



Digital submission standards for permit applications

This document lists the requirements of how to prepare your electronic drawings and documentation files for building permit application submission. These implemented standards allow the City of Oshawa's Building Permit Services branch 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 these criteria will be refused and require a full resubmission

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

Drawings

1. Files shall be formatted as flattened PDF's or also known as vector PDF's.
2. PDF's shall be unlocked, unprotected and with no security settings.
3. PDF's shall display only in black and white typically, some life safety and fire separation drawings may utilize colour.
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. It is advised drawings filenames should contain
 - a. property address
 - b. and an underscore with the name of submittal submission discipline, example below:
 - i. Architectural Drawings should be uploaded as:
"property address_Architectural.PDF"
 - ii. Structural Drawings should be uploaded as:
"property address_Structural.PDF"

Etc. for all other submittals

- For smaller residential projects where other disciplines are not applicable, such as basements or minor renovations 1 PDF file name titled as "property address_Construction Drawings" is acceptable.

Documentation

1. Documents shall be saved as print to PDF format or also known as flattened non-fillable PDFs, forms and documents should be completely filled and signed, either digitally or manually filled and scanned to PDF. (NOTE: Applications to Construct or Demolish missing information such as project value, or area of work in sq meters will be refused)
2. Documents shall be unlocked, unprotected and with no security settings.
3. Documentation shall display in black and white, typically. (no colour)
4. Documents formatted up to paper size of 8-1/2 x 14 in. shall be oriented in portrait (vertical) view.

Miscellaneous Permits

Certain permit types such as plumbing backflow device or fire alarm upgrades, for example, may not follow the same structure for drawings, but should still meet all other conditions of file types.

Developers/Builders

Ensure you apply for building permits under the correct portal module allocated for production builders. Subdivision requiring certification of house plans (singles, semis, townhouses) should use the correct planning services module to submit certified house plans in advance of upcoming sub-division registration. Please contact Building Services at 905-436-3311 ext. 2290 or by email at buildings@oshawa.ca to receive guidelines and information on certified house plans and bulk permit submissions.