



Building and Septic Division
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Electronic Building Permit Application – Submission Standards

Below are the requirements for submission of electronic drawings and documentation files for building permit applications. These standards allow the Building and Septic Division to maintain consistency and perform an efficient review of your application package.

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:

Portal Form

All mandatory fields in the form must be filled in, along with mandatory attachments, to be considered an acceptable complete application and qualify for the review process.

Drawings

Files shall be formatted as PDF's and shall be:

1. One file for entire drawing set
2. Clearly named and identifiable with project address or roll number.
3. Unlocked, unprotected and with no security settings.
4. Formatted and scaled to a paper size of 11 by 17 inches and oriented in landscape (horizontal) view.

Documentation

Documents shall be:

1. Saved in non-fillable PDF format, all areas completed. (application forms missing information such as project value or area of work in m² will be refused)
2. Clearly named and identifiable with project address or roll number.
3. Unlocked, unprotected and with no security settings.
4. Formatted up to paper size of 8-1/2 x 14 in. shall be oriented in portrait (vertical) view; and
5. Separate PDF's are required for each document type (e.g. application form and schedules, applicable law checklist, owner's authorization form, letter of undertaking form, general review form, Etc.).

Signatures

All forms requiring signature, shall be signed, either digitally or manually filled and scanned to PDF. By using any device, means or action, you consent to the legally binding terms and conditions of this Application. You further agree that your signature on this document (hereafter referred to as your "Signature") is as valid as if you signed the document in writing.

Document Disclaimer – By using any device, means or action, you attest to the authenticity of the documents uploaded and used in this application and you further certify that the documents are not copy written or used without permission.

Payment of Fees

A minimum payment of fees is due when you submit your permit application. This fee will be deducted from the total fees payable on your permit file. The total fee will be calculated when your application is reviewed for completeness. You will be forwarded an invoice, which is due and payable when received.