

## **Electronic Building Permit Submission Standards for a Builder Subdivision House (BSH) E-Portal Applications**

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

### **Building Permit Applications**

The Town of Whitby accepts the following BSH building permit applications via the E-Portal:

#### **BSH with a PAM**

This submission is identified as 'Type of Work' – Repeat Model.

#### **BSH without a PAM**

This submission is identified as 'Type of Work' – New Model.

### **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 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. For a BSH application with a PAM, upload all approved drawings organized by discipline (e.g. architectural including grading plan, structural and mechanical (HVAC)). Pages containing information not applicable to the relevant variant(s) should be removed. If it is not possible to remove such pages, clearly mark the drawings to indicate the variant(s) that do not apply. No new variants or modifications are permitted.
7. For a BSH application without a PAM, upload all drawings organized by discipline (e.g. architectural including grading plan, structural and mechanical (HVAC)).
8. 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).
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

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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