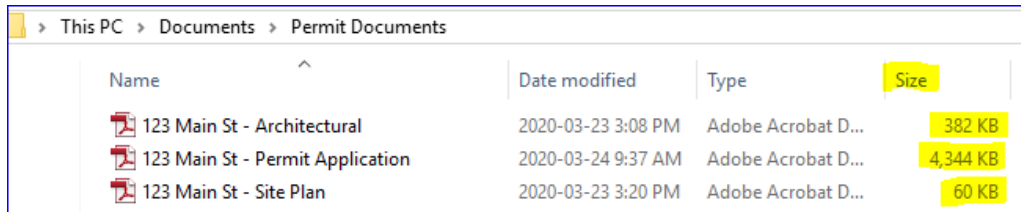




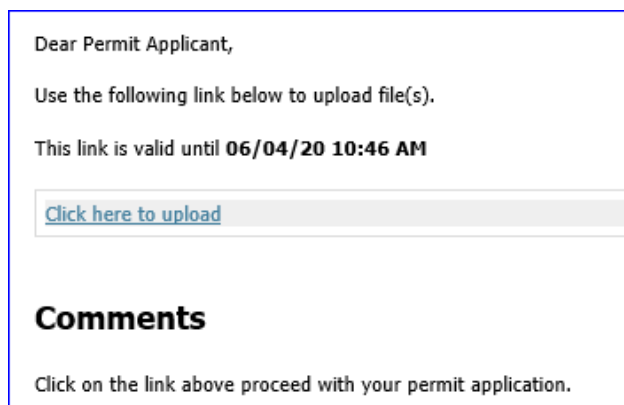
### e-Permit How to Submit an Application

- Prior to submission, review [e-Permit Guidelines](#) and [e-Permit 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](mailto: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](mailto: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:



Dear Permit Applicant,

Use the following link below to upload file(s).

This link is valid until **06/04/20 10:46 AM**

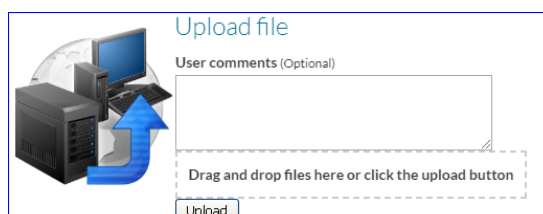
[Click here to upload](#)

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**Comments**

Click on the link above proceed with your permit application.

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



Upload file

User comments (Optional)

Drag and drop files here or click the upload button

Upload

## Confirmation of Complete e-Permit Application

- a. An application examiner will review all documents to confirm completeness.
- b. Communication with the applicant will occur by email and will include an invoice for fees owing.
- c. 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.
- d. 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.

## e-Permit 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.

## e-Permit 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)
<a href="#">Permit Application Form</a>	<i>Project Address - Permit Application</i>
<a href="#">Schedule 1 – Designer Information Form</a>	<i>Project Address - Schedule 1</i>
<a href="#">Letter of Authorization</a> , from owner where applicable	<i>Project Address – Letter of Authorization</i>
<a href="#">Energy Efficiency Design Summary</a>	<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)
<a href="#">Permit Application Form</a>	<i>Project Address - Permit Application</i>
<a href="#">Schedule 2 – Sewage System Installer Information</a>	<i>Project Address - Schedule 2</i>
<a href="#">Letter of Authorization</a> , 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>