

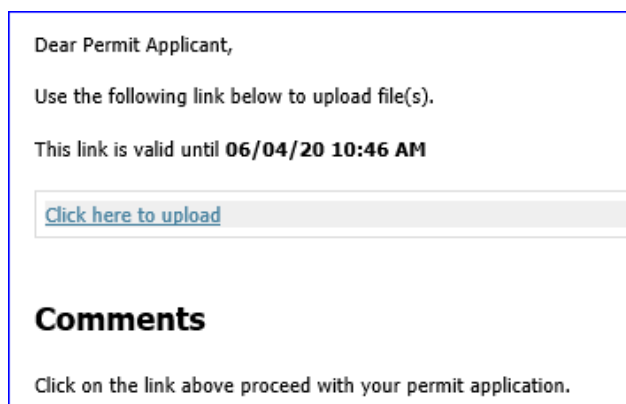


How to Submit an ePermit Application

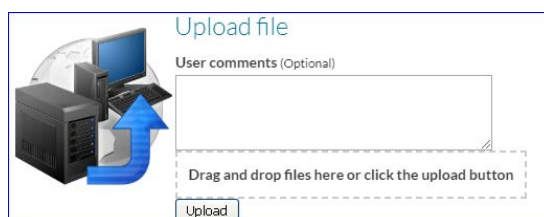
- Prior to submission, review the below guides, [ePermit Guidelines](#) and [ePermit Document and File Naming Convention](#).
- Gather all completed pdf forms and properly formatted pdf documents in one folder.
- Confirm the total combined file size:

Name	Date modified	Type	Size
123 Main St - Architectural	2020-03-23 3:08 PM	Adobe Acrobat D...	382 KB
123 Main St - Permit Application	2020-03-24 9:37 AM	Adobe Acrobat D...	4,344 KB
123 Main St - Site Plan	2020-03-23 3:20 PM	Adobe Acrobat D...	60 KB

- Considering the total file size, submit the documents using the appropriate path:
 - Total size of all documents less than 10MB:
 - Attach all required pdf documents to a single email and send to building@georgina.ca.
 - Emails with a combined attachment size greater than 10MB will not be received.
 - Multiple emails for one application will not be accepted.
 - Total size of all documents equal to or greater than 10MB:
 - Email building@georgina.ca. In the subject line, write “Project Address – Large Permit Request”.
 - An application examiner will reply with a link to allow you to easily transfer large document packages:



- Drag and drop your PDF files or click the Upload button to submit your documents:



Confirmation of Complete e-Permit Application

- An application examiner will review all documents to confirm completeness.
- Communication with the applicant will occur by email and will include an invoice for fees owing.
- The applicant must mail or courier a cheque made payable to “Town of Georgina” to:
 - Town of Georgina, 26557 Civic Centre Road, Keswick, Ontario, L4P 3G1
 - The cheque shall note the six digit permit application number on the front of the cheque.
- Once the permit application is deemed complete, the file will be forwarded to the Zoning Examiners and the Plans Examiner. The Building Division service level is approximately 2 weeks for Zoning and Applicable Law review + the Ontario Building Code prescribed timeframe for technical plans review.

ePermit Guidelines

- Drawings shall be to scale and shall be no less than 3/16” = 1’-0” (1:75).
- Maximum 11”x17” paper size is preferred when possible.
- All building permit applications and related documents shall be submitted as a PDF (Portable Document Format). No other format will be accepted (ie. DWG, DOC, JPG, etc.)
- Submissions with multiple pages or sets that are too large must be sent to our FTP site. Please contact an [Application Examiner](#) to coordinate. **DO NOT** send separate files in multiple emails.
- Required forms noted below are available on the Town website. They shall be completed and signed.

ePermit Documents, Order and File Naming Convention

Permit application documents for House shall be named in the following order and format:

Required Form or Document	File Name (ie. 123 Main St – Permit Application)
Permit Application Form	<i>Project Address - Permit Application</i>
Schedule 1 – Designer Information Form	<i>Project Address - Schedule 1</i>
Letter of Authorization , from owner where applicable	<i>Project Address – Letter of Authorization</i>
Energy Efficiency Design Summary	<i>Project Address – EEDS</i>
Site Plan	<i>Project Address - Site Plan</i>
Architectural Drawings	<i>Project Address – Architectural</i>
Structural Drawings, if necessary	<i>Project Address – Structural</i>
HVAC Design	<i>Project Address – HVAC Design</i>
HVAC Calculations	<i>Project Address – HVAC Calculations</i>

Permit application documents for Onsite Sewage Systems shall be named in the following order and format:

Required Form or Document	File Name (ie. 123 Main St – Permit Application)
Permit Application Form	<i>Project Address - Permit Application</i>
Schedule 1 – Designer Information Form	<i>Project Address - Schedule 1</i>
Schedule 2 – Sewage System Installer Information	<i>Project Address - Schedule 2</i>
Letter of Authorization , from owner where applicable	<i>Project Address – Letter of Authorization</i>
Site Plan	<i>Project Address – Septic Site Plan</i>
Soil and Water Table Data	<i>Project Address – Soil</i>
Design Criteria, basis of sizing and design	<i>Project Address – Design Criteria</i>
Cross Sections and Details	<i>Project Address – Section</i>