

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 and documentation **must adhere to the below standards. Submissions that do not meet this criteria will be refused** and require a **full resubmission** email before the permit application package is accepted by the City of Oshawa's Building Permit Services branch through the buildingpermits@oshawa.ca email ***

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

Email

Include the Address of property in the subject title of the email

Drawings

1. Files shall be formatted as Vector PDF's.
2. PDF's shall be unlocked, unprotected and with no security settings.
3. PDF's shall display only in black and white. (NO 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. One (1) PDF file is required for entire drawing set, typically in the order below
 - Architectural
 - Structural
 - Mechanical
 - Electrical
 - Sprinkler
 - Civil
 - Floor Framing
 - Truss
 - Etc.

For smaller projects where other discipline are not applicable, ensure it still 1 PDF file of the applicable drawings.

Documentation

1. Documents shall be saved in non-fillable PDF format, all areas completed and signed, either digitally or manually filled and scanned to PDF. (Applications missing information such as Project Value, or Area of Work in SQ Meters will be refused)
2. Documents shall be unlocked, unprotected and with no security settings.
3. Documentation shall display in black and white. (NO Colour)
4. Documents formatted up to paper size of 8-1/2 x 14 in. shall be oriented in portrait (vertical) view.
5. Separate PDF's are required for each document type (e.g. application form and schedules, owner's authorization form, letter of undertaking form, general review form, Etc.)

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

Please contact Building Services at 905-436-5658 or by email at buildings@oshawa.ca to receive guidelines and information on Model House Certification and bulk permit submissions.