



**BUILDING SERVICES**

## 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.

### Naming Files & Documents

All documents shall be properly labelled and include the project address and an abbreviated description of the documents as follows:

- *Project Address* - Building Permit Application Form (or BPA)
- *Project Address* - Schedule 1 Form (or SC1)
- *Project Address* - Energy Efficiency Design Summary Form (or EEDS)
- *Project Address* - Site Plan or Grading Plan (or SP)
- *Project Address* - Permit Drawings (or DWG)
- *Project Address* - Architectural (or ARCH)
- *Project Address* - Structural (or STRUC)
- *Project Address* - HVAC
- *Project Address* - Plumbing (or PLUMB)
- *Project Address* - Electrical (or ELEC)
- *Project Address* - Fire Alarm (if not part of the Electrical)
- *Project Address* - Sprinkler
- *Project Address* - Energy Efficiency (If not part of another discipline)

Please refer to our [e-Permits](#) section of our website for more information.