

This document lists the requirements of how to prepare your drawings and documentation files for all electronic building permit applications, resubmissions, and post-issuance applications.

Be advised that all submitted drawings and documentation must adhere to the standards listed below. Submissions that do not meet this criterion will be refused and require resubmission before the permit application or resubmission package is accepted by the Town of Halton Hills Building Services Division.

### **Drawings & Documentation**

1. Separate PDFs are required for each document type (e.g. application form and schedules, owner's authorization form, P. Eng. general review form, geotechnical report, heating/cooling load calculations, sprinkler system calculations, on-site sewage disposal system design report, energy efficiency documentation, SB-10, BOP, energy modeling report, etc.).
2. Separate PDFs are required for each drawing type (e.g. Architectural, Structural, Mechanical, Electrical, Sprinkler & Standpipe, Roof Truss, Floor Framing, On-Site Sewage Disposal System, etc.). Separate PDF files are not required for each individual sheet.
3. Submit searchable PDF files for calculations, reports, and other supporting documents when possible.
4. Drawing files shall be formatted as Vector PDFs, unlocked/editable, greyscale, flattened into a single layer, and free of comments.
5. PDFs shall be displayed in only black and white, no coloured copies will be accepted.
6. PDFs for all drawing sets shall be scalable. Ensure a clearly listed scale is present for each sheet or detail within.
7. Drawings must be designed so that when printed to scale they remain legible.

### **File Naming Conventions**

All forms, drawings, calculations, and reports are to be named as accurately and clearly as possible. Please see below a list of examples of documentation that may be required at time of submission that are to be named for what they are:

- Building Permit Application Form
- Owner's Authorization Form
- Demolition Permit Clearance Form
- Energy Efficiency Design Summary Form (or EEDS Form)
- BOP Form
- Commitment to General Review Form (specify type of General Review, e.g. Architectural, Mechanical, Electrical, etc.)



## **ELECTRONIC BUILDING PERMIT SUBMISSION STANDARDS**

- SB-10 Form
- Schedule 1 Form
- Schedule 2 Form
- Water Service Pipe Sizing Form
- Architectural Drawings
- Electrical Drawings
- Mechanical Drawings
- Plumbing Drawings
- Structural Drawings
- Sprinkler/Standpipe Drawings
- Site Plan/Grading Plan
- Site Survey
- Site Servicing
- Energy Modeling Report
- Geotechnical Report
- Geothermal Calculations
- Heat/Loss Gain Calculations
- Manufacturer Specifications
- Engineered Guard Report
- Roof Truss Package
- Engineered Floor Package
- Sewage System Design