

ELECTRONIC BUILDING PERMIT SUBMISSION STANDARDS

This document lists the requirements of how to prepare your electronic drawings and documentation files for building permit application submission. These implemented standards allow the Town of Whitby's Building Services Division to maintain consistency, easily identify and perform an efficient review and approval.

Building Permit Applications

The Town of Whitby accepts email submissions for the following types of building permits.

- Signs
- Demolition
- Residential decks (Part 9)
- Residential finished basements (Part 9)
- Residential alterations/additions (Part 9)
- Accessory apartments
- Accessory structure
- Partial Occupancy (Part 3)

Drawings and Documentation

Please be advised that all submitted drawings and documentation must adhere to the below standards. Submissions that do not meet these criteria will be refused and require a full resubmission email before the permit application package is accepted by the Town of Whitby's Building Services Division through the buildingpermits@whitby.ca email.

Each electronic building permit application shall be submitted according to the following standards.

Email

Include the address of the property in the subject line of the email.

Drawings

1. All files must be submitted as unprotected PDF's. Plans and supporting documents containing multiple layers must be flattened to a single layer prior to submission
2. Plans and supporting documents must be in black and white only. Full color renderings and photos may be attached, but only as supplements to plans.
3. Drawings must be to scale with applicable scale identified on each drawing.
4. Plans within a discipline containing multiple pages must be combined into a single PDF format in proper order.
5. PDF's formatted on paper size 8-1/2 x 14 in. shall be oriented in portrait (vertical) view.
6. PDF's formatted on paper size larger than 8-1/2 x 14 in. shall be oriented in landscape (horizontal) view.
7. One (1) PDF file is required for entire drawing set, typically in the order below.
 - Architectural (includes site plan)
 - Structural
 - Mechanical (if applicable)
 - Electrical (if applicable)

Documentation

1. Documents shall be saved in non-fillable PDF format, all areas completed and signed, either digitally or manually filled and scanned to PDF. (Applications missing information such as Project Value, or Area of Work in sq. meters etc. will be refused)
2. Documents shall be unlocked, unprotected and with no security settings.
3. Documentation shall display in black and white only.
4. Documents formatted on paper size 8-1/2 x 14 in. shall be oriented in portrait (vertical) view.
5. Separate PDF's are required for the documents (e.g. application form and schedules, owners authorization form, general review form, Etc.)

Please contact the Building Services Division by email at building@whitby.ca for any inquiries or concerns.

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