

Document Submission Standards

This guide outlines the Building Department's electronic document submission standards. It is designed to be a helpful resource and ensures that we can accept your submitted files. This is necessary prior to being able to review your permit drawings and supporting documents.

Compliance with the Building By-Law

All documents submitted shall comply with the [Building By-law](#) requirements. All plans shall be drawn to scale and contain the necessary information required to perform a review. Refer to the city's Building By-law for additional information.

Homeowner Document Submission

Hand-drawn drawings for small residential projects such as decks, pool enclosures, and sheds will be accepted if they are scalable and in PDF format.

File Types – Not Accepted

We do not accept JPEG, HEIC, or ZIP files. Documents submitted with these file extensions will be refused at application.

Professional Electronic Document Submission

Applies to all submissions other than those listed above

Grouping

Electronic drawings shall be grouped based on discipline. Multiple files within one discipline are not permitted (unless the file size exceeds 250Mb). For example, all architectural drawings shall be submitted as one file.

Plotting

All electronic drawings submitted shall be plotted to PDF to the correct page size. For example, if the drawings are intended to be printed on a 24x36 page, the PDF drawing should be plotted to a 24x36 page size.

Flattening

Electronic drawings shall be PDF files that can be processed within our document management and plans examination systems while maintaining the visibility and integrity of comments, approvals, review stamps, and mark-ups applied during circulation.

Signatures

Electronic drawings shall be submitted with the appropriate signature and seal affixed to the drawings based on discipline and in accordance with the standards and guidelines of the authority giving responsibility. (ie: MMAH, PEO, OAA)