Structural compliance with the code and will be completing the construction inspections of the structure.  
(\*\*) Part 2 Municipality – This shall be deemed as the municipality receiving the Tiny House and will be reviewing the final site installation including foundation and zoning compliance. This municipality will also be responsible for any uncompleted inspection listed in Section B (N/A) and the occupancy and final of the project.  
(\*\*\*) All Alternative Solution from Phase 1 Municipality shall be included with this form as part of the application to Phase 2 Municipality.

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## Background

In response to the Code amendment Ontario Regulation 762/20, the OBOA has created the attached “Tiny House Transfer Form” to be utilized by the contractors and municipalities involved in conforming to Div. C Part 1- 1.11. The form has been broken down into 7 sections which will enable plans examination and inspection to be completed by the appropriate municipalities, as well as incorporate Electrical Safety Verification of the structure. How the form is to be used is up to the municipality, however we have provided the following as guidelines for each section of the form to help with consistency across the province.

## Section A: Project information

This section shall be used to qualify the Tiny House to be reviewed. Items such as size, model/certification number, number of stories, etc. can be used to ensure that the correct structure is being transferred between municipalities. This section of the form can either be filled out by the Reviewing Municipality (Part 1) or the contractor at time of submission.

## Section B: Part 1 – Reviewing Municipality Review

This section is to be used by the Reviewing Municipality (Part 1) responsible for the plans examination and construction inspection(s) of the structure. This section is broken down into two review areas; Plans and Inspection reviews. The information recorded under the Plans Review area shall be verified from the drawing as it will help determine where the building can be site installed in Ontario. This area also provides a summary of the reviewed drawings to the Receiving Municipality (Part 2). Any Alternative Solution(s) that is accepted at the review stage shall be attached to the Transfer Form and submitted to the receiving Municipality (Part 2). The information recorded in the Inspection Review area details the construction inspection(s) completed by the Reviewing Municipality (Part 1). It is recommended that are there is works not completed at this stage, Part 1 – Municipality utilizes the N/A section of the form which will help indicate to the receiving Municipality (Part 2) the outstanding inspections that need to be completed. This would also allow the Receiving Municipality to confirm if additional construction has occurred between the structure being signed off under Section D and it arriving in their municipality.

## Section C: Rough-in Inspection – Electrical Sign off

This section shall be used to verify that a Field Evaluation Agency has completed a review of the rough in electrical. Because these structures can be transferred at various stages (I.E. framing stage to pre-occupancy stage) a rough-in electrical inspection is required by the Electrical Safety Authority (ESA). This ensures that a final sign off can occur prior to occupancy at the receiving Municipality (Part 2). If electrical has not been installed into the structure this section can be declared as “Not applicable” and it will be the responsibility of the Tiny Homes owner to receive approval prior to any electrical work commencing.

## Section D: Part 1 – Reviewing Municipality Sign off

Once the required inspections have been completed to a stage where the unit is intended to be shipped, the reviewing municipality (Part-1) shall sign off the form thus confirming the above information to be true. This would include verifying any inspection not completed by the municipality, all alternative solution are attached to the form, and all revised drawings have been submitted and reviewed. A copy of this information including a copy of the transfer form will be part of the submission package to the receiving municipality (Part 2).

## Section E: Part 2 Receiving Municipality Review

This section is to be used by the Receiving Municipality (Part -2) to ensure that all reviewed information by the Part – 1 Reviewing Municipality has been received and to record the permit number for the site installation. Because the Receiving Municipality will be recording their inspection through their permit file and because they will be confirming the final resting spot to for the structure, Part 2 municipalities review section doesn't require the same amount of information to be recorded as it can be found in the municipal file.

## Section F: Phase 2 – Municipality Sign off

This section is intended to be used as confirmation that the structure received a final inspection from the building department of the Receiving Municipality (Part - 2). Because it is suggested that a completed form is kept with the Tiny House, sections F and G have been included as a visual confirmation that the project is completed for the future occupants of the unit.