

Document Submission Standards

This guide outlines the Building Department's electronic document submission standards. It is designed to be a helpful resource and ensures that we can accept your submitted files. This is necessary prior to being able to review your permit drawings and supporting documents.

Compliance with the Building By-Law

All documents submitted shall comply with the [Building By-law](#) requirements. All plans shall be drawn to scale and contain the necessary information required to perform a review. Refer to Appendix A of the Building By-law for additional information.

Homeowner Document Submission

Hand-drawn drawings for small residential projects such as decks, pool enclosures, and sheds will be accepted if they are scalable and in PDF format.

File Types – Not Accepted

We do not accept JPEG or ZIP files.

Professional Electronic Document Submission

Applies to all submissions other than those listed above.

Grouping

Electronic drawings shall be grouped based on discipline. Multiple files within one discipline are not permitted (unless the file size exceeds 64Mb). For example, all architectural drawings shall be submitted as one file.

Plotting

All electronic drawings submitted shall be plotted to PDF to the correct page size. For example, if the drawings are intended to be printed on a 24x36 page, the PDF drawing should be plotted to a 24x36 page size.

The top right corner of all drawings must be reserved for the City of Barrie's electronic stamps. Please leave the top right corner (minimum 3" x 5" with a 3/4" border) completely blank on all drawings.

Document File Type

Drawings submitted electronically shall be vector PDF or text PDF file types. Supporting documents and reports may be submitted in either DOC, DOCX, PDF, XLS, or other related file types.

Vector / text PDFs must meet the following minimum requirements:

- **All PDF file securities are to be removed**
- PDFs shall be plotted to scale
- Drawings shall be plotted in greyscale
- Drawing set PDFs shall be plotted or published using the Autodesk print driver with the setting 'Layer Information' enabled. The command 'Export PDF' is not recommended.
- Revisions and resubmissions: all revisions must be submitted with a revision number, a revision date, and the revisions identified by using clouds (bubbles).
- The following will not be accepted:
 - PDFs that have been printed to image-only
 - A hardcopy plotted drawing set or document which has been scanned to PDF

Permit Drawings

Issuance of Drawings

All permit drawings are issued electronically. It is the applicant's responsibility to ensure that hardcopies printed to scale of the reviewed drawings are located onsite at the time of inspection.

Naming Conventions

Naming conventions are standard methods of naming files making it easy to locate desired information, to identify files, and to ensure consistency between projects. The Building Department's file naming conventions are described below (see next page).



Building Department Electronic Document Standards



File Naming Conventions		
Drawing Type	Issued	Revised
Architectural	BP-ARCH	BP-ARCH-REVD
Structural	BP-STR	BP-STR-REVD
Mechanical	BP-MECH	BP-MECH-REVD
Electrical	BP-ELEC	BP-ELEC-REVD
Site Servicing	BP-SERV	BP-SERV-REVD
Site Grading	BP-GRAD	BP-GRAD-REVD
Fire Protection	BP-FP	BP-FP-REVD
Details	BP-DETAILS	BP-DETAILS-REVD
Landscape	BP-LS	BP-LS-REVD
Permit Placard	BP-PLAC	BP-PC-REVD
Site Plan	BP-SP	BP-SP-REVD
Pool Enclosure Drawing	BP-POOL	BP-POOL-REVD
Supporting Documentation	BP-SD	BP-SD-REVD
Alternative Solution	BP-ALT	BP-ALT-REVD
Full Permit Drawing Package All Disciplines Combined (Small projects)	BP-DWGS	BP-DWGS_REVD
Energy Efficient Design Summary Architectural	BP-EEDS-A	BP-EEDSA-REVD
Energy Efficient Design Summary Mechanical	BP-EEDS-M	BP-EEDSM-REVD
Issued SB-10 Summary	BP-SB10	BP-SB10-REVD
Hydraulic (fixture) Load Calculations	BP-HLC	BP-HLC-REVD
Correspondence (emails, letters, etc.)	CORR	