



Building Permit Application Electronic Submission Requirements

To ensure all building permit applications are reviewed thoroughly and in a timely manner, this document outlines the minimum requirements for submitting building permit applications electronically. Applications that do not comply with the below requirements may experience delays with processing or be refused requiring reapplication.

Incomplete Applications:

- Refer to the Building Division Website and the Permit Application Guides to ensure that all required documents are being submitted.
- Applications that are substantially incomplete, such as those missing the Applicable Law approvals (Zoning Certificate and Development Engineering Approval) or Application Form will not be processed.
- If utilizing one of the “Pre-assembled Application Packages” downloaded from the Townships website, the individual forms included in the package must be separated into individual files based on Form type and name. Applications where the all the Forms are in one file may be refused.

CityView Portal - Applications and Uploading Submittals:

- When applying for a building permit through CityView Portal, documents must be uploaded to the correct and appropriate “Submittal”. Documents uploaded to the incorrect submittal category, or all uploaded to a generic submittal category will result in a refused submission.
- Applications with no documents uploaded cannot be processed.
- The Description of Work field should be worded in a manner that clearly identifies the proposed scope of work.
- The “Location” entered must be the address of the property for which the Application applies to. Applications missing the location address and/or referencing an address that does not correspond to the information on the Application Form, cannot be processed. Only ONE address per application is permitted, separate applications are required for works on different properties.
- The “Contact” must include the name, number, address, phone number, and email address for each contact. Where multiple contacts, in addition the Owner and Applicant, are expected each contact must be added in the contact panel. The Building Division will not correspond directly with individuals not listed as Contacts.

All Plans/Drawings/Forms:

- must be in PDF format only
- must be flattened
- must be free of comment layers
- must be unsecured and not password protected.
- with multiple pages and sets must be combined into a single document in sequential order for each discipline
- must have the appropriate signatures, seals, and stamps
- must be in black and white only. Color renderings and photos may be submitted, but only as supplements to plans.
- must be oriented appropriately to be viewed on screen
- must be to scale with the scale noted on the page. Printing to paper and scanning to create a PDF will not be accepted.
- when submitted to address a deficiency identified by a Plans Examiner, the revised plans must show all changes clearly labeled and bubbled noting such changes.
- all Forms must be fully completed and signed

File Size and Naming:

- File Combined file size for each application submitted on Portal cannot exceed 40MB. If attempting to apply with files exceeding 40MB the system will timeout and not be submitted. Should your application files exceed this size you can contact the Building Division at bldsubmissions@king.ca to request a secure permission-based file sharing link. External links will not be accepted.
- Files must be named:
 - a. in a manner that is clear and concise
 - b. indicating the address in the title
 - c. clearly identifying the contents of the document
 - d. other than hyphens, without the use of special characters
 - e. must not contain the words draft, final, or approved (unless noted by staff such as Zoning Approved, or Development Engineering Approval letter)

Ex: 123 Sugar Bush Lane – Zoning Certificate
 123 Sugar Bush Lane – Architectural Drawings
 123 Sugar Bush Lane – HVAC Calculations and Layout