

Electronic Building Permit Submission Requirements

The Town of East Gwillimbury is accepting electronic building permit applications. Applications can be submitted via email or at the Building Standards Branch's drop-box (at Civic Centre rear entrance) during the COVID-19 pandemic on a USB drive (or other digital media). Alternate formats for permit application submission may also be available – please contact us at building@eastgwillimbury.ca.
























What is required in the drop-box:

- An envelope or Ziploc bag, labeled as “Building Permit Application”
- The envelope or Ziploc bag should **only** include:
 1. USB Drive with all electronic documents, plans, and drawings. TIP - Use the same USB for multiple permit applications! We will make every effort to return your USB Drive, however, we cannot make any guarantees.
 2. An original, signed, hard copy of the Building Permit Application form with your phone and email on the form.
 3. A cheque made out to the “Town of East Gwillimbury” for the permit fees.

Electronic Document Submission Requirements:

- All electronic documents plans and drawings must be submitted in native PDF format. Documents/Drawings must have no comments. Text placed on the PDF as a comment must be flattened or removed.
- Files must be unsecured and not password protected.
- Forms should be completed and signed electronically. All East Gwillimbury Building Permits forms are available online in fillable format.
- Plans/Drawings with multiple pages and sets must be combined into a single Electronic Document (PDF format) in sequential order for each discipline (ASME)
- Drawings and Specifications must be in black and white only. Full-colour renderings and photos may be submitted, but only as supplements to plans.
- Printing to paper and scanning it to create a PDF should be avoided.
- The scale and page size of the plans/drawings on the PDF must have matching scales.
- Documents must be properly labelled as the file structure below.
- HVAC and plumbing plans/drawings must be submitted as separate Electronic Documents (PDF format) for each application.
- Where a submission is being made to address a deficiency identified by an Examiner, an electronic copy of the revised plans must be submitted to the Examiner with the changes clearly labelled and red-lined.
- Hard copy sets of drawings, and schedules are no longer required. All electronic files are to be provided on digital media.

The file names of the Electronic Documents must include the name of the forms or the contents of the document in the following format:

-  **USB Drive** (or other digital media)
-  **123 Somewhere St Bld Permit App – Lot 80 (address+lot number)**
 -  Bld Permit App Form.pdf
 -  Bld Permit Drawings.pdf (Architectural, Structural)
 -  Schedule1.pdf
 -  Site Plan.pdf
 -  HVAC Calculation.pdf
 -  HVAC Drawings.pdf
 -  Roof Truss Package.pdf
 -  Floor Joist Package.pdf
 -  Other Documents or Drawings.pdf
-  **BLOCK 1 (for townhouses)**
 -  Site Plan.pdf
 -  Roof Truss Package.pdf
 -  Block Layout Drawings
-  **125 Somewhere St Bld Permit App- BLOCK 1- Lot 20 (address+lot #)**
 -  Bld Permit App Form.pdf
 -  Schedule1.pdf
 -  Floor Joist Package.pdf
 -  Bld Permit Drawings.pdf (Architectural, Structural)
 -  HVAC Calculation.pdf
 -  HVAC Drawings.pdf
 -  Other Documents or Drawings.pdf