

e-Permit Document Guidelines

Building Services now accepts electronic permit applications! Our new **e-Permit service** allows homeowners, contractors, renovators, and small business owners to apply for permits without the need to submit paper drawings or paper application forms.

Our goal is for an enhanced user experience for a quick, convenient and secure service.

Please follow these guidelines when submitting your permit application electronically.

General 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).
- Files must be unsecured and not password protected.
- All documents within the entire building permit application package must open without a need for a password, and be enabled to print in high resolution, enabled for searching contents, enabled to have notes and stamps provided.
- Building Services forms are available on the Town 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.
- Plans/Drawings with multiple pages and sets must be combined into a single Electronic Document (PDF format) in the same order as the submitted paper document.
- Drawings and Specifications must be in black and white only. Full-colour renderings and photos may be submitted, but only as supplements to a sufficient set of plans.
- Electronically-produced documents, plans and drawings (i.e. dwg, docx) must be converted into PDF format for submission. See below if printing to paper and scanning create a PDF document.
- The scale and page size of the plans/drawings on the PDF must match the scale and page size of the full-sized plans/drawings on paper.
- Documents must be properly labelled and should have an abbreviated description of the documents.
- HVAC and plumbing plans/drawings must be submitted as separate Electronic Documents (PDF format) for each mechanical permit application and plumbing permit application.
- Electrical / Emergency Lighting / Fire Alarm, Sprinkler and other Fire Safety Systems must be submitted as part of the Building Permit set.
- Shoring, foundation and other structural plans/drawings must be included in the Building Permit set, and able to be extracted by the Examiner for issuance of part permits, if necessary.
- Fire Schematic Layout, which includes floor plans and cross-section(s) indicating all fire resistance ratings and fire separations as required by the Ontario Building Code, shall be included as part of the submission.
- Where a submission is being made to address a deficiency identified by a Building Inspector, it must be submitted with the changes clearly labelled and red-lined.

Scanned Documents

All scanned documents must meet the following requirements:

- Plans/drawings must be at a resolution that is easily legible on screen, and the pages must not be skewed.
- Scanned resolutions of 1-bit black and white 300 dpi is usually acceptable. For plans/drawings containing fine lines and detail, 600 dpi resolution is required.