







File Naming Convention for Online Permitting Portal

Building Permit Supporting Documents

In order to submit electronic building permit supporting documents, your file names must be uploaded in the format seen below (i.e. **xxxxxx.pdf**). The Online Permitting Portal is designed to check the file name and any deviation from the file names seen below will result in a denied file upload. If documents, forms or plans and specifications are not listed are required, use “Other Forms”, “Other Plans” or “Other Approvals” as the PDF name.











1. Single Detached Dwelling, Semi-Detached Dwelling, Street Townhouse

Standard Forms








-  **Commonly Used Applicable Laws Form**
-  **Tree Declaration Form**
-  **Designer Information Form** (*Schedule 1 / Schedule 2*)
-  **Energy Efficiency Design Summary Form**
-  **Residential Plumbing Data Form**
-  **Other Forms** (*Enter Title of Form in pdf name*)

Plans and Specifications

Note: Drawing disciplines cannot be combined into one set. For small scale residential interior alterations in the basement (i.e. Finishing a basement or proposing a basement secondary suite), architectural and mechanical drawing set may be combined.












-  **Lot Grading Plan** (as approved by Development Engineering)
-  **Site Plan, Site Services and Survey**
-  **Architectural Drawing Set**
-  **Structural Drawing Set**
-  **Mechanical Drawing Set**
-  **Mechanical Calculations**
-  **Engineered Truss Package**
-  **Engineered Floor Framing Package**
-  **Septic Design Drawings and Calculations**
-  **Other Plans** (*Enter Title of Plan in pdf name*)

Approvals, Clearances and Reports

-  **Committee of Adjustment**
-  **Site Plan Agreement**
-  **Heritage Approval**
-  **TRCA Approval**
-  **MTO Approval**
-  **Min of Health Approval**
-  **X-Ray Approval**
-  **Other Approvals** (*Enter Title of Approval in pdf name*)













2. Institutional, Commercial, Industrial and Residential Not Mentioned Above

Standard Forms








-  **Commonly Used Applicable Laws Form**
-  **Designer Information Form** (*Schedule 1 / Schedule 2*)
-  **Land and Building Use Declaration Form**
-  **Owners Letter of Undertaking Form**
-  **General Review Commitment Form**
-  **Non-Residential Plumbing Data Form**
-  **Statement of Design Form**
-  **OBC Matrix**
-  **SB-10 Compliance Information Form**
-  **Mag Lock Installer, Owner Declaration Form**
-  **Application for Alternative Solution Form**

Plans and Specifications

Note: Drawing disciplines cannot be combined into one set.





-  **Lot Grading Plan** (*as approved by Development Engineering*)
-  **Site Plan, Site Services and Survey**
-  **Architectural Drawing Set**
-  **Structural Drawing Set**
-  **Mechanical Drawing Set** (*includes plumbing*)
-  **Mechanical Calculations**
-  **Mechanical Specifications and Reports**
-  **Electrical Drawing Set** (*includes Magnetic Locks*)
-  **Sprinkler and Fire Alarm Drawing Set**
-  **Sprinkler Hydraulic Calculations**
-  **Septic Design Drawings and Calculations**
-  **Other Plans** (*Enter Title of Plan in pdf name*)

Approvals, Clearances and Reports

-  **Committee of Adjustment**
-  **Site Plan Agreement**
-  **Heritage Approval**
-  **TRCA Approval**
-  **MTO Approval**
-  **Min of Health Approval**
-  **X-Ray Approval**
-  **Other Approvals** (*Enter Title of Approval in pdf name*)

3. Backflow Prevention Device

Forms and Letters

-  **Commonly Used Applicable Laws Form**
-  **General Review Commitment Form** (*if applicable*)
-  **Backflow Prevention Device Installation Requirement** (*i.e. letter issued by Environmental Services Department – Commercial Backflow Prevention Program*)
-  **Permit Applicant Authorization From**

Plans and Specifications

-  **Mechanical Drawing Set** (*Plumbing Connection Schematics*)