



Walkthrough Guide

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INTRODUCTION TO PRONTO (At a Glance)

Registering an Account in Pronto

As of July 2023, certain Building Permit applications will require citizens and members of the building community to register an account for Pronto, the City's online ePermit solution.

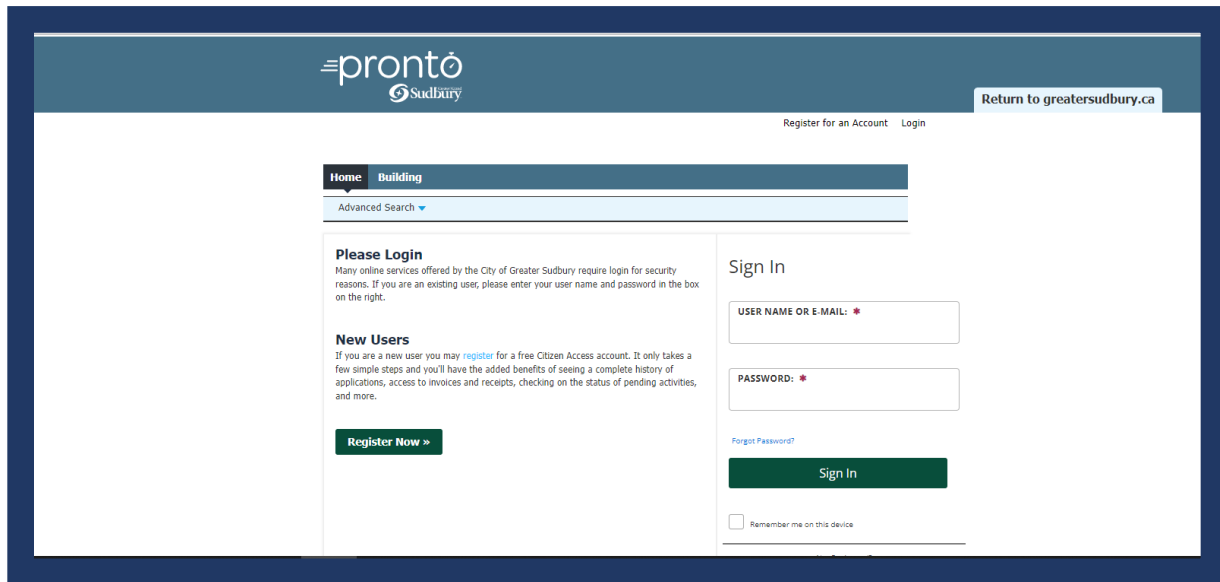
TO REGISTER AN ACCOUNT:

- 1) Using the latest version of your Google Chrome, Firefox, or Microsoft Edge web browser, navigate to the City's [Pronto portal](#).
- 2) Select *Register for an Account* in the top right corner of the page, or alternatively select *Create an Account* beneath the sign in portion of the page.
- 3) Complete the account details screen 1 of 2 and select *Continue*.
- 4) Complete the account details screen 2 of 2 and select *Submit*. Note the differences between the account type are noted below.
- 5) Once you've successfully created your account, select the *Sign In* button to continue.

Contact Type	
Type	Description
Individual	Select Individual if you are not an organization (I.e., homeowner)
Organization	Select Organization if you would like to create a central account for your organization or business (I.e., builder, developer)

Note: both individuals and organizations functionally behave the same in Pronto. Both types enable the use of delegate accounts if required. For more information on delegate accounts, refer to the *Account Management* section of this document.

Logging into Pronto

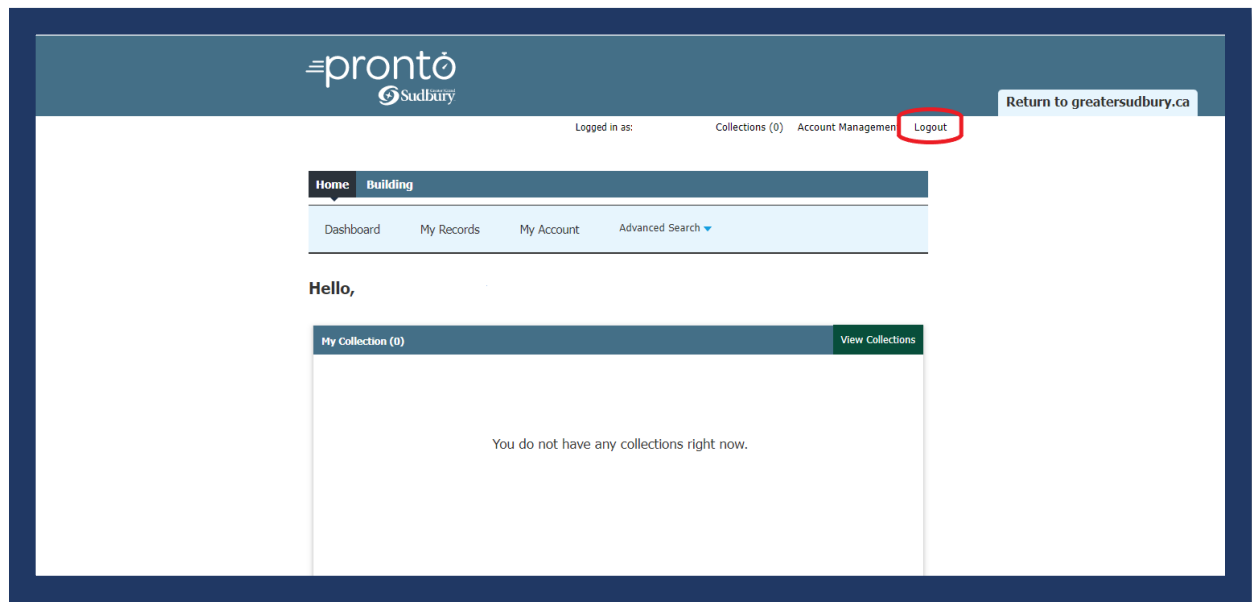


The screenshot shows the Pronto login page for Greater Sudbury. The header includes the Pronto logo and a link to 'Return to greater Sudbury.ca'. Below the header, there are navigation links for 'Home' and 'Building', and an 'Advanced Search' dropdown. The main content area is divided into two columns. The left column contains a 'Please Login' section with a message about security and a 'New Users' section with a 'Register Now' button. The right column contains a 'Sign In' section with input fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'Forgot Password?' link, a 'Sign In' button, and a 'Remember me on this device' checkbox.

TO LOG IN:

- 6) Using the latest version of your Google Chrome, Firefox, or Microsoft Edge web browser, navigate to the City's [Pronto portal](#).
- 7) Enter your username and password.
- 8) Select the *Sign In* button.

Logging out of Pronto



TO LOG OUT:

- 1) Select the Logout button on the home page in the upper right corner.

Basic Navigation Controls

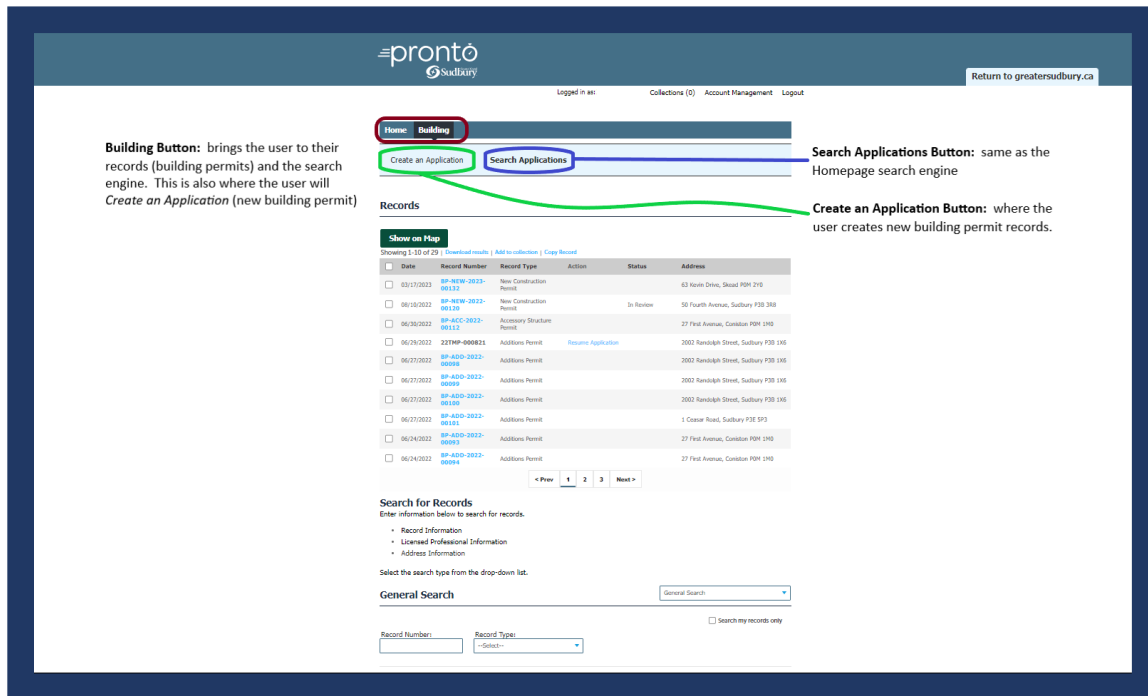
Once you have logged into your Pronto account, you will be directed to the home page or *Dashboard*. The Dashboard is the starting point for all actions to be completed in the Pronto platform. The Main Menu Bar (top of the screen), will always be accessible allowing the applicant to create, find, and manage all records and associated content.

Features of the Home and Building Pages



Features of the Home Page and Menu Bar	
Button Name	Description
Dashboard	Opens the dashboard options such as <i>My Collections</i> or <i>Work in Progress</i> .
My Records	Opens the active or completed permit records that were created by the applicant.
My Account	Redirects to the Account Management section of Pronto. Opens the applicant's account information to modify account details, create re-usable contacts, or manage delegates.
Advanced Search	Search for key words related to a record such as Property Information, Record Information, Licensed Professional, etc.
My Collections	Submitted permits can be added to user created groups known as collections. When a collection is created, it will show up in this section of the home page.
Work In Progress	Permits that have recently been saved and not yet submitted can be viewed and accessed here.

Features of the Home and Building Pages (continued)



Building Button: brings the user to their records (building permits) and the search engine. This is also where the user will *Create an Application* (new building permit)

Search Applications Button: same as the Homepage search engine

Create an Application Button: where the user creates new building permit records.

Records Table:

Date	Record Number	Record Type	Action	Status	Address
03/17/2023	BP-NEW-2023-00152	New Construction Permit			63 Home Drive, Soudry P20 210
08/18/2023	BP-NEW-2023-00139	New Construction Permit		In Review	50 Fourth Avenue, Soudry P30 384
06/06/2023	BP-ADD-2023-00112	Accessory Structure Permit			27 First Avenue, Soudry P20 190
06/26/2023	22THP-000021	Additions Permit	Resume Application		2002 Randolph Street, Soudry P30 145
06/27/2023	BP-ADD-2023-00095	Additions Permit			2002 Randolph Street, Soudry P30 145
06/27/2023	BP-ADD-2023-00099	Additions Permit			2002 Randolph Street, Soudry P30 145
06/27/2023	BP-ADD-2023-00100	Additions Permit			2002 Randolph Street, Soudry P30 145
06/27/2023	BP-ADD-2023-00101	Additions Permit			1 Cedar Road, Soudry P30 573
06/24/2023	BP-ADD-2023-00093	Additions Permit			27 First Avenue, Soudry P20 190
06/24/2023	BP-ADD-2023-00094	Additions Permit			27 First Avenue, Soudry P20 190

Search for Records
Enter information below to search for records.

- Record Information
- Licensed Professional Information
- Address Information

Select the search type from the drop-down list.

General Search

Record Number: Record Type:

☐ Search my records only

Features of the Main Menu Bar (Building Page)

Button Name	Description
Create an Application	Opens the Online Application for online submission of building permit records.
Search Applications	Search for key words related to a record such as Property Information, Record Information, Licensed Professional, etc.

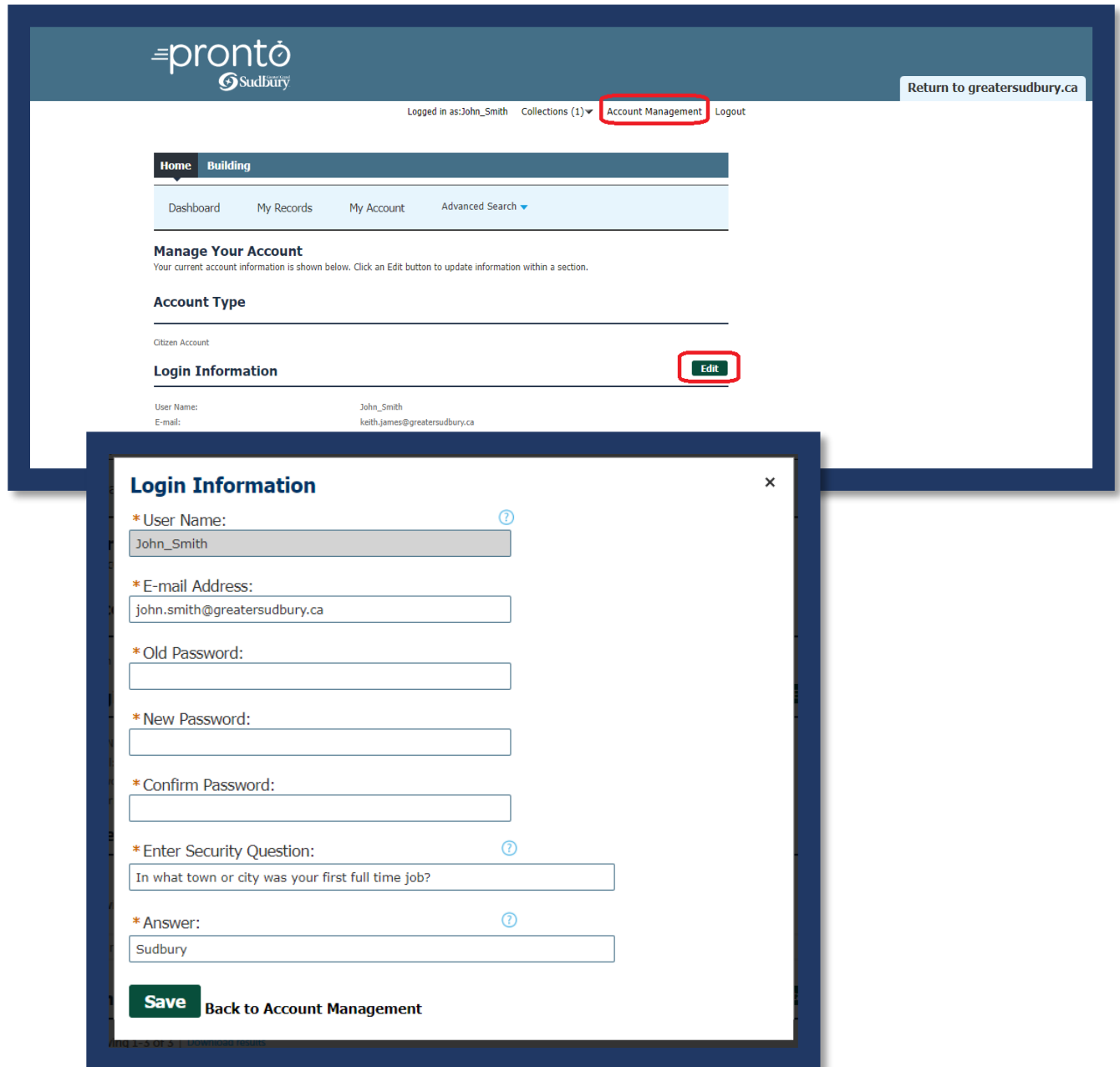
Account Management

The Account Management section of Pronto allows for:

- Updating of information associated to the account, such as the user's password.
- The ability to create re-usable contacts that can be selected when creating an application in Pronto.
- The ability to delegate submission on behalf of the logged in Pronto account to another Pronto account.

Updating your Pronto Account Email and Password

- 1) Select *Account Management* from the top left of the page.
- 2) Beside the *Login Information* header, select the *Edit* button.
- 3) Update your account information and select the *Save* button to accept changes.



The screenshot shows the Pronto web application interface. At the top, the Pronto logo and 'Greater Sudbury' text are visible. The user is logged in as 'John_Smith'. The 'Account Management' link is highlighted with a red box. Below the navigation bar, the 'Manage Your Account' section is displayed. Under the 'Login Information' header, the 'Edit' button is highlighted with a red box. The user's current information is shown: User Name: John_Smith, E-mail: keith.james@greatersudbury.ca.

Login Information

* User Name:

* E-mail Address:

* Old Password:

* New Password:

* Confirm Password:

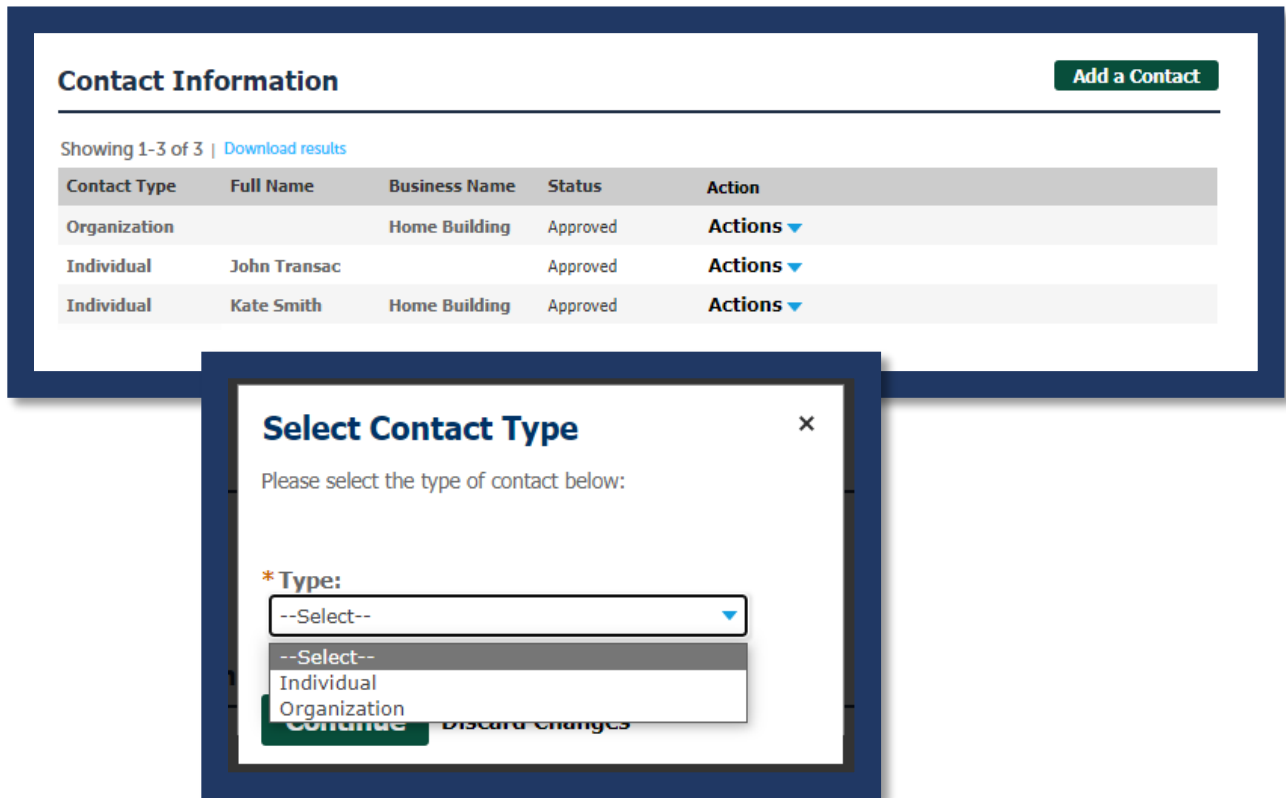
* Enter Security Question:

* Answer:

Save [Back to Account Management](#)

Creating Re-usable Contacts

- 1) Select *Account Management* from the top left of the page.
- 2) Scroll down the to the *Contact Information* section.
- 3) Select *Add a Contact* to create a re-usable contact, selectable when creating applications in Pronto.
- 4) Select *Individual* as the contact type when prompted, followed by *Continue*.
- 5) To modify or remove a re-usable contact, select the *Actions* menu beside a created contact.



Contact Information Add a Contact

Showing 1-3 of 3 | [Download results](#)

Contact Type	Full Name	Business Name	Status	Action
Organization		Home Building	Approved	Actions ▼
Individual	John Transac		Approved	Actions ▼
Individual	Kate Smith	Home Building	Approved	Actions ▼

Select Contact Type ×

Please select the type of contact below:

*** Type:**

--Select--

--Select--
Individual
Organization

Continue
Discard Changes

Note: when using a re-usable contact on an application, you will be asked to determine the relevance for that specific application (owner, applicant, contractor etc.). For more information on selecting a re-usable contact when creating an application, please refer to the *Create an Application* section of this document.

Delegating Access to your Pronto Account

Pronto enables the ability for any account to delegate access to another Pronto account, allowing that account to submit or manage applications on their behalf.

Scenario

Account A adds Account B as a delegate for submitting and managing building permit applications. As a result, Account B will see the option to submit as themselves or as Account A next time they create a new application in Pronto.

To add or manage a delegate account:

- 1) Select *Account Management* from the top left of the page.
- 2) Scroll down to the *Delegates* section.
- 3) To add a Delegate account, select *Add a Delegate*.
- 4) Type the name and email of the Pronto account you wish to delegate access to. Please note that the email you are delegating to must exist as an Account in Pronto already. If they do not, the delegate will need to register an account in Pronto.
- 5) Next, select the permissions for the delegate account. Please note that the options for renew, amending and making payments on an application will not be recognized by the system as they are not yet supported at this time.
- 6) Select the *Invite* button to complete the delegation request.
- 7) To update or remove permissions on an existing delegate, select the *View Invitation* button to the right of their name to make Changes. Select *Save Changes* to apply these changes.

Delegates

[Add a Delegate](#)

People who can access my account

Test Contact (test1234@test123.ca)
Invitation sent on 05/01/2023

Add a Delegate

People whose account I can access

None

View Invitation

Add a Delegate

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

*Name *E-mail Address

Set Delegate Permission
Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in Building (Change)
For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

☐ Create Applications in Building (Change)

☐ Renew Records in Building (Change)


☐ Amend Records in Building (Change)

☐ Manage Inspections in Building (Change)

☐ Manage Documents in Building (Change)

☐ Make Payments in Building (Change)

Add Personal Note

☐ I'm not a robot 

Invite a Delegate Cancel

Manage Delegates

Test Contact (test1234@test123.ca)
Invitation sent on 05/01/2023

Allow this delegate access to the following

View Records in Building (Change)

☒ Create Applications in Building (Change)

☐ Renew Records in Building (Change)

☐ Amend Records in Building (Change)

☐ Manage Inspections in Building (Change)

☒ Manage Documents in Building (Change)

☐ Make Payments in Building (Change)

Save Changes Cancel

Create an Application

How to Create a Record (Building Permit):

Online Application:

- 1) Read the *Disclaimer*, *Applicant Acknowledgement Notice*, and the *Notice of Collection*.
- 2) Checkoff the box beside “I have read and accepted the Terms and Conditions”
- 3) Select the *Continue Application* button

[Home](#)
[Building](#)

[Create an Application](#)
[Search Applications](#)

Online Application

Welcome to the City of Greater Sudbury's Online Permitting System. Using this system you can submit and update information, view inspection details, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Disclaimer
The City of Greater Sudbury ("City") does not guarantee the quality, accuracy, or completeness of any information on this website. This website may include inaccuracies or typographical errors and the information is provided without warranty or condition of any kind.

Applicant Acknowledgement Notice
In making or acknowledging a submission of this development application and any

☒ I have read and accepted the Terms and Conditions.

Continue Application >>

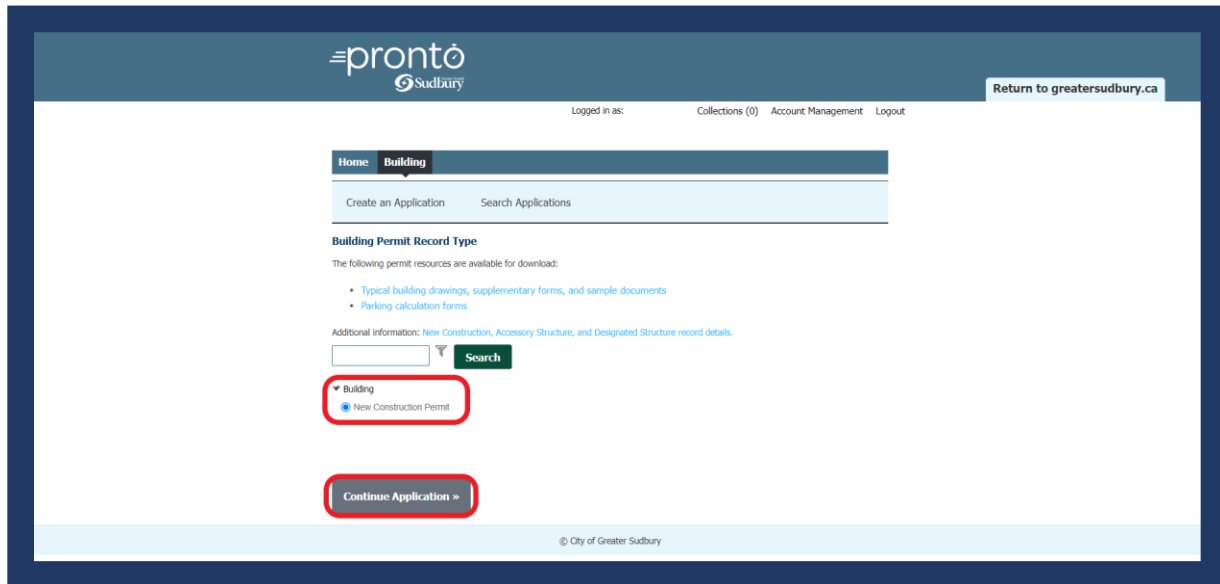
© City of Greater Sudbury

Building Permit Record Type:

Next, you will be asked to select the type of Building Permit to apply for. This page also includes links to various materials and examples related to the permit process.

Note: for more information on which permits are available via Pronto, including the definition for each, please refer to the [City of Greater Sudbury's website](#).

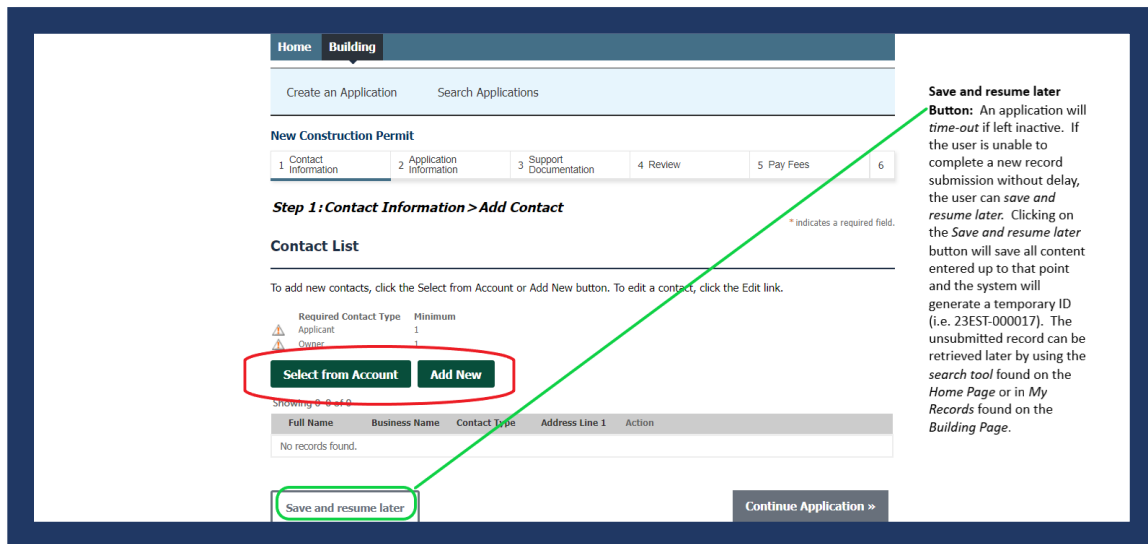
- 1) Select the *Building* button, then select the Type of Record.
- 2) Select the *Continue Application* button.



The screenshot shows the 'pronto' web interface for the City of Greater Sudbury. The top navigation bar includes 'Home', 'Building', 'Collections (0)', 'Account Management', and 'Logout'. A 'Return to greater Sudbury.ca' link is in the top right. Below the navigation bar, there are buttons for 'Create an Application' and 'Search Applications'. The main section is titled 'Building Permit Record Type' and lists available permit resources for download: 'Typical building drawings, supplementary forms, and sample documents' and 'Parking calculation forms'. It also provides 'Additional information' links for 'New Construction, Accessory Structure, and Designated Structure record details'. A search bar with a 'Search' button is present. Below the search bar, a dropdown menu is open, showing 'Building' selected, with a sub-option 'New Construction Permit' highlighted. At the bottom, there is a 'Continue Application »' button. The footer indicates '© City of Greater Sudbury'.

Step 1: Contact Information>Add Contact:

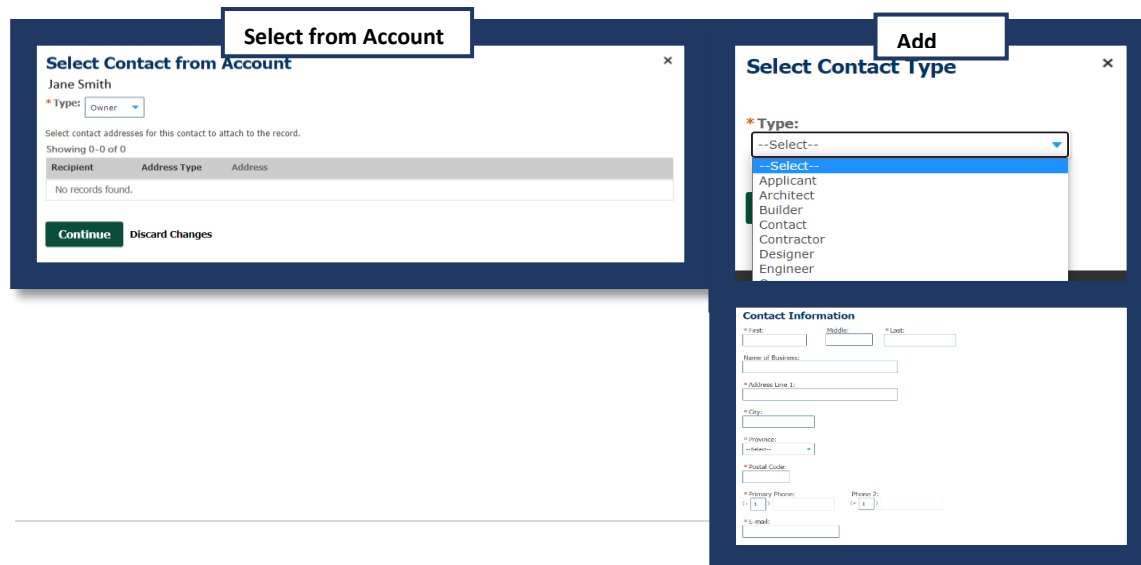
- 1) Select the *Select from Account* button or *Add New* button.
- 2) Two types of contacts are required:
 - a. *Applicant*
 - b. *Owner*
- 3) Select the *Continue Application* button or the *Save and resume later* button.



Save and resume later Button: An application will time-out if left inactive. If the user is unable to complete a new record submission without delay, the user can *save and resume later*. Clicking on the *Save and resume later* button will save all content entered up to that point and the system will generate a temporary ID (i.e. 23EST-000017). The unsubmitted record can be retrieved later by using the *search tool* found on the *Home Page* or in *My Records* found on the *Building Page*.

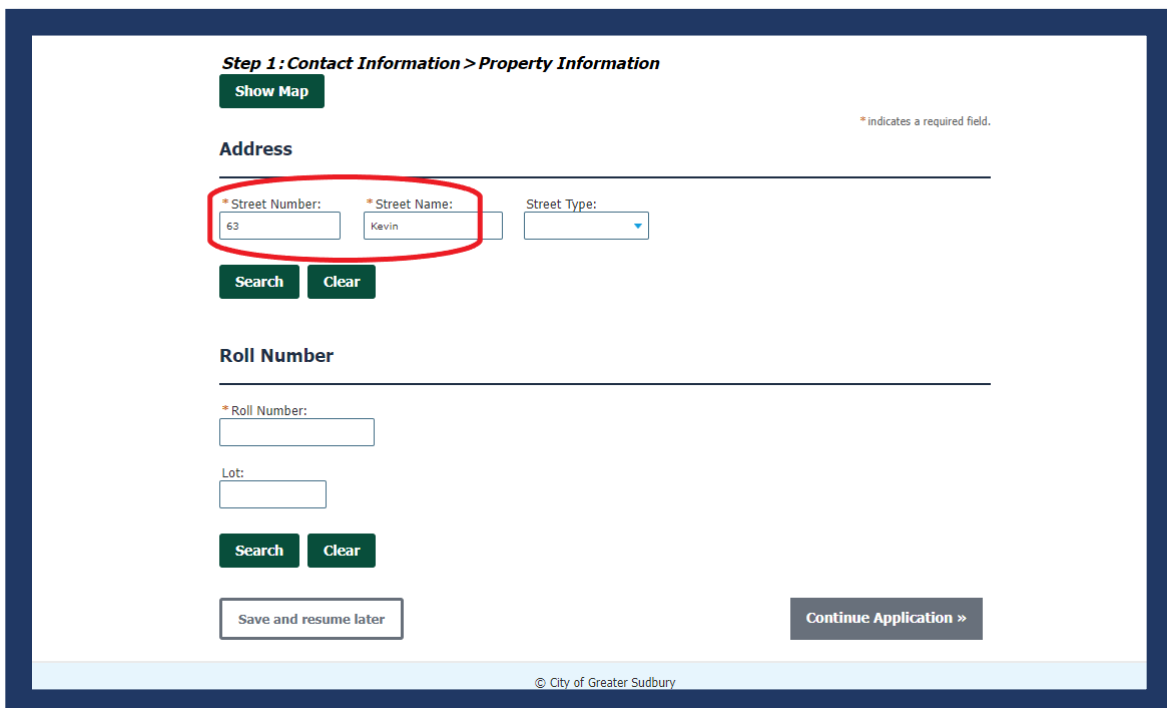
Features of the Building Page – Contact Information

Button Name	Description
Select from Account	Opens a pop-up window where the applicant can select any re-usable contacts created under the Contacts section on the <i>Account Management</i> page. For more information on creating re-usable contacts, please refer to the <i>Account Management</i> section of this document.
Add New	Opens a pop-up window where the applicant can create a new contact specific to the application.



Step 1: Contact Information>Property Information:

- 1) In the *Street Number* and *Street Name* fields, input the address of the permit you are applying for.
- 2) Select the *Search* button.
- 3) If the address exists, the property information will populate in the applicable fields:
 - a. *Street Number*
 - b. *Street Name*
 - c. *Street Type*
 - d. *Roll Number*
- 4) Select the *Continue Application* button or the *Save and resume later* button.



Step 1: Contact Information > Property Information

[Show Map](#)

* indicates a required field.

Address

* Street Number: * Street Name: Street Type:

[Search](#) [Clear](#)

Roll Number

* Roll Number:

Lot:

[Search](#) [Clear](#)

[Save and resume later](#) [Continue Application »](#)

© City of Greater Sudbury

Step 1: Contact Information > Property Information (continued):

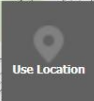
Property Information Map


The map is an additional way to retrieve property information.




- 1) Select on the *Show Map* button (see screenshot above).
- 2) In the *Search Bar*, type the address you are looking for.
- 3) Select the *Looking Glass*.
- 4) Select the *Use Location* button which will populate the property information into the appropriate fields.
- 5) Select the *Continue Application* button or the *Save and resume later* button.


Step 1 : Contact Information > Property Information


1 Search Bar 63 Kevin Drive, Skead, P0M 2Y0


8 Use Location 


2 Pin Marker 

3 Zoom   

4 Locate Me 

5 Base Maps 

6 Map Layers 

7 Draw Tool 

Address

* Street Number:

* Street Name:

Street Type:

Step 1: Contact Information>Property Information (continued):

Property Information Map (continued)

Features of the Map Dashboard		
Item No.	Icon Name	Description
1	Search Bar	Search for a property by Address and Roll No.
2	Pin Marker	A property is marked with a <i>pin marker</i> .
3	Zoom	The plus and minus icons allow for zooming in and out on the map. Alternatively, zoom in by double-selecting, or zoom in and out by using the mouse wheel. You can also pan the map by selecting a spot and dragging the mouse.
4	Locate Me	Your browser's current location, bookmark, or navigate to a bookmarked map location.
5	Base Maps	Applicants can select a base map according to personal preference. (<i>Note:</i> Base maps marked with a maple leaf are most common. The views titled <i>Topographic</i> , and <i>Imagery Hybrid</i> are most popular). Once the applicant logs out of Accela, the map is defaulted back to the original base map.
6	Map Layers	Select this icon to view GIS map layers.
7	Draw Tool	Feature adds a line, shape, or text.
8	Use Location	Populates the information into the appropriate fields.

Step 2: Application Information:

There are several sections to *Step 2: Application Information*. In general, most applications follow a similar structure (note: there will be some minor differences depending on the type of application):

- Permit Type Information
- Project Information
- Building Permit Application
- Permit Details
- Pre-Screening
- Designated Structures
- Design Information
- Vacant Property
- Licensed Professional

The applicant is to complete **required fields** marked with a red asterisk (*). As required (*) fields are answered, additional required (*) fields may populate depending on responses to the primary questions.

If applicable, the *Permit Type* drop-down list reflects 4 permit type options (Residential, Commercial, Institutional, and Industrial). The applicant is to be aware that the Permit Type drop-down list is not related to zoning, but rather, the **proposed main use**.

Step 2: Application Information > Building Permit Application

* indicates a required field.

Permit Type Information

PERMIT TYPE INFORMATION

* Permit type:

* type of construction:

Is this owner or builder built?:

Provide the Tarion registration number:

Is this a model home?:

* Is there a deck included?:

Is there a finished basement?:

Provide the finished basement area (m2):

--Select--

--Select--
Residential
Institutional
Commercial
Industrial
--Select--

☐ Yes
☐ No

☐ Yes
☐ No

☐ Yes
☐ No

Step 2: Application Information (continued):

Licensed Professional Overview

To add a new Licensed Professional, select the *Add New Licensed Professional* button. To find a Licensed Professional that may already exist in the City's database, select the *Look Up* button.

Prior to adding a new Licensed Professional, ensure to search the database first to verify that the Licensed Professional profile is not already available. This will save time versus entering the Licensed Professional information manually.

Look Up License

License Type:
--Select--
Architect
Contractor
Designer
Engineer
HVAC
Other
Plumber

Last:

License Number:

Address:

City:

Province:

Look Up **Clear** Discard Changes

Licensed Professional Information

* License Type:
--Select--
Architect
Contractor
Designer
Engineer
HVAC
Other
Plumber

* Last:

* License Number:


* Address:

* City:

* Province:
--Select--

* Postal Code:

Licensed Professional Information

 **An error has occurred.**
The license(s) (123456) has already been added to the application. Please select another one.

* License Type:
Contractor

* First: Beth

* Last: Autio

Name of Business:
AUTO CONSTRUCTION

* License Number:
123456

* Address:
1647 Weller Street

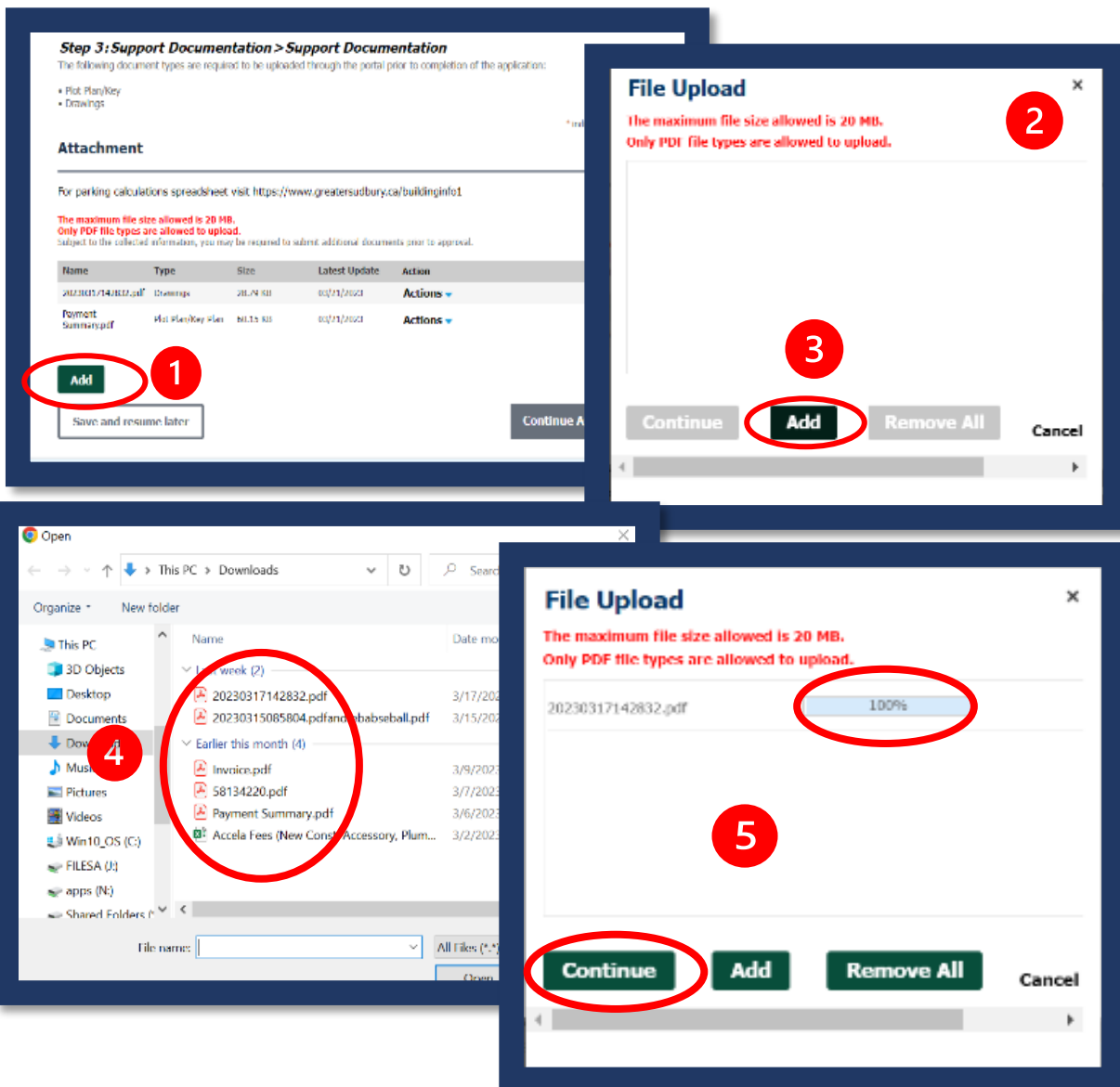
* City:
Sudbury

* Province:
ON

Adding a new Licensed Professional: Should there be an issue with submission or if a duplicate Licensed Professional already exists in the database, an error message will display.

Step 3: Support Documentation>Support Documentation: Uploading Documents in Pronto

- 1) Select the **Add** button.
- 2) A pop-up window will populate.
- 3) Select the **Add** button in the pop-up window.
- 4) A pop-up window will display. Choose the file to be uploaded (at this point the applicant can select as many documents as required).
- 5) Wait until the documents are at 100% uploaded, then select the **Continue** button.



Step 3: Support Documentation > Support Documentation
The following document types are required to be uploaded through the portal prior to completion of the application:

- Plot Plan/Key
- Drawings

Attachment

For parking calculations spreadsheet visit <https://www.greatersudbury.ca/buildinginfo1>

The maximum file size allowed is 20 MB.
Only PDF file types are allowed to upload.
Subject to the collected information, you may be required to submit additional documents prior to approval.

Name	Type	Size	Latest Update	Action
20230317142832.pdf	Drawings	20.14 KB	03/17/2023	Actions
Payment Summary.pdf	Plot Plan/Key Plan	60.15 KB	03/17/2023	Actions

Add (1) Save and resume later Continue

File Upload
The maximum file size allowed is 20 MB.
Only PDF file types are allowed to upload.

Add (3) Continue Remove All Cancel

File Upload
The maximum file size allowed is 20 MB.
Only PDF file types are allowed to upload.

20230317142832.pdf 100% (4)

Continue (5) Add Remove All Cancel

Step 3: Support Documentation>Support Documentation (continued):

Uploading Documents in Pronto (continued)

- 6) Select the *Type* of document (i.e. Drawings).
- 7) Provide a brief description of the document in the *Description* text box (i.e. Structural Drawings).
- 8) Select the *Save* button.
- 9) Select the *Continue Application* or *Save and resume later* button.

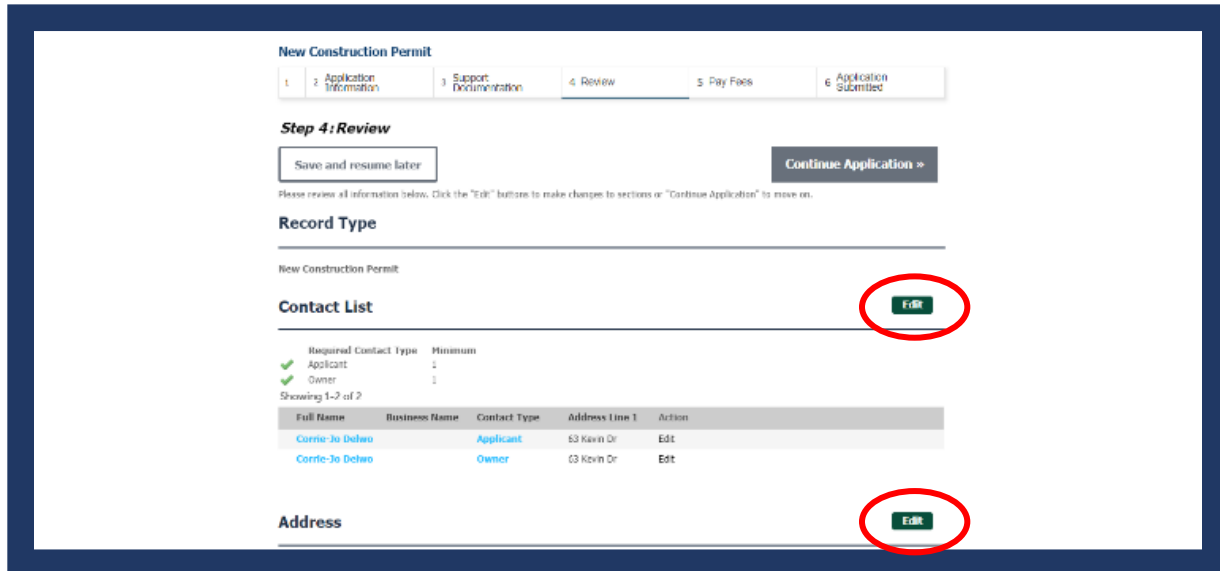
For most applications, certain documents are required when applying. This information is provided to you under the *Support Documentation* header. Upon review of your application, the system will notify you if you are missing the minimum required documents to submit the application.

The maximum file size allowed in Pronto is 20 MB and only PDF file types are supported.

Note: you can upload additional documentation against an application after submitting via Pronto. Please refer to the *Reviewing Attachments of a Building Permit Application* section of this document for more information.

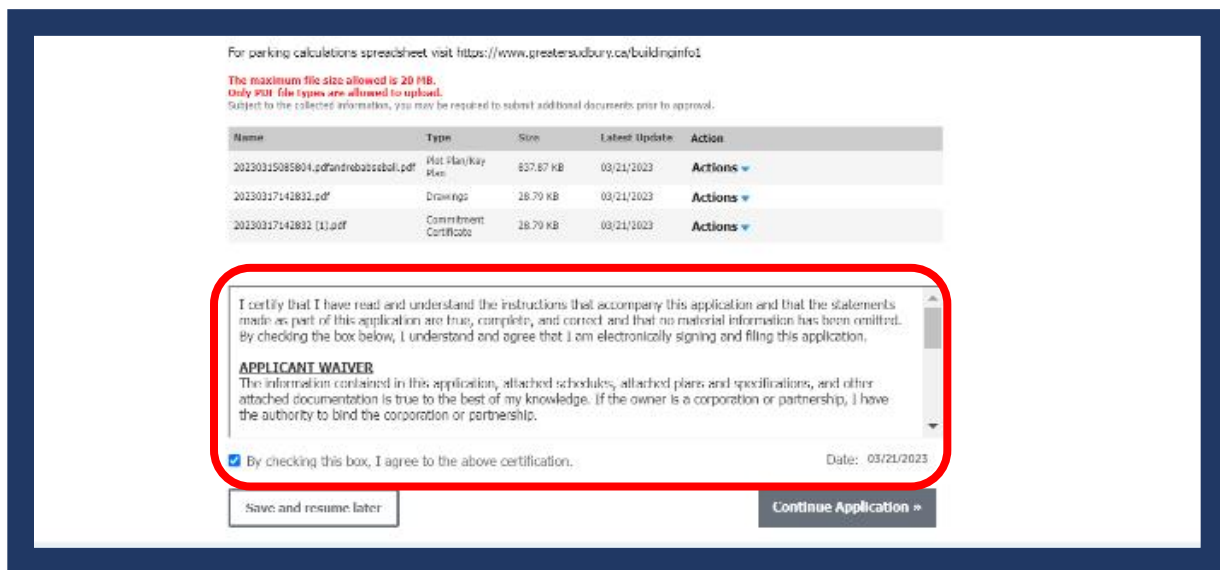
Step 4: Review:

The *Review* page allows the applicant to review and edit the information entered prior to submission of the application. Selecting the *Edit* button allows the applicant to make changes to each section of the application.



Before selecting Continue Application button, the applicant is required to:

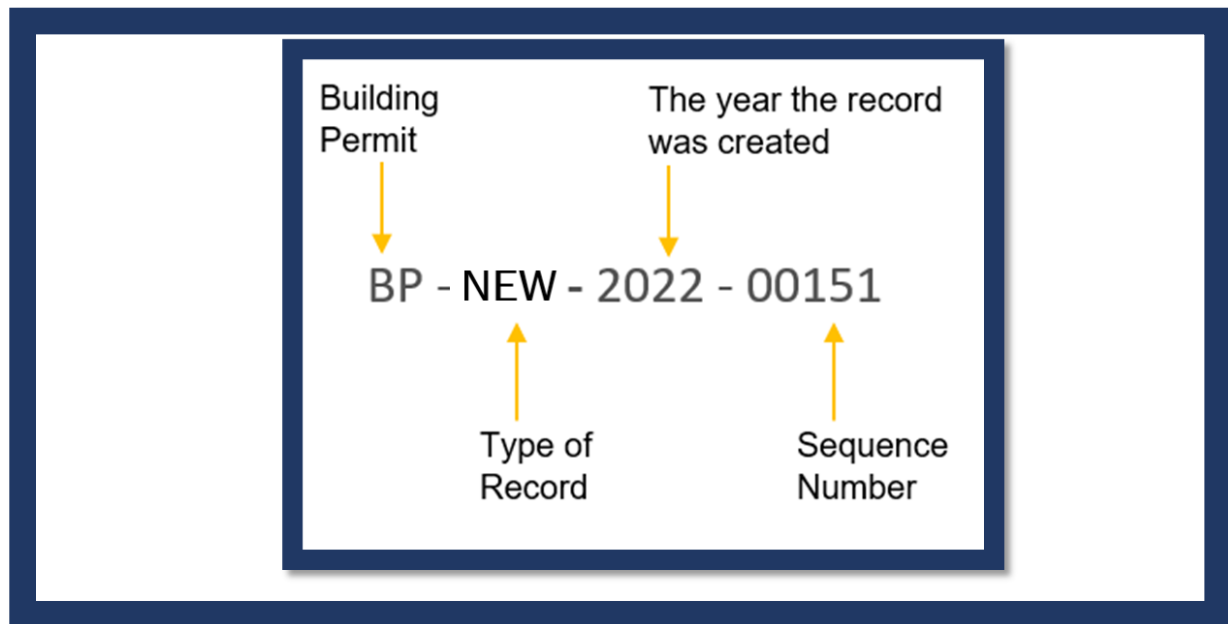
- 1) Read the *Certification, Applicant Waiver*, and the *Completeness Compliance*.
- 2) Checkoff the box beside “By checking this box, I agree to the above certification”.
- 3) Select the *Continue Application* or *Save and resume later* button.
- 4) Selecting the *Continue Application* button provides the applicant with a *Record Number* (building permit number):



RECORD NUMBERS

Components of a Record Number

A record number (building permit number) will include the type of record, the year the record was created and the sequence number for that year. An example of a New Construction Permit record number is:



A record number is generated by Pronto based on the Record Type selected at the time of record creation.

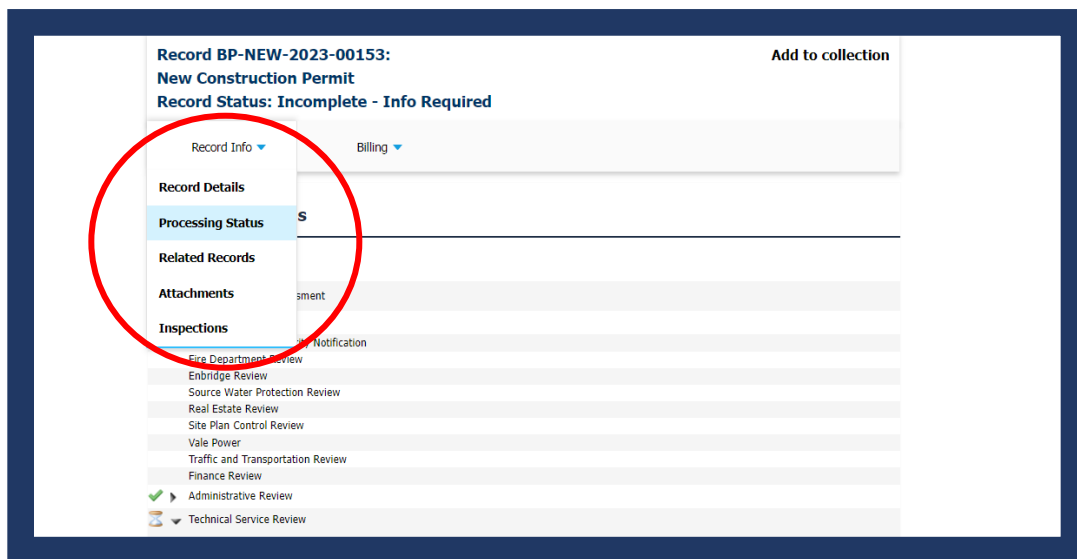
BUILDING PERMIT APPLICATION STATUS

Reviewing the Status of a Building Permit Application

Once an application has been submitted via the Pronto portal, the staff in Building Services will start reviewing the application. The applicant will be notified by email if there are any missing documents required to issue the permit.

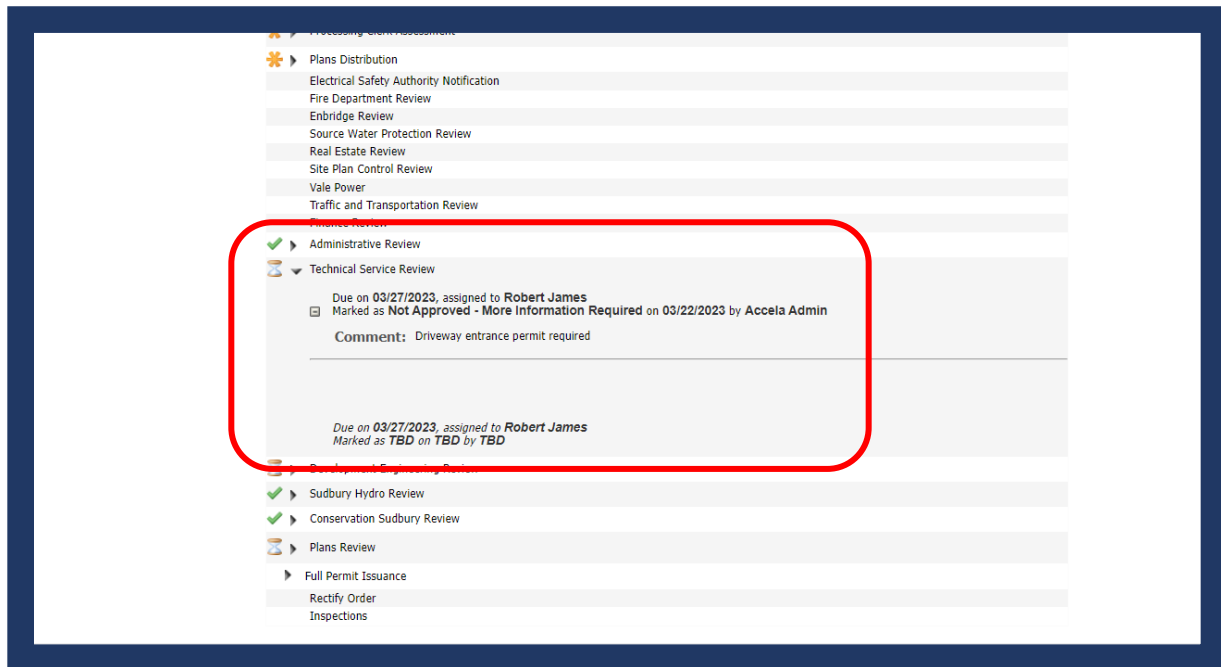
Through the Pronto portal, the applicant can review the status of their application, inspections booked, fees outstanding, etc.

- 1) Select *My Records* from the Home Page.
- 2) Select *Record Number* (building permit number).
- 3) Select the *Record Info* tab to view information available to you on the record.
- 4) A drop-down menu will populate with a list of choices:
 - a. *Record Details*
 - b. *Processing Status*
 - c. *Related Records*
 - d. *Attachments*
 - e. *Inspections*
- 5) Select on *Processing Status*.



Reviewing the Status of a Building Permit Application (continued)

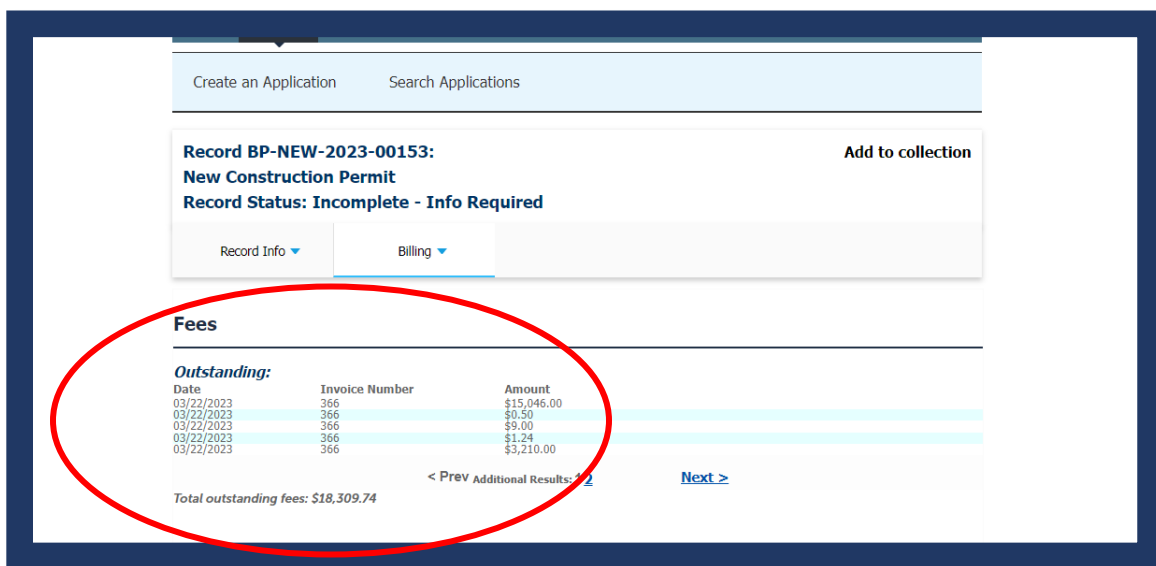
- 6) Select a completed or in-progress stage of the process to review the status, who the task has been assigned to, and comments if applicable.
- 7) To review the comments, select the “+” icon:



Reviewing the Fees of a Building Permit Application

Note: The payment of fees is currently not supported in Pronto. Fees can be paid in person at Tom Davis Square or by phone (up to \$2,000) at (705) 671-2489 ext. 4278.

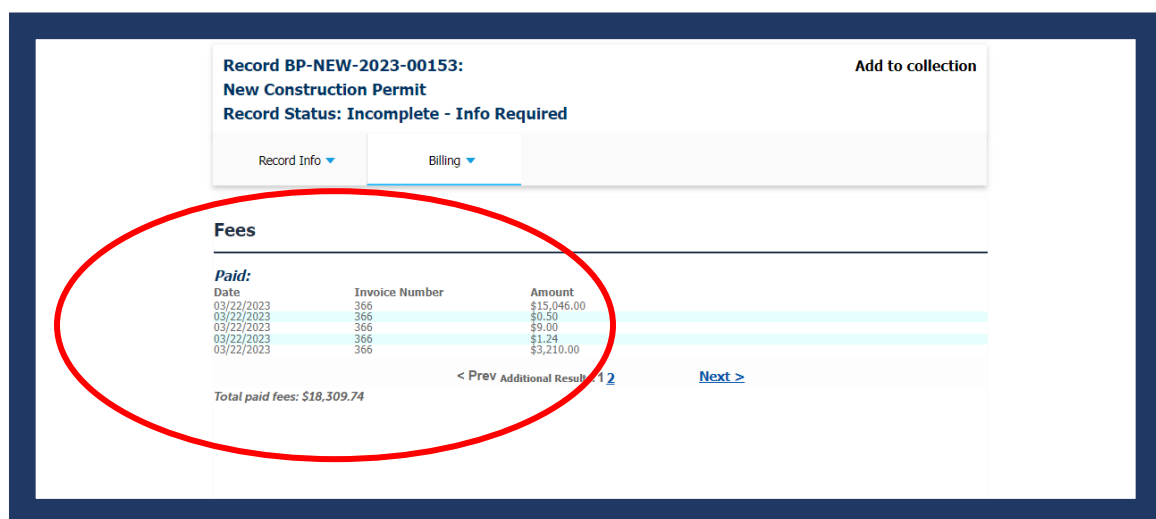
- 1) Select *My Records* from the Home Page.
- 2) Select *Record Number* (building permit number).
- 3) Select the *Billing* tab to view invoices or receipts applicable to the record.
- 4) A pop-up window will populate with a list of choices:
 - a. *Fees*
- 5) Select *Fees*.
- 6) Once paid, the *Fees* will be flagged as *Paid*.



The screenshot shows the 'Fees' section for Record BP-NEW-2023-00153, a New Construction Permit. The record status is 'Incomplete - Info Required'. The 'Billing' tab is selected. The 'Fees' section is circled in red and contains a table of outstanding fees.

Date	Invoice Number	Amount
03/22/2023	366	\$15,046.00
03/22/2023	366	\$0.50
03/22/2023	366	\$9.00
03/22/2023	366	\$1.24
03/22/2023	366	\$3,210.00

Total outstanding fees: \$18,309.74



The screenshot shows the 'Fees' section for Record BP-NEW-2023-00153, a New Construction Permit. The record status is 'Incomplete - Info Required'. The 'Billing' tab is selected. The 'Fees' section is circled in red and contains a table of paid fees.

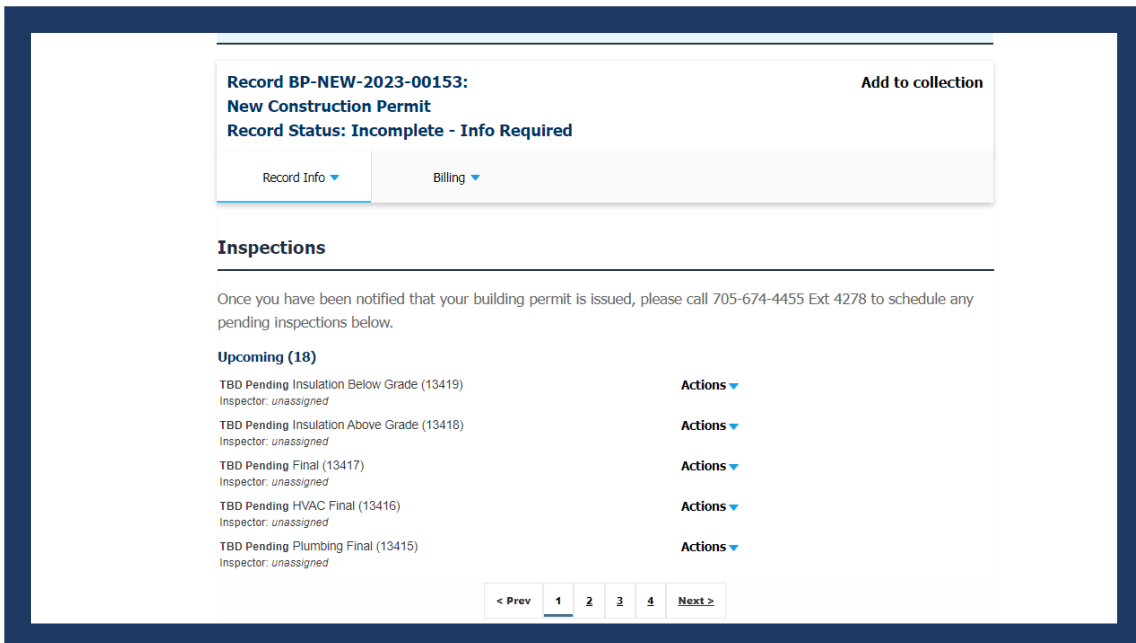
Date	Invoice Number	Amount
03/22/2023	366	\$15,046.00
03/22/2023	366	\$0.50
03/22/2023	366	\$9.00
03/22/2023	366	\$1.24
03/22/2023	366	\$3,210.00

Total paid fees: \$18,309.74

Reviewing the Inspections of a Building Permit Application

Note: Scheduling inspections online is currently not supported in Pronto. Once your permit has been issued, you can schedule any pending inspections in Pronto by calling (705) 674-4455 Ext 4278.

- 1) Select *My Records* from the Home Page.
- 2) Select *Record Number* (building permit number).
- 3) Select the *Record Info* tab to view information available to you on the record.
- 4) A pop-up window will populate with a list of choices:
 - a. *Record Details*
 - b. *Processing Status*
 - c. *Related Records*
 - d. *Attachments*
 - e. *Inspections*
- 5) Select *Inspections*. A list of Inspections will populate. Once the permit has been issued, the applicant can call Building Services to schedule any pending inspections listed.
- 6) To view any details of an Inspection, select *Actions*, a pop-up window will open. Select on *View Details* to view more information.



Record BP-NEW-2023-00153:
New Construction Permit
Record Status: Incomplete - Info Required

[Add to collection](#)

[Record Info](#) [Billing](#)

Inspections

Once you have been notified that your building permit is issued, please call 705-674-4455 Ext 4278 to schedule any pending inspections below.

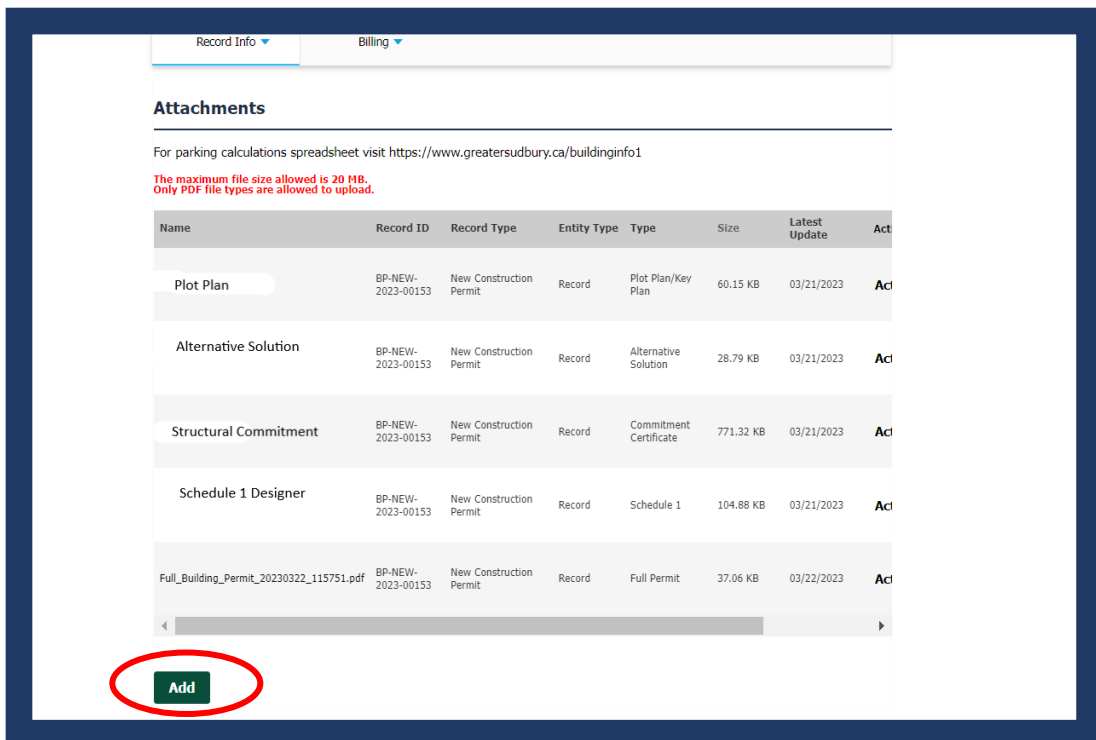
Upcoming (18)

TBD Pending Insulation Below Grade (13419) Inspector: <i>unassigned</i>	Actions
TBD Pending Insulation Above Grade (13418) Inspector: <i>unassigned</i>	Actions
TBD Pending Final (13417) Inspector: <i>unassigned</i>	Actions
TBD Pending HVAC Final (13416) Inspector: <i>unassigned</i>	Actions
TBD Pending Plumbing Final (13415) Inspector: <i>unassigned</i>	Actions

< Prev 1 2 3 4 Next >

Reviewing Attachments of a Building Permit Application

- 1) Select *My Records* from the Home Page.
- 2) Select *Record Number* (building permit number).
- 3) Select the *Record Info* tab to view information available to you on the record.
- 4) A pop-up window will populate with a list of choices:
 - a. *Record Details*
 - b. *Processing Status*
 - c. *Related Records*
 - d. *Attachments*
 - e. *Inspections*
- 5) Select *Attachments*.
- 6) Any documents uploaded by City staff or the applicant, can be found in this location (i.e. emails, letters, permits, inspection notices, etc.)
- 7) The applicant can also upload additional documents for the application through the Pronto portal in this location.



Record Info ▼ Billing ▼

Attachments

For parking calculations spreadsheet visit <https://www.greatersudbury.ca/buildinginfo1>

The maximum file size allowed is 20 MB.
Only PDF file types are allowed to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Act
Plot Plan	BP-NEW-2023-00153	New Construction Permit	Record	Plot Plan/Key Plan	60.15 KB	03/21/2023	Act
Alternative Solution	BP-NEW-2023-00153	New Construction Permit	Record	Alternative Solution	28.79 KB	03/21/2023	Act
Structural Commitment	BP-NEW-2023-00153	New Construction Permit	Record	Commitment Certificate	771.32 KB	03/21/2023	Act
Schedule 1 Designer	BP-NEW-2023-00153	New Construction Permit	Record	Schedule 1	104.88 KB	03/21/2023	Act
Full_Building_Permit_20230322_115751.pdf	BP-NEW-2023-00153	New Construction Permit	Record	Full Permit	37.06 KB	03/22/2023	Act

Add