

## **Electronic Building Permit Submission Standards For E-Portal Applications**

This document outlines the requirements for preparing your electronic drawings and documentation for building permit applications submitted via the E-Portal. These standards help the Town of Whitby’s Building Services Department to maintain consistency and efficiently review and approve applications.

### **Building Permit Application**

The Town of Whitby accepts the following type of building permit applications through the E-Portal:

- Additional Dwelling Unit (ADU) - Detached
- Additional Dwelling Unit (ADU) - Principal Residence
- Duplex (infill)
- Link (infill)
- Semi-Detached (infill)
- Single Detached (infill)
- Townhouse (infill)
- Residential Decks
- Finished Basement
- Residential Structural Alterations (apply as Residential with type of work “Alteration”)
- Residential Basement Walkout (apply as Residential with type of work “Alteration”)

### **Submission Guidelines**

Please ensure that all submitted drawings and documents comply with the standards outlined below. Submissions that do not meet these requirements will be refused and must be resubmitted in full.

## Drawings Submission Requirements

1. All files must be submitted as unprotected, flattened PDF files.
2. Plans and supporting documents should be in black and white only. Color renderings and photos may be included as supplementary material.
3. Drawings must be to scale, with the applicable scale clearly indicated.
4. PDF files on paper sizes 14"x8.5" and smaller should be oriented vertically (portrait).
5. PDF files on paper sizes larger than 14"x8.5" should be oriented horizontally (landscape).
6. Files to be organized by discipline (e.g. architectural including site plan, structural, mechanical (HVAC) and electrical).
7. Maximum file size: 100MB.

## Documentation

1. All documents must be submitted as unlocked, unprotected PDF files without security settings and flattened to a single layer.
2. Documents should be in black and white only.
3. Each document should be submitted as a separate file (e.g. application form and schedules, owner authorization, general review to commitment form).
4. Documents sized 14"x8.5" and smaller should be in portrait mode (vertically).
5. Documents larger than 14"x8.5" should be in landscape mode (horizontally).
6. Maximum file size: 100MB.

Please contact the Building Services Division by email at [building@whitby.ca](mailto:building@whitby.ca) for any inquiries or concerns.

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