

Electronic Building Permit Application Submission and Resubmission Standards

This document outlines the requirements for preparing electronic drawings and documentation for building permit applications and resubmissions. Adhering to these standards ensures that the City of Burlington Building Department can efficiently review and approve submissions.

All submitted drawings and documentation must meet the standards outlined below. Please ensure that your electronic building permit application or resubmission package adheres to these standards. Submissions that do not meet these criteria will be refused and require resubmission before acceptance.

Drawings

1. Files shall be formatted as Vector PDF's.
2. PDFs shall be unprotected with no security settings.
3. PDFs shall be displayed only in black and white.
4. PDFs formatted to paper size of 8-1/2 x 14 in. shall be oriented in portrait (vertical) view.
5. PDFs formatted on paper size larger than 8-1/2 x 14 in. shall be oriented in landscape (horizontal) view.
6. Separate PDFs are required for each drawing type (e.g., Architectural, Structural, Mechanical, Electrical, Sprinkler, Civil, Truss, Floor Framing, Etc.).
7. The first page of the first drawing set (Architectural) shall be a cover page with a designated blank space of:
 - a. 80mm wide by 155mm high (for permit applications where a general review is required for the scope of work) or
 - b. 80mm wide by 120mm high (for all other permit applications)
8. A 55mm wide by 55mm high designated blank space shall be left on the first page of each subsequent drawing set (Structural, Mechanical, Electrical, Sprinkler, Civil, Etc.).
9. A 55mm wide by 55mm high designated blank space shall be left on each page of the drawing set(s).

Documentation

1. Documents shall be in PDF format.
2. Documents shall be unprotected with no security settings.
3. Documentation shall be displayed in black and white.
4. Documents formatted up to paper size of 8-1/2 x 14 in. shall be oriented in portrait (vertical) view.
5. Documents formatted on paper sizes larger than 8-1/2 x 14 in. shall be oriented in landscape (horizontal) view.

6. Separate PDFs are required for each document type (e.g. application form and schedules, general review form, geotechnical report, heating/cooling load calculations, sprinkler calculations, specification book, response letter, etc.)

File Naming Conventions

Each file in the electronic building permit application and resubmission package shall be named according to the conventions specified below:

- APP - Application for Building Permit Including All Schedules
- ALT – Alternative Solution Form
- CGR – Commitment to General Review Form
- OWN AUTH – Owner’s Authorization Form
- FRM DEMO – Demolition Clearance Form
- FRM DC – Development Charges Form
- FRM SUB – Subsidy Form
- FEE – Building Permit Fee Calculation
- OBC MTX – OBC Matrix
- LOU – Letter of Use
- SITE PLAN – Site Plan
- APR# – Approvals (CCMC, BMEC, Ministers Rulings, etc.)
- REP# – Reports (soils engineer/sewage system report/OBC compliance/alternative solution reports, etc.)
- DWG RES – Part 9 Residential Drawings (small residential projects)
- DWG ARCH - Architectural Drawings
- DWG STR – Structural Drawings (including shoring and excavation)
- DWG MECH – Mechanical HVAC and Plumbing Drawings (Part 3 and Part 9 applications)
- CALC MECH – Mechanical Calculations (heating/cooling load calculations, outdoor air calculations)
- DWG ELEC – Electrical Drawings
- DWG FPR – Fire Protection Drawings (sprinkler, standpipe, kitchen suppression, clean agent, etc.)
- CALC FPR – Fire Protection Hydraulic Calculations
- DWG CIV – Civil Drawings (site servicing and grading)
- ENG GEN – General Engineered Items
- ENG FLR – Engineered Floor System
- ENG TRS – Engineered Roof Truss System
- FRM EEDS – Energy Efficiency Design Summary Forms and Modelling Reports
- FRM SB10 – SB-10 Compliance Forms and Modelling Reports

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- SPEC ARCH – Architectural Specifications
- SPEC STR – Structural Specifications
- SPEC MECH – Mechanical Specifications
- SPEC ELEC – Electrical Specifications
- SUP RES# – Part 9 Residential Supporting Documentation (items that do not fall under any of the above types – small residential projects)
- SUP ARCSTR# - Arch/Str Supporting Documents (items that do not fall under any of the above types)
- SUP MECH# - Mechanical Supporting Documentation (items that do not fall under any of the above types)
- SUP LIFE# – Life Safety Supporting Documentation (items that do not fall under any of the above types)
- SVY – Survey
- COVER LETTER – Cover Letter
- “#” – Number added after each if there are multiple drawings or documents of the same type.

Submitting a New Building Permit Application

To submit a complete electronic package to the City of Burlington Building Department, send your electronic building permit application package (30 MB or less) in one email to buildingpermits@burlington.ca. Ensure the subject line follows the format below. An application package separated into multiple emails will be rejected. You will receive an email notification within two business days regarding the permit fee and payment options.

New Application Email Subject Line:

Building Permit Application – 123 Main Street, Unit 7 (if applicable)

Resubmitting for an Existing Building Permit Application

For resubmissions of existing building permit applications (30 MB or less), send a single email to buildingpermits@burlington.ca. Ensure the subject line follows the format below. A resubmission package separated into multiple emails will be rejected.

Resubmission Email Subject Line:

Building Permit Resubmission – 21-123456 – 123 Main Street, Unit 7 (if applicable)

Larger Digital Files:

If your submission exceeds 30 MB, please use a large file transfer service (e.g., WeTransfer, Dropbox, Google Drive, 2Big4Email) to share a link to the required documentation. Send the link to buildingpermits@burlington.ca, ensuring the files are accessible without a password or account.

Building Department
buildingpermits@burlington.ca
 905-335-7731