



City of Sarnia
Building Department
255 Christina St N, Sarnia, ON N7T 7N2
519-332-0330 x 3301
building@sarnia.ca

ELECTRONIC DOCUMENT SUBMISSION STANDARDS

These standards are applicable to all Building Permit Applications submitted to the Sarnia Building Department. All files must meet the submission standards included in this document.

These standards allow for the continued use of our Electronic Building Permit Review system.

Email Submission Requirements:

All applications, resubmissions, and revised drawings must be emailed to building@sarnia.ca.

1. Each document must be uploaded as a separate PDF (each PDF can contain multiple relevant pages).
2. The subject line of the email must include the **Municipal Address** of the project and have attached all relevant documents. Refer to the Checklist provided on the front of the Application Form to ensure all required documents are submitted. See example submission provided.
3. Drawing package may be submitted as one PDF. For larger projects, plans may be submitted in separate PDF documents for Architectural, Structural, Mechanical, Electrical, etc.
4. If files are too large, please contact building@sarnia.ca for alternative file transfer options.

Send

To building@sarnia.ca

Cc

Bcc

Subject 123 Main St - New House Permit Application

123 Main St - DWGS.pdf
900 KB

123 Main St - Energy Efficiency Design.pdf
897 KB

123 Main St - St Clair Region Conservation Authority Approval.pdf

Good Afternoon,

Please accept the attached application for a new House to be

File Format

1. All drawings and documents must be .PDF file format.
2. **Secured/Protected PDFs are not accepted.**
3. All documents must be submitted in an orientation that allows them to be reviewed without rotating.
4. Each approval document, such as Conservation Authority, MTO, Minor Variance, or other external approvals, shall be uploaded as a separate PDF documents.

Drawing Standards

1. All drawings must be clearly labelled with a sheet/page number (i.e. A-01, A-02) situated in the same location on each page (i.e. bottom right-hand corner).
2. Drawings must not contain the colour **RED**, except for Fire Separations. This colour is used by the municipality for mark-ups.
3. Drawings must provide all of the necessary information and comply with the requirements of the Building By-law and Ontario Building Code. All drawings must include the Project Address, be legible, and be to scale.
4. All drawings and specifications/supporting documents (excepting Application Forms) must be sealed, signed, and dated by the Architect, Engineer, or Qualified Designer.

Re-submissions and Revised Drawings

After receiving a letter with comments from various departments, OR wanting to make a change to the Approved Plans after permit issuance, you may be required to submit revised drawings. The following standards allow for the reviewers to easily identify and review the changes.

1. All changes on the revised drawings must be bubbled/clouded (bubbles can be in red).
2. Only the revised pages are to be resubmitted.
3. The sheet/page number of the revised page must not be changed.
4. The date on Engineer/Architectural stamps must be updated to reflect the date of the revision.

In-Person Applications

Only applications for minor residential renovations, such as a renovation to a House, Deck, Garage or Pool, may be submitted in person at City Hall. The drawings must be on pages that are 11x17 or less.

All other applications must be emailed to building@sarnia.ca.

Example Standard File Naming Conventions

General Applications including Houses, Sheds, Demolitions, etc.

Address-APP (Includes Development Review Form, Application, Schedule 1 and Schedule 2, etc.)

Address-DWGS

Address-HVAC (Schedule 1 HVAC, Ventilation Design Summary, HL HG Calculations and Layout)

Address-EEDS (Energy Efficiency Design Summary Form)

Address-BOP (Builders Option Package for Performance Energy Efficiency Packages)

Address-TRUSS (Truss Packages)

Address-FLOOR (Floor Joist Layout Packages)

Address-SEPTIC (Septic Permit or Applications)

Address-SCRCA (St. Clair Region Conservation Authority Approval/Documents)

Address-OWNERS AUTH (Owner's Authorization)

(or *Address-DD-MM-YY-TITLE* to include date)

For larger ICI (Industrial/Commercial/Institutional)

Address-CGR (Commitment to General Review Form)

Address-MATRIX (if not included in drawing set)

Address-SITE-PLAN (if not combined with Arch Set)

Address-ARCH-DWGS

Address-MECH-DWGS

Address-STRUCT-DWGS

Address-ELECT-DWGS

Address-SPRINKLER

Address-MTO (Ministry of Transportation Approval)

Address-RSC (Record of Site Condition)

Other Approvals (entire title of approval in PDF name)

For Revisions/Resubmissions

For revisions and resubmissions, the above file name should include "REVISED" as well as the date.

Address-DD-MM-YY-TITLE REVISED