

Electronic Building Permit Application Submission and Resubmission Standards

This document lists the requirements of how to prepare your electronic drawings and documentation files for building permit application submission or resubmission. These implemented standards allow the City of Burlington Building & By-law Department 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 resubmission before the permit application or resubmission package is accepted by the City of Burlington Building & By-law Department.*****

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

Drawings

1. Files shall be formatted as Vector PDF's.
2. PDF's shall be unprotected with no security settings.
3. PDF's shall display only in black and white.
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. Separate PDF's 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 display 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 size larger than 8-1/2 x 14 in. shall be oriented in landscape (horizontal) view.
6. Separate PDF's 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
FEE – Building Permit Fee Calculation
OBC MTX – OBC Matrix
LOU – Letter of Use
APR# – Approvals (CCMC, BMEC, Ministers Rulings, etc.)

REP# – Reports (Soils Engineer Report, Sewage System Report, OBC Compliance Report, Alternative Solution Report, 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 SPR – Sprinkler Drawings
CALC SPR – 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
SPEC ARCH – Architectural Specifications
SPEC STR – Structural Specifications
SPEC MECH – Mechanical Specifications
SPEC ELEC – Electrical Specifications
CORR RES – Part 9 Residential Correspondence (Emails - small residential projects)
CORR ARCSTR – Architectural/Structural Correspondence (Emails)
CORR MECH – Mechanical Correspondence (Emails)
CORR LIFE – Life Safety Correspondence (Emails)
SUP RES# – Part 9 Residential Supporting Documentation (Items that do not fall under any of the above types – small residential projects)
SUP ARCSTR# - Architectural/Structural Supporting Documentation (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)

“#” – Number added after each if there are multiple drawings or documents of the same type.

Submission Methods

To submit a complete electronic package to the City of Burlington – Building & By-law Department, please follow the instructions below depending on the submission type:

New Building Permit Application

When ready to submit the electronic building permit application package (20 MB or less), please send all files by email to buildingpermits@burlington.ca with the wording “Building Permit Application” followed by the project address in the subject line and include suite/unit information, if applicable.

Example Subject Line: Building Permit Application – 123 Main Street, Unit 7 (if applicable)

For large electronic building permit application submission packages (over 20 MB), please contact the Building & By-law Department at 905-335-7731 x7470 or buildingpermits@burlington.ca to arrange a large file transfer.

The applicant will receive an email notification including the associated permit fee owing and payment options within two business days of the submission.

Resubmission to an Existing Building Permit Application

Electronic resubmission packages for existing building permit applications (20 MB or less) shall be emailed to buildingpermits@burlington.ca with the wording “Building Permit Resubmission” followed by the application number and the project address in the subject line including suite/unit information, if applicable.

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

For large electronic resubmission packages (over 20 MB), please contact the Building & By-law Department at 905-335-7731 x7470 or buildingpermits@burlington.ca to arrange a large file transfer.