



# Memorandum

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**Date:** November 5, 2018  
**To:** Builders & Trades  
**From:** Building Services Town of The Blue Mountains  
**Subject:** Requirements for mechanical ventilation design and proprietary floor system layouts

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Please be advised, Schedule B in the Building By-law addresses the requirements for mechanical ventilation design and proprietary floor system layouts.

The following items are required to be included in your design package when submitting a Building Permit Application:

- Heat loss/heat gain calculations with duct layout for each level. Design shall include signature, credentials, and date on each layout sheet.
- Engineered floor joist layouts where an engineered floor system is being proposed, including flat roof designs using engineered joists, regardless if permit drawings have been sealed by a professional engineer.

Yours Truly,

A handwritten signature in black ink, appearing to read "Tim Murawsky".

Tim Murawsky, CBCO  
Chief Building Official  
Manager, Building Services, BCIN 20743  
Town of The Blue Mountains, ON