



This document provides a guide to help you prepare your electronic drawing and document files part of your Building Permit Application. The electronic files must adhere to the City of Orillia Building Division submission standards. These standards allow for consistency, ease of identification, and facilitate for an efficient review and approval.

Please follow these guidelines when submitting your Permit Application electronically.

General Requirements

- All building Permit Applications and related documents shall be submitted in a “Portable Document Format”, also known as Adobe Acrobat or PDF.
- Files must be unsecured and not password protected.
- All documents within the entire building Permit Application package must open without a need for a password, and be enabled to print in high resolution, enabled for searching contents, enabled to have notes and stamps provided.
- Building Permit forms are available on the City website in fillable PDF format. They shall be completed and signed (hand signature or electronic/digital signature accepted).
- Submissions with multiple pages or sets may be sent in individual files if file size is too large.
- Plans/Drawings with multiple pages and sets must be combined into a single Electronic Document (PDF format) in the same order as the submitted paper document.
- 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.

Naming Files

Permit Application documents shall be named using the following format:

Example: 123 Main Street – BPA

Document Type	Preferred File Name
Building Permit Application	BPA
Schedule 1 Form	SCH1
Construction Drawings	DWG
Energy Efficiency Design Summary Form	EEDS
Site Plan or Grading Plan	SITE
Architectural Drawings	ARCH
Structural Drawings	STRUC
Plumbing Drawings	PLMB
Mechanical Drawings	MECH
Owner Authorization Form	OAF