Building Permit Submission Process:

As part of our COVID-19 response efforts, the Town of Ajax Building Approvals is implementing, temporarily, electronic building permit application submissions via email.
This includes all forms, drawings, documents, reports, specifications, calculations and plans.

Building permit applications may be submitted via email to bpapp@ajax.ca

All pages with a maximum dimension of 11" x 17" shall be provided to allow for scanning. Exceptions will apply for large scale projects.

Steps for submitting a Building Permit Application via Email:

1. Review the Submission Requirements Checklist or Building Guide that matches the proposed scope of work.
2. Review the Email Submission Requirements, below.
3. Complete, sign and save copies of all required application forms listed in the applicable checklist. These forms will be attached to your email submission.
4. Prepare drawings, and any additional information that your application may require. Save these in PDF format. Files must be unsecured and not password protected.
5. Once forms, drawings and documents are completed, attach PDF's to an email.
   Add the project address to the Subject line of the email.
   Send the email to bpapp@ajax.ca.
6. An automatic confirmation email will be returned to you, acknowledging receipt of your submission.
7. Plans Examination staff will review the submission within one business day to determine whether it is sufficient to make an application.
   If the application is sufficient, you will receive an email requesting payment of the application fees. You will be provided with instructions on how to make your payment.
   If the application is insufficient, the Plans Examiner will reply by email indicating what additional items are required for an acceptable application.
8. Once your application is accepted for review it will be assigned to a plan examiner. It will then be reviewed in full for compliance with the Ontario Building Code and all Applicable Law, including applicable Zoning Bylaws.
9. During the Plan Review process, if the examiner identifies any deficiencies, a deficiency notice will be emailed to the applicant.
10. Once the review of your application has been completed and all the fees have been received, it will then be issued electronically. If additional permit fees are required, you will be notified via email, and be required to make payment prior to issuance of the permit.

Email Submission Requirements:

- All electronic documents, plans and drawings must be submitted in PDF format.
- Files must be unsecured and not password protected.
- Forms should be completed and signed electronically, reference below for instructions.
  All Building Approvals forms are available online in fillable format.
  Please reference below for instructions on how to create an electronic signature.
- Plans/Drawings with multiple pages and sets must be combined into a single electronic document (PDF format) in the same order as a submitted paper document.

- Documents/Drawings containing multiple layers must be flattened to a single layer prior to submission.
- Documents/Drawings must have no comments. Text placed on the PDF as a comment must be flattened or removed. When rendering drawings to PDF, options for saving text as comments must not be selected.
- Submitted PDF files must be a single layer.
- Drawings and Specifications must be in black and white only.
  Full colour renderings and photos may be submitted, but only as supplements to a sufficient set of plans.
- Electronically-produced documents, plans and drawings (i.e. dwg, docx) must be converted into PDF format for submission.
  Printing to paper and scanning it to create a PDF should be avoided.
- The maximum page size is an ARCH E (36″x48″ or 914.4mm x 1219.2mm).
- The scale and page size of the plans/drawings on the PDF must match the scale and page size of the full-sized plans/drawings on paper.
- Each form shall be a separate PDF document. Drawings and documents shall be their own separate document. PDF file names shall have an abbreviated description of the documents.
- All plans/drawings must include the information required in Section 5 of Building By-law 31-2019; Requirements for Plans and Specifications.

Resubmissions for a non-issued Building Permit:

- Where a submission is being made to address a deficiency notice issued by an Examiner, an electronic copy of the revised plans must be submitted to the Examiner with a cover letter that clearly outlining the changes.

In Person Submissions:

- Should you choose to submit your building permit application in person, this may be done by appointment only.
- Appointments can be arranged by contacting buildinginspections@ajax.ca
- Please note, that all documents submitted in person will be subject to a 48 hour quarantine prior to processing.

Building Permit Issuance:

- Your building permit will be issued in PDF format and sent via email, provided all the fees have been received.
- If the permit package is less then 15MB, it will be attached to an email and sent to the applicant.
- If the permit package is greater than 15MB, a secure link will be included in the email to the applicant to allow the permit package to be downloaded.
- The permit placard, drawings and supporting documents must be printed (full-sized and in colour) and kept on site for the Building Inspector. The permit placard must be displayed in a conspicuous place on the construction site.

Requirements for Scanning:

All scanned documents must meet the following requirements:

- Plans/drawings must be at a resolution that is easily legible on screen, and the pages must not be skewed.
- Scanned resolutions of 1-bit black and white 300 dpi is usually acceptable.
  For plans/drawings containing fine lines and detail, 600 dpi resolution is required.
- Do not reduce the scanned document size.
- Scanning documents in full colour is only necessary if it contains photographs.

How to Sign Documents Electronically:

Follow the link to create a digital signature for the first time.
- How to fill and sign PDF forms

To electronically sign a document, you will need:

1. An electronic copy of the form you want to sign, opened in Adobe Acrobat or Reader.
2. A free version of Adobe Reader.

Note: Adobe Acrobat DC is required for forms that need multiple electronic signatures.

Forms that are printed, signed and scanned to PDF will be accepted.