









File Naming Convention for Online Permitting Portal, Building Permit Supporting Documents

Your file names (i.e. xxxxxx.pdf) to submit electronic building permit supporting documents must be uploaded in the following wording. If documents/forms/plans and specifications not listed are required, enter title of document in pdf name.










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

Standard Forms









-  Application to Construct or Demolish Form
-  Commonly Used Applicable Laws Form
-  Tree Declaration Form
-  Schedule 1 Designer Information Form
-  Schedule 2 Sewage System Installer Information Form
-  Energy Efficiency Design Summary Form
-  Residential Plumbing Data Form
-  Permit Applicant Authorization Form

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

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 as are Applicable (Enter Title of Document in pdf name)












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

Standard Forms









-  Application to Construct or Demolish Form
-  Commonly Used Applicable Laws Form
-  Schedule 1 Designer Information Form
-  Schedule 2 Sewage System Installer Information Form
-  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
-  Permit Applicant Authorization 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

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 as are Applicable (Enter Title of Document in pdf name)

3. Backflow Prevention Device

Forms. Letter

-  Application to Construct or Demolish Form
-  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 Form

Plans and Specifications

-  Plumbing Connection Schematics