

Uploading Documents for an Initial Submission

For Building records requiring a plan submission, the Attachments page has been replaced with a document acknowledgement page. Clients will now see the expected disciplines for their project listed in the system message. Plans and supporting documents will now be uploaded after payment has been submitted.

Please review the review list for your project and also acknowledge that plans and all supporting documents will be uploaded after payment. To continue, click on the checkbox for the attachment acknowledgement, and click on "Continue Application".

Message Bar

System Message:

Upon successful payment you will be prompted to upload plan and supporting documents for your application.

Based on your application the following reviews will be required:

-- Building Review

Please note additional reviews like Urban Design and Natural Resources may also be required based on your project plans.

Residential Building Alterations (Renovations)

1 Required Information	2 Application Information	3 Review	4 Pay Fees	5 Submission Complete
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Step 2: Application Information > Document Uploads

[Electronic Plans and Document Submittal Guidelines](#)

[Construction Services Division Documents](#)

*indicates a required field.

Plans & Documents

ATTACHMENTS

You will be required to upload your plans and supporting documentation upon successful payment.

I acknowledge that I will upload plans, supporting documentation, and attachments after paying for my application.: *

☐

[Continue Application »](#)

[Save and resume later](#)

Review the application, and pay the application fee.