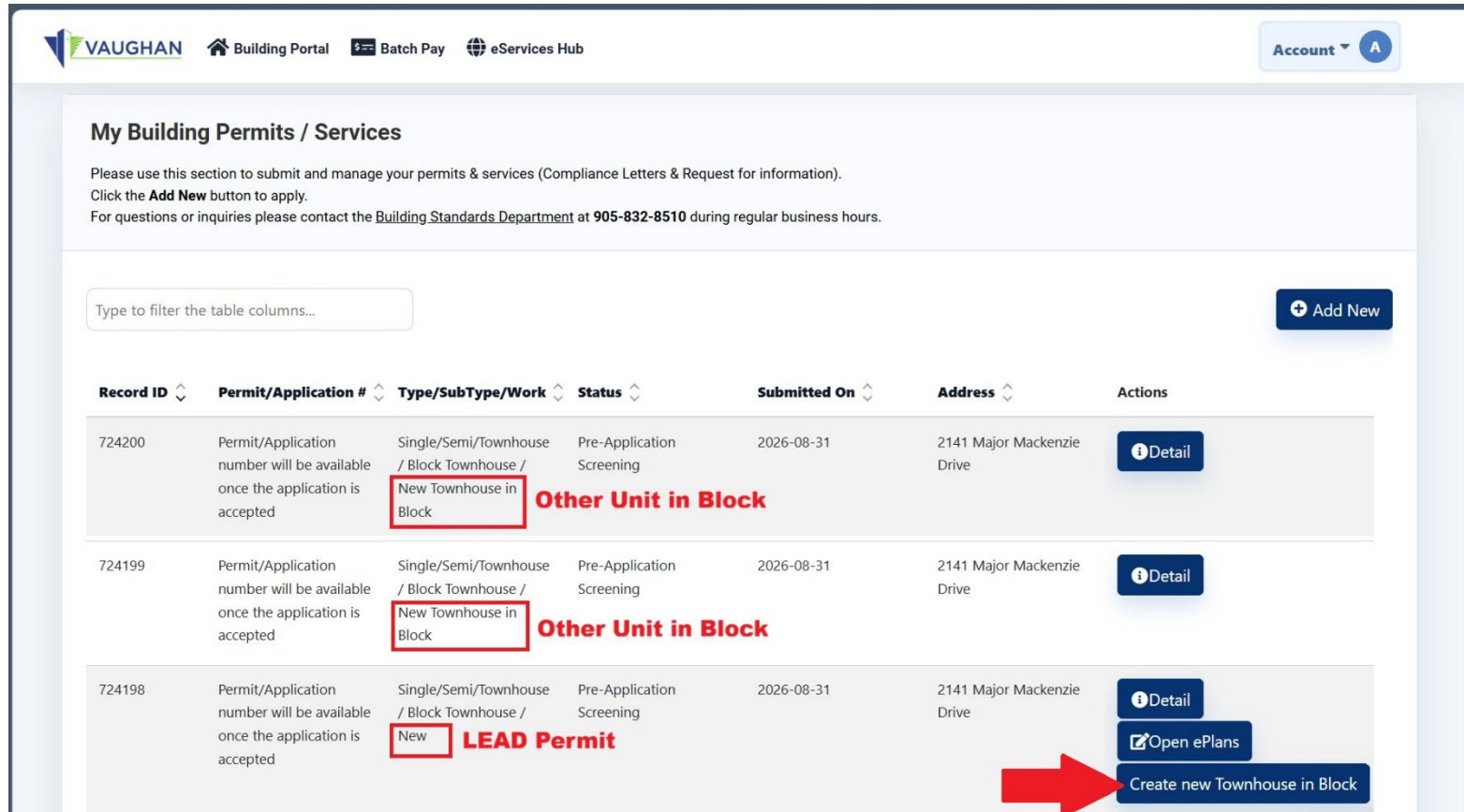


Block Townhouse Building Permit Guide

1. Applicant to log in to the Building Portal and click the “**Add New**”.

 - a. Select the “**Single/Semi/Townhouse**” Application Type
 - b. Select the “**Block Townhouse**” Sub
 - c. Select the “**New**” work type for the LEAD permit
 - d. Complete all application steps

2. For other units in the block, click the “**New Townhouse in Block**” button on the LEAD permit. This will automatically copy some information from the LEAD permit and speed up the application process for the other units in the block.



My Building Permits / Services

Please use this section to submit and manage your permits & services (Compliance Letters & Request for information).
Click the **Add New** button to apply.
For questions or inquiries please contact the [Building Standards Department](#) at **905-832-8510** during regular business hours.

Type to filter the table columns...

Record ID **Permit/Application #** **Type/SubType/Work** **Status** **Submitted On** **Address** **Actions**

724200	Permit/Application number will be available once the application is accepted	Single/Semi/Townhouse / Block Townhouse / New Townhouse in Block	Pre-Application Screening	2026-08-31	2141 Major Mackenzie Drive	Detail
724199	Permit/Application number will be available once the application is accepted	Single/Semi/Townhouse / Block Townhouse / New Townhouse in Block	Pre-Application Screening	2026-08-31	2141 Major Mackenzie Drive	Detail
724198	Permit/Application number will be available once the application is accepted	Single/Semi/Townhouse / Block Townhouse / New LEAD Permit	Pre-Application Screening	2026-08-31	2141 Major Mackenzie Drive	Detail Open ePlans Create new Townhouse in Block

3. Applicant to click the “**Open ePlans**” button on the LEAD permit and upload all Drawings and Documents for the LEAD and all other units in the block.

***All Drawings and Documents must be uploaded to the LEAD permit only**

Block Townhouse Building Permit Guide - ePlans File Naming Convention

Architectural (A), Mechanical (M), Structural (S)

Drawing Type	Model	Page Number	Page Title / PDF Name
A	0	01	A001 - Cover Page.pdf
A	0	02	A002 - Construction Notes.pdf
A	0	03	A003 - Block Plans - Floor Plans & Elevations.pdf
A	1	01	A101 - Model1 - Cover Page & Construction Notes.pdf
A	1	02	A102 - Model1 - Floor Plans.pdf
A	1	03	A103 - Model1 - 2nd Floor Plans.pdf
A	1	04	A104 - Model1 - Elevations.pdf
A	2	01	A201 - Model2 - Cover Page & Construction Notes.pdf
A	2	02	A202 - Model2 - Floor Plans.pdf
A	2	03	A203 - Model2 - Deck Plans.pdf
A	2	04	A204 - Model2 - Elevations.pdf
A	3	01	A301 - Model3 - Cover Page & Construction Notes.pdf
A	3	02	A302 - Model3 - Floor Plans.pdf
A	3	03	A303 - Model3 - Deck Plans.pdf
A	3	04	A304 - Model3 - Elevations.pdf
M	1	01	M101 - Model1 - Floor Plans.pdf
M	1	02	M102 - Model1 - 2nd Floor Plans.pdf
M	1	03	M103 - Model1 - Deck Plans.pdf
M	1	04	M104 - Model1 - Elevations.pdf
S	1	01	S101 - Model1 - Cover Page & Construction Notes.pdf
S	1	02	S102 - Model1 - Floor Plans.pdf
S	1	03	S103 - Model1 - Elevations.pdf