

Welcome to the Public Access Portal for Building and Septic Division Preapproved Model (PAM) Applications

This guide provides the steps to submit a Preapproved Model (PAM) application on the online Public Access Portal

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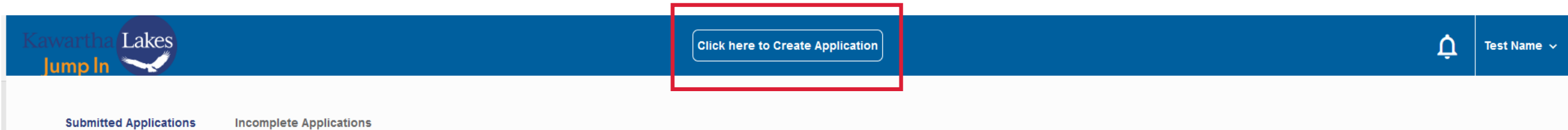
[Support Contacts](#)

Click any of the links to
go directly to that
specific topic within this
help guide.

Step 1 - Log into the Public Access Portal

Start an application:

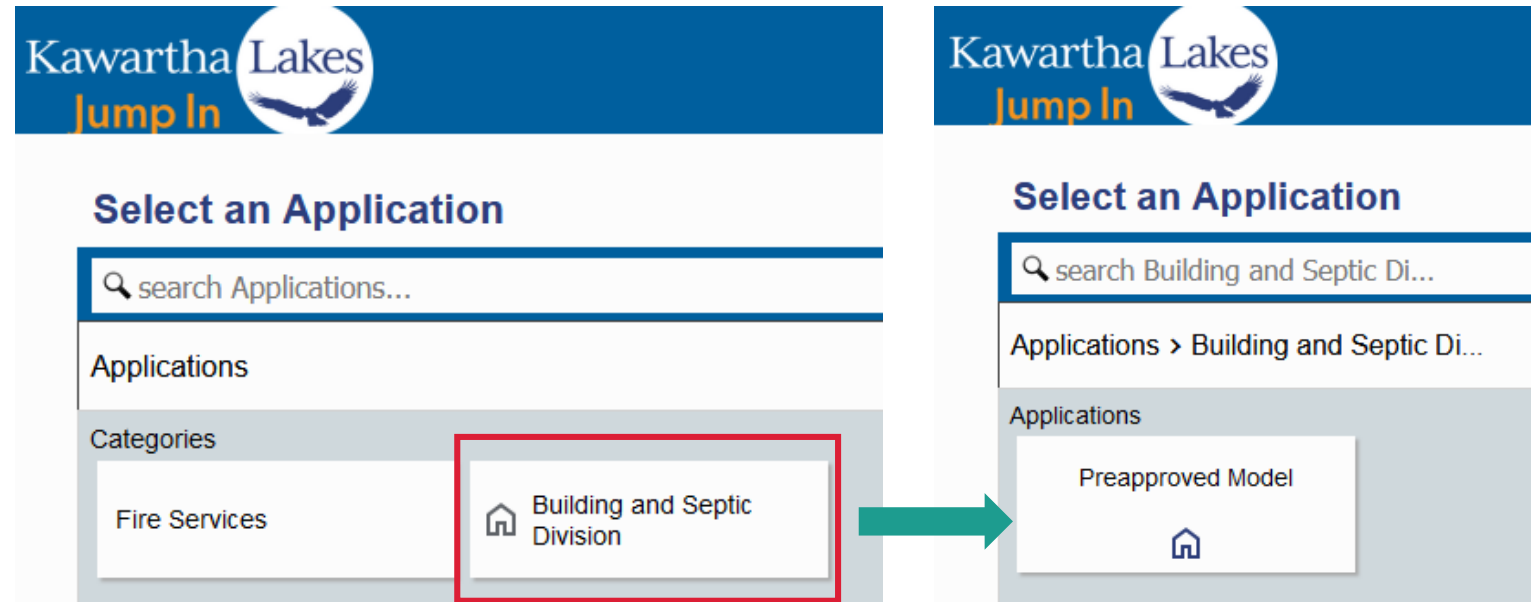
- Log into the Public Access Portal by entering your email and password.
- When you're logged in, the Home Page is displayed.
- Select the 'Click here to Create Application' button (red rectangle in screenshot below)
- The application categories that you can choose from will be displayed.



Step 2 – Select Application Category

Application Categories:

- Select 'Building and Septic Division' to access the applications.
- Select 'Preapproved Model' to start the application.



Step 3 - Start an Application

Start an Application

- After selecting the permit you're applying for, the Application Help screen is displayed for your review.

Application Help:

- A help screen containing information about the type of application you selected will appear.
- Click 'OK' to continue or the red 'X' to cancel the application.
- Click 'Begin Application' to start the application process.

Application Help

You will find permit guides for the majority of our permit types on the Building & Septic Permits webpage. Each guide has a link to the required forms. The guides will assist you with filing your electronic submission.

Please review our application submission standards forms and guides for your specific project. If you do not find your specific project, please contact us by calling 705-324-9411 Ext. 1288 or emailing buildingpermits@kawarthalakes.ca.

Fees will be calculated based on application criteria. An email will be forwarded when the invoice is ready to print and pay.

Personal information contained on this form is collected pursuant to the Municipal Act, 2001 and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk at clerks@kawarthalakes.ca

OK

Step 4 – Application Overview

Filling in the application form

- There are several sections on the permit application:

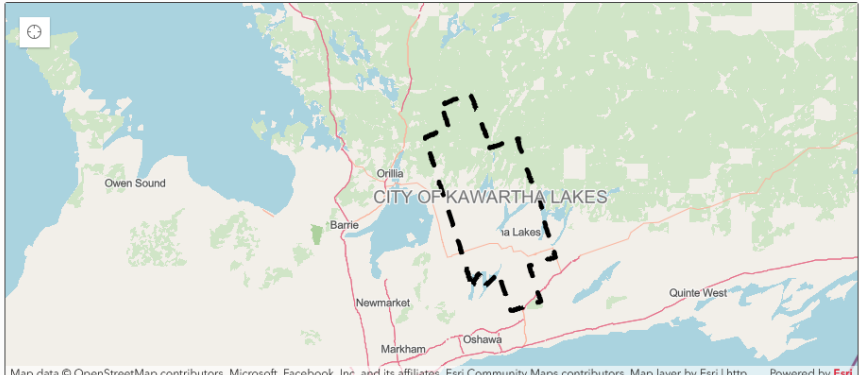
Kawartha Lakes Jump In [Click here to Create Application](#)  Test User v

Application: BP Pre Approved Model Step 1 of 5

1 Main

Additional Description

BUILDING permits enter ARN #. FIRE permits enter civic address. For agricultural permits, add rural locations in data group section.



Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri | http... Powered by Esri

[Cancel](#) [Clear](#) [Next](#)

2 People

3 DataGroup

4 Rel Docs

5 Payment

Step 5 – Application Section 1: Main

Filling in the application form – Section 1

Section 1: Main

- Application Description: here you'll enter a description for your application which can be used later to search for previously submitted applications; adding the description is optional.
- Address Line: Enter the Assessment Roll Number for the property.
- Click the 'Clear' button to remove entries in the Application Description and Address field.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Next' button to continue.



The screenshot shows the application form interface. At the top is a blue header with the 'Kawartha Lakes Jump In' logo. Below the header, the title 'Application: BP Pre Approved Model' is displayed. A tab labeled '1 Main' is selected. There is a text input field for 'Additional Description'. At the bottom, a note states: 'BUILDING permits enter ARN #. FIRE permits enter civic address. Fo'.

Step 5 – Application Section 1: Main continued

Filling in the application form – Section 1

Section 1: Main

- After clicking 'Next' a text box message appears displaying 'Exact Address Not Found'.
- Click on the Assessment Roll Number (ARN) to continue.

×

Exact Address Not Found

No addresses were found that match the location you entered. It is recommended that you close this window and enter a new address, or you can select the address below to proceed using the address you entered. If you entered an assessment roll number, please click on the number and press enter to continue.

You Entered

1651001001001

Step 6 – Application Section 2: People

Filling in the application form – Section 2

Section 2: People

- Application Information:
 - Enter the Building PAM Applicant information for the permit.
 - Enter the Building PAM Owner for the permit.
- If your contact information is the same as your login information, click on the 'Use My Information' button to copy.
- **Red font** indicates mandatory entry fields.
- Click the 'Clear' button to remove entries in the Applicant fields.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Next' button to continue the application process.

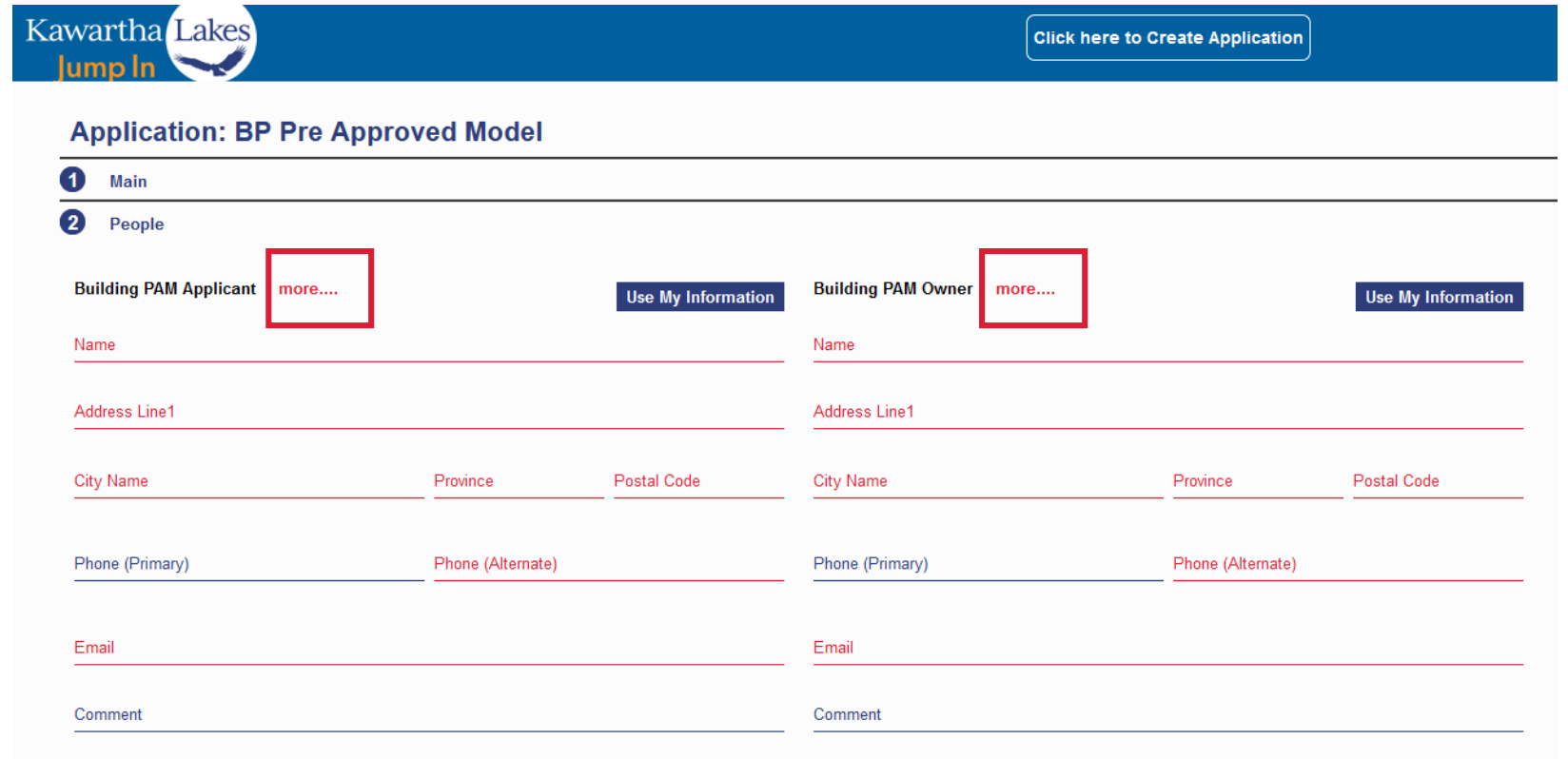
See next page for a screen shot of the People section form.

Step 6 – Application Section 2: People continued

Filling in the application form – Section 2

Section 2: People

- Click 'more....' (red rectangle) to show the Company Name field.
- Click 'Next' to continue.



Kawartha Lakes
Jump In

[Click here to Create Application](#)

Application: BP Pre Approved Model

1 Main

2 People

Building PAM Applicant **more....** [Use My Information](#) Building PAM Owner **more....** [Use My Information](#)

Name

Address Line1

City Name Province Postal Code

Phone (Primary) Phone (Alternate)

Email

Comment

Step 7 – Application Section 3: Data Group

Filling in the application form – Section 3

Section 3: Data Group – ‘Model Design Data Group’
Enter the ‘Model name’, ‘Elevation 1 dwelling area in meters’ and ‘Elevation 1 garage and porch area in meters’.

- Provide a response to **all** mandatory fields; **red** indicates mandatory entry fields.
- Enter any additional ‘Elevations’ in the text fields.
- Enter ‘Slip page listing’.
- Enter ‘Additional Residential Unit’.
- For additional information, hover over the Question Mark (?) Symbol next to the question.
- Click the ‘Clear’ button to remove entries.
- Click the ‘Cancel’ button to return to the Home Page.
- Click the ‘Next’ button to continue the application process.

Model Design Data Group
! Model name Text
! Elevation 1 dwelling area in meters Quantity
! Elevation 1 garage and porch area in meters Quantity
Elevation 2 dwelling area in meters Quantity
Elevation 2 garage and porch area in meters Quantity

Step 7 – Application Section 3: Data Group continued

Filling in the application form – Section 3

Section 3: Data Group – `Framing Data`

- For `Floor construction`, select a value from the drop down list or choose **n/a** if no exact match found.
- For `Roof construction`, select a value from the drop down list or choose **n/a** if no exact match found.
- Provide a response to **all** mandatory fields; **red** indicates mandatory entry fields.
- For additional information, hover over the Question Mark (?) Symbol next to the question.
- Click the `Clear` button to remove entries.
- Click the `Cancel` button to return to the Home Page.
- Click the `Next` button to continue the application process.

Framing Data	
! Floor construction	Select a value ▼
! Roof construction	Select a value ▼

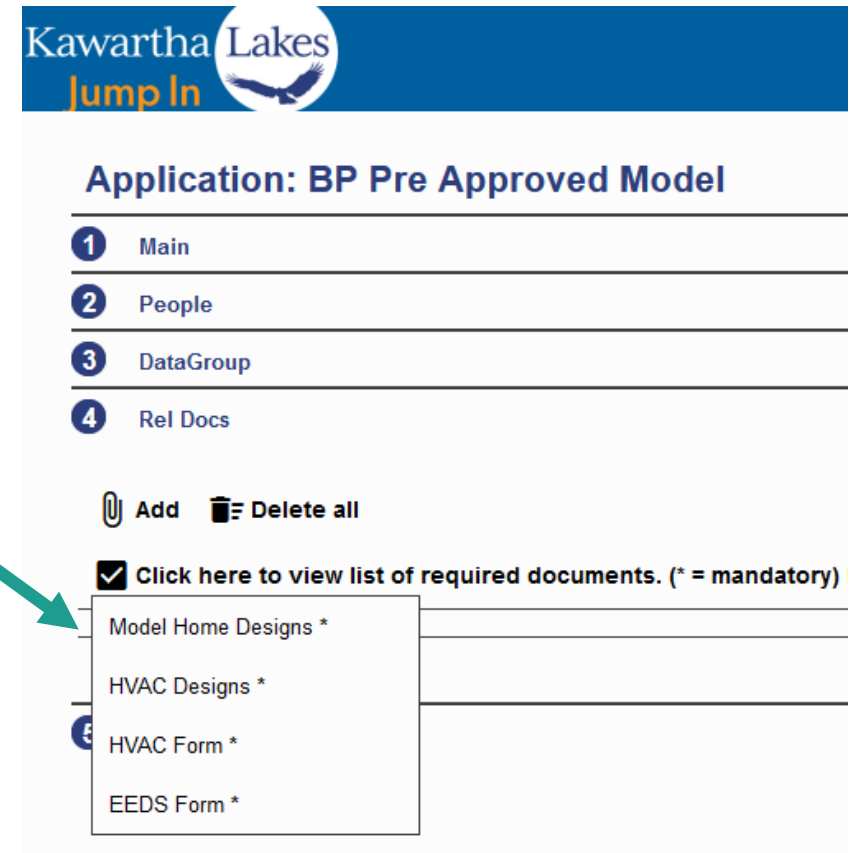
Step 8 – Application Section 4: Related Documents

Upload required documents – Section 4

Section 4: Related Documents

This process requires several documents to be attached to the application:

- To view the list of required documents, click here
 - Note that the example lists four required documents for this permit.
- To upload a document. Click 'Add' .
- Select the document you want to add.
- Select 'Open' to upload the document to the application
- Once uploaded, you will see the document attached to the application.
- If needed, repeat the above steps to attach all required documentation for the permit. Once documents are uploaded you **must** update the label name. See next page for instructions.



Kawartha Lakes
Jump In

Application: BP Pre Approved Model

- 1 Main
- 2 People
- 3 DataGroup
- 4 Rel Docs

 Add  Delete all

☒ Click here to view list of required documents. (* = mandatory)

- Model Home Designs *
- HVAC Designs *
- HVAC Form *
- EEDS Form *

Step 8 – Application Section 4: Related Documents cont.

Adding Labels to Attachments

Section 4: Related Documents

Once all documents have been uploaded, the label for the attachment will require updating before continuing with the application:

- Click 'Label' and the document list is displayed.
- Select the appropriate label name for the attachment.
- Once the label for all the attachments has been completed, click 'Next' to continue.

Please select LABEL name after attaching document.

Label	13.26 KB 2024-10-29T17:56:09Z
Model Home Designs *	
HVAC Designs *	13.26 KB 2024-10-29T17:56:14Z
HVAC Form *	
EEDS Form *	13.26 KB 2024-10-29T17:56:20Z
Label	
Label	13.26 KB 2024-10-29T17:56:26Z
	



Step 9 – Application Section 5: Fees & Payments

Filling in the application form – Section 5

Section 5: Fees

- No fee is required to be paid with the application submission.
- Click the 'Clear' button to remove entries on this page.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Previous' button to return to the previous page.
- Click the 'Submit' button to submit the application.

Fee	Amount	Amount Paid	Amount Due
No fees to display.	\$0.00	\$0.00	\$0.00
Total Fees: \$0.00		Total Paid: \$0.00	Total Due: \$0.00

Payment Amount: \$0.00

☒ Pay Pal

Check here to pay. ☐ Pay Now

Step 10 – Terms and Conditions

Submitting the application

Once you've submitted the application, the Terms and Conditions page will be displayed for your review:

- It states the responsibilities of the Permit Holder; click 'Accept' to agree with the Terms and Conditions.
- Once you've accepted the terms and conditions, you will be directed to the application submission.
- Click 'Decline' to return to the previous section.

×

Terms and Conditions

Responsibilities of the Permit Holder

No work is to commence until a Permit has been issued.

Once a Permit has been issued, there shall be no change in the plans, specifications, documents or other information on the basis of which the permit was issued unless, written authorization has been obtained from the applicable Building Inspector.

You may need to apply for one or more permits when you plan to renovate or build on your property. Please visit the building permits page on the Building & Septic Permits webpage for more information and to access guides and application portals.

The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.

If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Acceptance of the terms and conditions constitutes your signature and that you agree you have read and agree to the terms and conditions.

Decline

Accept

Submitted Application

After submitting your application, the application details will be displayed

A thank you email with the application number will be forwarded by email.

- Application status is Pending.
- Application will be reviewed.
- Click on the 'Kawartha Lakes' logo to return to the Home Page.
- After your application has been reviewed, an email will be sent indicating if it is complete, not complete, or rejected. Not complete indicates information is missing.
- During the review and approval process of your application, emails will be sent to provide further instructions and next steps.

[Back](#)

Application

BP Pre Approved Model
PAM2024-099

1651001001001
No Application Name

Pending
[Actions...](#)

Created:11/8/2024
Expires:05/8/2025

Addresses

Address	Location Type	Location Id
1651001001001	-	-

People

Title	Name	Address
Building PAM Applicant	Test User	26 Francis Street, Lindsay, ON, K9V5R8
Building PAM Owner	Test User	26 Francis Street, Lindsay, ON, K9V5R8

Data

Model Design Data Group

Model name
Text
test

Elevation 1 dwelling area in meters
Quantity
500

Elevation 1 garage and porch area in meters
Quantity
50

Fees

Fee	Amount	Amount Paid	Amount Due
PAM - Resident new and additions	\$0.00	\$0.00	\$0.00
PAM - Residential garage, found, porch	\$0.00	\$0.00	\$0.00
Total Fees: \$0.00	Total Paid: \$0.00	Total Due: \$0.00	

Payments

Payment Type	Received By	Payment
No payments to display.		\$0.00
		Total: \$0.00

Related Documents

[Add](#) [Delete all](#)

☒ Click here to view list of required documents. (* = mandatory) Please select LABEL name after attaching document.

Upload for CW test.docx
Attached By:

Model Home Designs

13.26 KB
2024-11-08T15:31:23Z

Upload for CW test.docx
Attached By:

HVAC Designs

13.26 KB
2024-11-08T15:31:29Z

Payment Process

- The invoice is available by logging into your online account and printing an individual invoice for your application by selecting the drop down in the actions field. See next page for further instructions on printing the invoice.
- If you have filed multiple applications you may contact staff at buildingpermits@kawarthalakes.ca to obtain a bulk invoice.
- To ensure your application continues to be processed, **please make your payment in a timely manner.**
- For bulk payments, follow the instructions on the bulk invoice.
- For individual payments, log onto your online account and select Pay Fees located in the actions field, where payment can be made through PayPal. See **page 20** for further payment instructions.
- Once payment has been made, you will be able to log into the public access portal and view each payment by permit number.

Print the Invoice

You may print your invoice at any status in the application process.

Printing the Application Invoice:

- To print your invoice, in the 'Action' field, click the drop down and select 'Get PDF Report/Permit/Invoice' (red rectangle).
- From the 'Report' list that pops up, select your desired report and click the 'Get PDF' button.
- Clicking the 'Cancel' button will return you to the Application Details page.
- Clicking the 'Kawartha Lakes' logo will return you to the Public Access Portal Home Page.

Pending

Actions... ▼

Actions...

Check Case Status

Pay Fees

Get Report/Permit/Invoice

Create New Case From Current

Get Report PDF

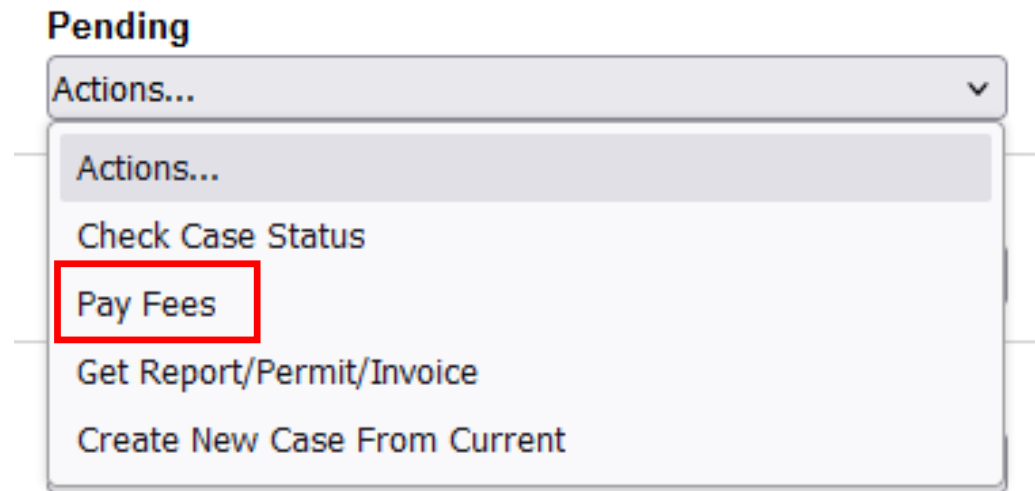
Report
Preapproved Model Invoice ▼

Cancel Get PDF

Making a Payment

Once fees have been calculated, you may pay your individual invoice through the online portal. To obtain a bulk invoice for payment, contact staff at buildingpermits@kawarthalakes.ca.

- Log into the public access portal.
- To pay your invoice, in the Actions field, click the drop down and select 'Pay Fees' (red rectangle).
- The fees page will open. To continue, check the box next to 'Check here to pay' and select 'Pay Now'.
- You will now be directed to the PayPal gateway.
- See the **Online Portal User Guide** for further PayPal instructions.
- Once payment has been made, you will be returned to the application details page.



Print the Approval Letter

After your application has been approved, you will receive an email with instructions on accessing your Approval Letter through the public portal.

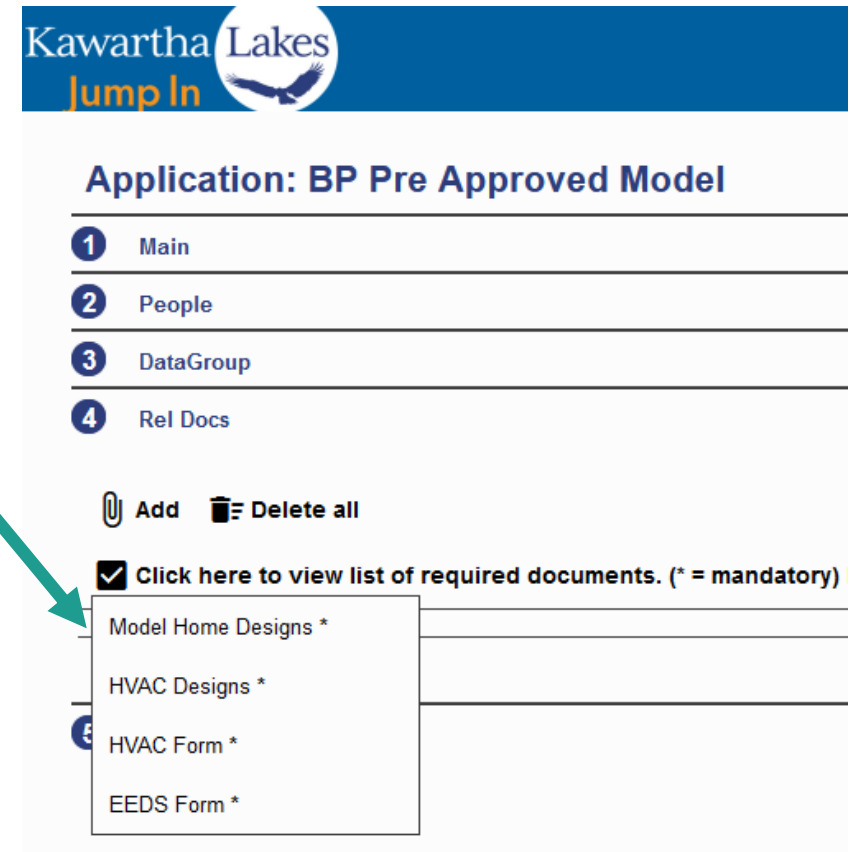
Printing your Approval Letter:

- Your approval letter will be uploaded to the Related Documents section on the public portal.
- Log into the portal.
- On the list of submitted applications, click on the application number to open the application.
- Navigate to the Related Documents section.
- Click on the Approval Letter document to download to your computer.

Revised Drawings/Revised Documents

To add additional or revised drawings or documents to the application.

- Log into the Public Access Portal to view your application.
- Click 'Add' under Related Documents.
- Select the document you want to add.
- Select 'Open' to upload the document to the application
- Once uploaded, you will see the document attached to the application.
- If needed, repeat the above steps to attach all required documentation for the permit. Once documents are uploaded you **must** update the label name.
- Next click 'Label' and the document list is displayed.
- Select the appropriate label name for the attachment.
- Once the label for all the attachments has been completed, the application has been updated.



Kawartha Lakes
Jump In

Application: BP Pre Approved Model

1	Main
2	People
3	DataGroup
4	Rel Docs

 Add  Delete all

☒ Click here to view list of required documents. (* = mandatory)

Model Home Designs *

HVAC Designs *

HVAC Form *

EEDS Form *

Online Portal Options and Logging Out

- To return to the Public Access Portal Home Page, click on the 'Kawartha Lakes' logo.
- To create another permit application, click the 'Click here to Create Application' button or,
- In the 'Actions' field, click 'Create New Case from Current' to copy an existing permit into a new permit application.
- To log out, click the drop down arrow on the right side of your user name and select 'Log Out'.

Pending

Actions...

Actions...

Check Case Status

Pay Fees

Get Report/Permit/Invoice

Create New Case From Current

Thank you for using our online Public Access Portal



If you have any questions, please contact Customer Service or the Building & Septic Division by using the contact information below:

Customer Service

705-324-9411

extension 0

inquiries@kawarthalakes.ca

Building and Septic Division

705-324-9411

extension 1288

buildingadmin@kawarthalakes.ca