

BUILDING SERVICES

E-Permit Application File Requirements



This document summarizes the file requirements for electronic permit submissions to The City of Stratford.

Electronic applications can be submitted on the [City of Stratford's website](#) while hardcopy submissions will continue to be accepted at the City Hall Annex, located at 82 Erie Street, Stratford Ontario, N5A 2M4. Only 1 method of submission is required for each permit.

Fax submissions will not be accepted.

Each submission shall contain all necessary documentation for an application to construct or demolish. Required forms can be found at stratford.ca [Building Services](#) page.

Electronic Submissions Requirements

- Documents must be properly labelled with the following prefixes as per the contents of each file:
 - APP – Building Permit Application and fee calculation, authorized agent application and commitment to general review.
 - EEDS – SB-10 or SB-12 Energy Efficiency Design Summary
 - DWGS – Drawings
 - ENG - Engineered floor joist or roof truss layouts/profiles, and beam specs/details
 - HVAC — Heat loss calculations, duct design and layout

Followed by municipal address and a brief description of the project. An example of a residential project drawings file name would be: DWGS 123 Main St Rear Addition.pdf

- All documents shall be in PDF format, version 7 or higher.
- Files must be unsecured and not password protected.
- Drawings/documents must have no live comments. Text placed on documents must be flattened or removed.
- Drawings/documents containing multiple layers must be flattened to a single layer prior to submission. When rendering drawings to PDF, options for saving text as comments must not be selected.
- Drawings must be to scale.
- All drawings and supporting documents are required to be submitted with a minimum clear area 2" wide by 4" high for City staff comments during the review process.
- The maximum number of files uploaded to the first heading is 5 documents with a combined size of 4MB, and the maximum number of files uploaded to second heading is 5 documents with a combined size of 10MB

Scanned Document 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 are 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.

Once an application has been received, a City of Stratford staff member will contact the applicant for payment options. Application review will not begin until payment has been received.