



## **ELECTRONIC DOCUMENTS: SUBMISSION REQUIREMENTS**

- **All building permit applications and related documents shall be submitted in a “Portable Document Format”, also known as Adobe Acrobat or PDF (version 7 or higher).**
- All documents within the entire building permit application package must open without a password, and be enabled to print in high resolution, enabled for searching contents, enabled to have notes and stamps provided; and be accessible for the visually impaired.
- All Building Services forms are available on the Permits page of the Town’s website in fillable PDF format. They shall be completed and signed (hand signature or electronic/digital signature accepted).
- Submissions with multiple pages or sets may be sent in individual files if file size is too large.
- Commercial projects shall have Mechanical (HVAC & Plumbing), Electrical/Emergency lighting/fire alarm, sprinkler and other fire safety systems to be submitted as part of the building permit set.
- Shoring and Foundation and other structural plans/drawings set to be also included as part of the building set.
- Fire Schematic Layout including floor plans and cross section(s) including all fire resistance rating and fire separations as required by the Ontario Building Code shall be included with the building set.

To maintain the quality of permit records, drawings shall not be submitted via fax. For security reasons, submissions by USB Drive ('Key'), flash media or file sharing services (such as “Dropbox”, “Google Drive” or “iCloud”, etc.) are not accepted. Building Services will provide a secure **ShareFile** link to upload your documents and files to submit permit applications .

### Permit Submission:

When a permit submission is received by Building Services, a permit file name is created. Building Services Staff will review for a complete application. An email will be sent to the applicant acknowledging the submission and providing the building permit file number, which is to be used for all future correspondence. This will be followed by an email after permit review (see below) stating any outstanding documents if the submission is not deemed to be complete.

### Permit Review:

Once the Plans Examiner has completed the review of the permit submission, building permit fees, any concerns or outstanding information required will be sent to the applicant via email.

### Permit Issuance:

After approval and payment of fees for an electronically submitted application and issuance of the permit by Building Services, you will receive your Reviewed Drawing Set electronically via email. Please print a set of all approved drawings or specifications (in colour) and ensure this reviewed drawing set is available to the inspector on-site for every inspection.

### Site Revisions:

Where a submission is being made to address a deficiency identified by a Building Inspector /Examiner, an electronic copy of the **revised plans** shall be submitted with the changes clearly labelled with revisions noted. A fee for revisions may be applicable as per Building By-Law #2014-18.