

Electronic Building Permit Application – Submission Standards

This document lists the requirements of how to prepare your electronic drawings and documentation files for building permit application submission. These implemented standards allow the City of Oshawa's Building Permit Services branch to maintain consistency, easily identify and perform an efficient review and approval.

Drawings and Documentation

*****Be advised that all submitted drawings must adhere to these standards. Submissions that do not meet these criteria will be refused and require a full resubmission*****

Each electronic building permit application package shall be submitted according to the following standards:

Drawings

1. Files shall be formatted as a flattened PDF or also known as a vector PDF. Photos of drawings and documents converted to PDF are not acceptable.
2. PDF's shall have no digital signature and be unlocked and unprotected to allow the City to apply approval stamps.
3. PDF's shall display only in black and white typically, certain drawing types, i.e. life safety and fire separation drawings may utilize colour.
4. PDF's formatted to paper size of 8-1/2 x 14 in. shall be oriented in portrait (vertical) view.
5. PDF's formatted on paper size larger than 8-1/2 x 14 in. shall be oriented in landscape (horizontal) view.
6. It is advised drawing filenames should contain
 - a) the property address
 - b) and the name of submission, example below:
 - Architectural Drawings should be uploaded as:
"property address - Architectural.PDF"
 - HVAC Drawings should be uploaded as:
"property address - HVAC.PDF"
 - For smaller residential projects where other discipline are not applicable, i.e. projects such as decks, basements, or minor renovations, 1 Combined PDF file titled as "property address - Construction Drawings.PDF" is acceptable.

Documentation

1. Documents shall be saved as Print to PDF format or also known as "flattened" the forms and documents should be filled and signed, either digitally or manually and scanned to PDF.
 - **NOTE:** Applications to Construct or Demolish missing information such as Project Value, or Area of Work in SQ Meters will be refused.

Miscellaneous Permits

Certain permit types such as plumbing backflow device or fire alarm upgrades, for example, may not follow the same structure for drawings, but should still meet all other conditions of file types.

Developers/Builders

Ensure you apply for building permits under the correct online application portal module allocated for Production Builders. Subdivision requiring Certification of House Plans (Single Detached, Semi-Detached, Townhouses) should use the correct Module to submit Certified House Plans in advance of upcoming sub-division registration.

Please contact Building Services at 905-436-3311 or by email at buildings@oshawa.ca to receive guidelines and information on Certified House Plans and bulk permit submissions.