

Electronic Building Permit Submission Standards

This document outlines the requirements for preparing your documentation and electronic drawings for non-residential and residential building permit applications. These standards help the Town of Whitby's Building Services Division to ensure consistency and efficiency in reviewing and approving applications.

Building Permit Applications

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

- Assembly Occupancy
- Residential Occupancy (Mid-Rise and High-Rise)
- Care, Treatment and Detention Occupancy
- Business and Personal Service Occupancy
- Mercantile Occupancy
- Industrial Occupancy
- Farm Occupancy
- Signs
- Demolitions
- Revisions to Residential Permits
- Partial Occupancy Permits

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.

Forms and drawings must be sent to the Town of Whitby's Building Services Division by email at buildingpermits@whitby.ca which needs to include the property address in the subject line.

Drawings

1. All files must be submitted as unlocked, 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 must be uploaded by discipline:
5. PDF files on paper sizes 8.5" x 14" and smaller should be oriented vertically (portrait).
6. PDF files on paper sizes larger than 8.5" x 14" should be oriented horizontally (landscape).
7. Maximum file size: 100MB. If larger, divide into multiple files.

Documentation

1. All documents must be submitted as unlocked, unprotected, flattened PDF files.
2. Documents should be in black and white only.
3. Each document should be submitted as a separate file.
 - Application to Construct or Demolish Form (mandatory)
 - Commitment to General Review Form (mandatory in most cases)
 - Architectural drawings (mandatory including site plan)
 - Structural drawings (if applicable)
 - Mechanical drawings (if applicable)
 - Electrical drawings (if applicable)
 - Fire Protection drawings (if applicable)
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

Required Approvals (if applicable)

1. Letter of Authorization
2. CLOCA
3. Ministry of Transportation
4. Site Plan Approval
5. Region of Durham
6. All other approvals outlined in the site plan approval and applicable law as noted in the Ontario Building Code

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

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