

## e-Permit Submission Process

**Building Services now accepts electronic permit applications!** Our **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 or rush to our office. You can now submit a permit application any time and from anywhere - 24 hours a day, 7 days a week!

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

### Complete the Application Forms and Prepare Your Application

1. Review the submission requirements in the [Permit Checklists & Guides](#) section on our website.
2. Review the [e-Permit Document Guidelines](#).
3. Complete and save all documents and forms in the required format. These forms will be attached to your email submission.
4. Prepare drawings, and any additional information that your application may require. Save these in PDF format. Files must be unsecured and not password protected.

### Permit Submission

There are two ways you can submit your e-permit application:

1. **Online e-Permit Service.** Electronic submission through our [e-Permit service](#) clicking on the icon below or on our Town website and uploading all application forms and documents:



2. **Email.** Submit by email to [building@collingwood.ca](mailto:building@collingwood.ca). Attach all other documents and plans to your email and add the project address to the Subject line of the email.

A confirmation email will be returned to you within 2 business days acknowledging receipt of your permit application submission.

### Permit Application Review

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. The permit application will be forward to Planning Services for review of compliance with the Town Zoning By-law. The permit file is then returned to Building Services for review of compliance with the Ontario Building Code and other Applicable law.

Once the Building Inspector 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 permit documents in colour and make available to the inspector on-site for every inspection.