

DIGITAL SUBMISSION REQUIREMENTS

File specifications:

- All documents must be in a native PDF format, no scans permitted
- Plans must be in an unlocked format
- Contains a digital seal and are digitally signed in accordance with a professional body or association
- 72 dpi resolution (minimum)

Plan Requirements – Architectural, Civil, Landscaping, or Survey Plans:

- Metric and scale provided
- Accepted drawing sizes - 600 x 900
- Maximum file size – 200 MB

Document Requirements – All supporting documentation:

- Submit as separate documents for each type
- Maximum file size – 10 MB

Submission Details:

- Separate PDF's based on discipline or document type
- Naming convention – “YYYY-MM-DD-File Description-Address”

Examples:

2025-02-25-Architectural-234 Blue Corner Ave

2025-02-25-Civil-234 Blue Corner Ave

2025-02-25-Landscape-234 Blue Corner Ave

2025-02-25-Application-234 Blue Corner Ave

2025-02-25-Arborist Report-234 Blue Corner Ave