

## **Pre-Approved Model (PAM) Submissions Through E-Portal**

The Town of Whitby Building Services Division is accepting Pre-Approved Model (PAM) submissions through its E-Portal.

### **Information Required**

To apply for a PAM, a builder must:

1. Be registered in the Town of Whitby E-Portal.
2. Have an approved Subdivision or Site Plan Number (capitalize SW or SP) for the specific development.
3. Have a (Tarion) Builder License Number.

### **Shared Pre-Approved Models with Builders**

A builder applying for a PAM can authorize an additional builder to use the PAM for a Builder Subdivision House (BSH) application.

During the submission process, the original builder must:

- Provide the identification details of the additional builder (builder name, telephone and email address)
- Upload a Letter of Authorization to the E-Portal, allowing the additional builder to use the PAM

The additional builder must also be registered in the E-Portal to access the information.

### **List of Pre-Approved Models (PAM) for a Specific Development**

During the PAM submission process, builders will see a list of existing PAM submissions, either under review or already approved for the specific development. This helps to avoid the duplication of a PAM.

### **Types of Dwellings Submissions**

The E-Portal requires builders to classify the PAM under one of the following categories:

- Semi-Detached
- Semi-Detached – ADU
- Single Detached
- Single Detached - ADU
- Street Townhouse

## Project Information

The following information will be required for each PAM submission:

- OBC Regulation: The Ontario Building Code Regulation under which the PAM was designed.  
The format is XXX/YY, where XXX is the regulation number, and YY is the year of the regulation
- Model Name – The name used to identify the PAM submission
- Elevations (list of elevations)  
(up to a maximum of 4 elevations are accepted)
- Upgraded Elevations (Yes or No)
- Walk-Out Basement Option (Yes or No)
- Look-Out Basement Option (Yes or No)
- Deck Option (Yes or No)
- Opt. 9' Ceiling Height (Yes or No)
- Opt. 10' Ceiling Height (Yes or No)
- Opt. Finished Basement Area (Yes or No)
- Below Grade Entrance (Yes or No)
- Opt. Additional Bedroom (ground/second floor only) (Yes or No)
- Other Options (Specify)

## Required Documentation and Submission Standards

The documentation required for a PAM submission is as follows:

	Single Detached	Single Detached with ADU	Semi-Detached	Semi-Detached with ADU	Street Townhouse
Schedule 1	M	M	M	M	M
Architectural	M	M	M	M	M
Engineered Floor	M	M	M	M	M
Engineered Roof	M	M	M	M	-
HVAC	M	M	M	M	M
Energy Efficiency Design Summary Form	M	M	M	M	M

M – Mandatory

## Drawings

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 8.5" x 14" and smaller should be oriented vertically (portrait).
5. PDF files on paper sizes larger than 8.5" x 14" should be oriented horizontally (landscape).
6. Files to be organized by discipline (e.g. architectural, engineered floor, engineered roof and HVAC).
7. Maximum file size: 100MB.
8. Comply with the established Naming Convention.

## 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. Schedule 1).
4. Documents sized 8.5" x 14" and smaller should be in portrait mode (vertically).
5. Documents larger than 8.5" x 14" should be in landscape mode (horizontally).
6. Maximum file size: 100MB.

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