Township of
Springwater

Building Guide – Digital Permit Submission

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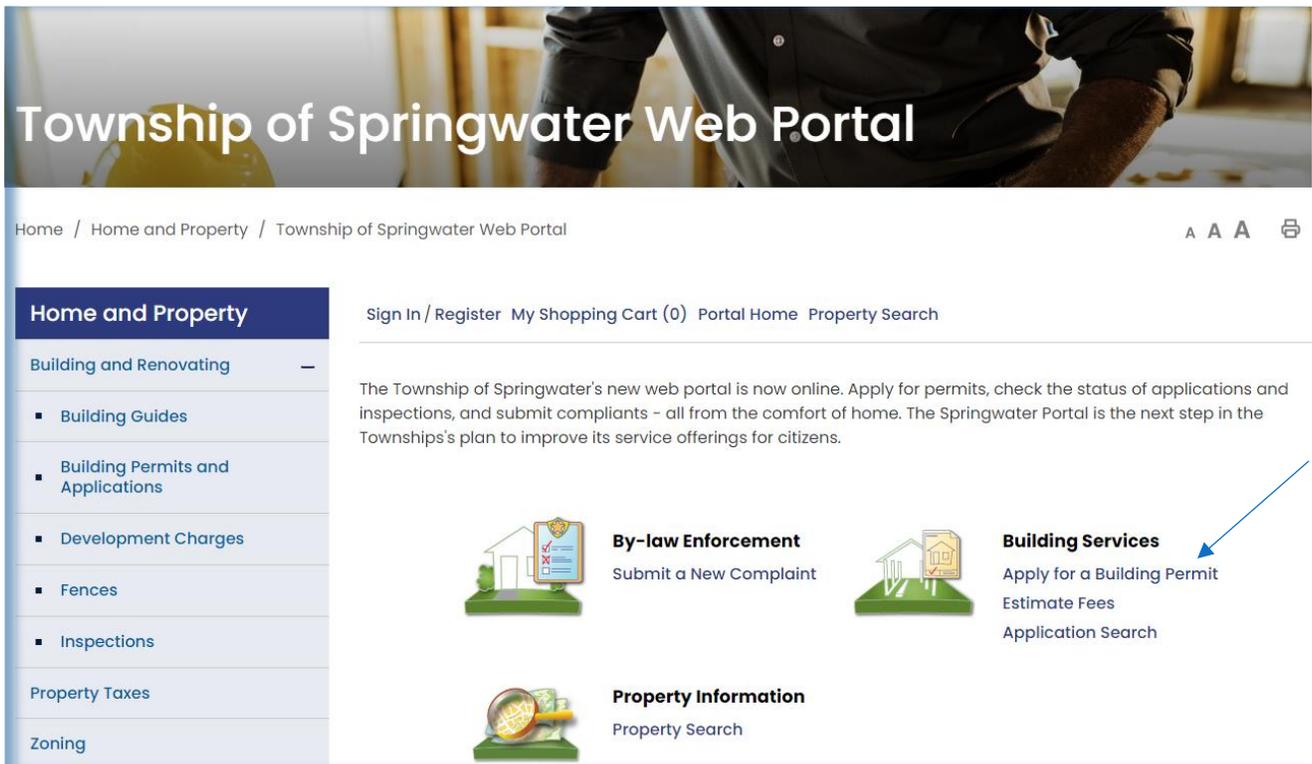**Email: zoning@springwater.ca**

Last Updated: February 7th 2024

General Information:

Welcome to the online permit submission. Building Services now prefers to accept all permits digitally.

To help you with this process, we have developed the following instructions.

1. Please make sure that your documents are signed as required. Save and identify each document separately. To make this process quick and easy, we suggest using the following naming convention:

   - Name of your document – project address. Here are some examples:
     - Application – project address
     - Drawings – project address
     - Ownership/Authorization – project address
     - Site Plan – project address
     - HVAC or Mechanical – project address, etc.

2. When you are ready to submit your permit, you can do so through our web portal.

   - Go to our **Web Portal**.

- Select "Apply for a Building Permit" under Building Services to open the Login screen.

- Complete the **Logon** information if you already have a portal account. If you do not, you will need to click on **Register** to create an account.
  - You will start to fill in the information as it pertains to your project.

3. A lot of the information you will be entering will be the same as what you have entered on the application form, but it is not an application form so please be sure to include the application form for your project in the attachments. All our **application forms** are available on our website.

4. You can save your application as a draft while you are working on it and come back to complete it at a later date. You would click "Save this Application for Later". An email will be sent to you with a link to your application. When you are ready, click on the link and it will take you back into your application.

5. Before clicking the "Submit" button, be sure to answer this last question.

> ▾ **By submitting this form you hereby certify that you have read and examined this permit and know the same to be true and correct. All provision of laws governing this type of work will be compiled with whether specified herein or not. The granting of this permit does not presume or give authority to violated or cancel the provision of any applicable federal, provincial or municipal regulations. Personal information contained in this submission is collected under the authority of the Building Code Act.**
>
> Do you agree?: * ☐

If you miss it and press submit, your application will be cancelled.

6. Watch for the confirmation message that will include your building permit number (it may take a moment or two). For example, it could be: PRDK20230999. In this example, PR means Permit, DK means Deck, 2023 is the year of submission and 0999 is the number of your permit.