

Bulletin #2025 – 04

November 21st, 2025

Builder Subdivision House Applications (BSH) E-Portal

The Town of Whitby is introducing the launch of Builder Subdivision House applications (BSH) being accepted through the E-Portal, streamlining the process and improving efficiency for developers. The launch date for the implementation is November 24th, 2025. Online payment functionality will be available to developers via the E-Portal for the building permit applications.

Once logged into the E-Portal, please click on the link “Builder Subdivision House” to start the building permit application process.

BSH with a Pre-Approved Model (PAM)

This submission is identified as “Type of Work” – Repeat Model

If there are changes to a PAM after it has been approved by the Building Services Division, you will be required to resubmit a new PAM for approval under a different model name.

BSH without a Pre-Approved Model (PAM)

This submission is identified as “Type of Work” – New Model

Please be advised soon, only digital submissions will be accepted in lieu of paper submissions. A builder’s bulletin will be created informing you of this change prior to the implementation.

Thank you for your cooperation in implementing this important change.

The Town of Whitby
Building Services Division
building@whitby.ca
905-430-4305

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