

Online Building Services

Applying for a Building Permit online



Online applications allow residents to submit plans, payments and forms easily, whenever and wherever. Online building services are available 24/7.

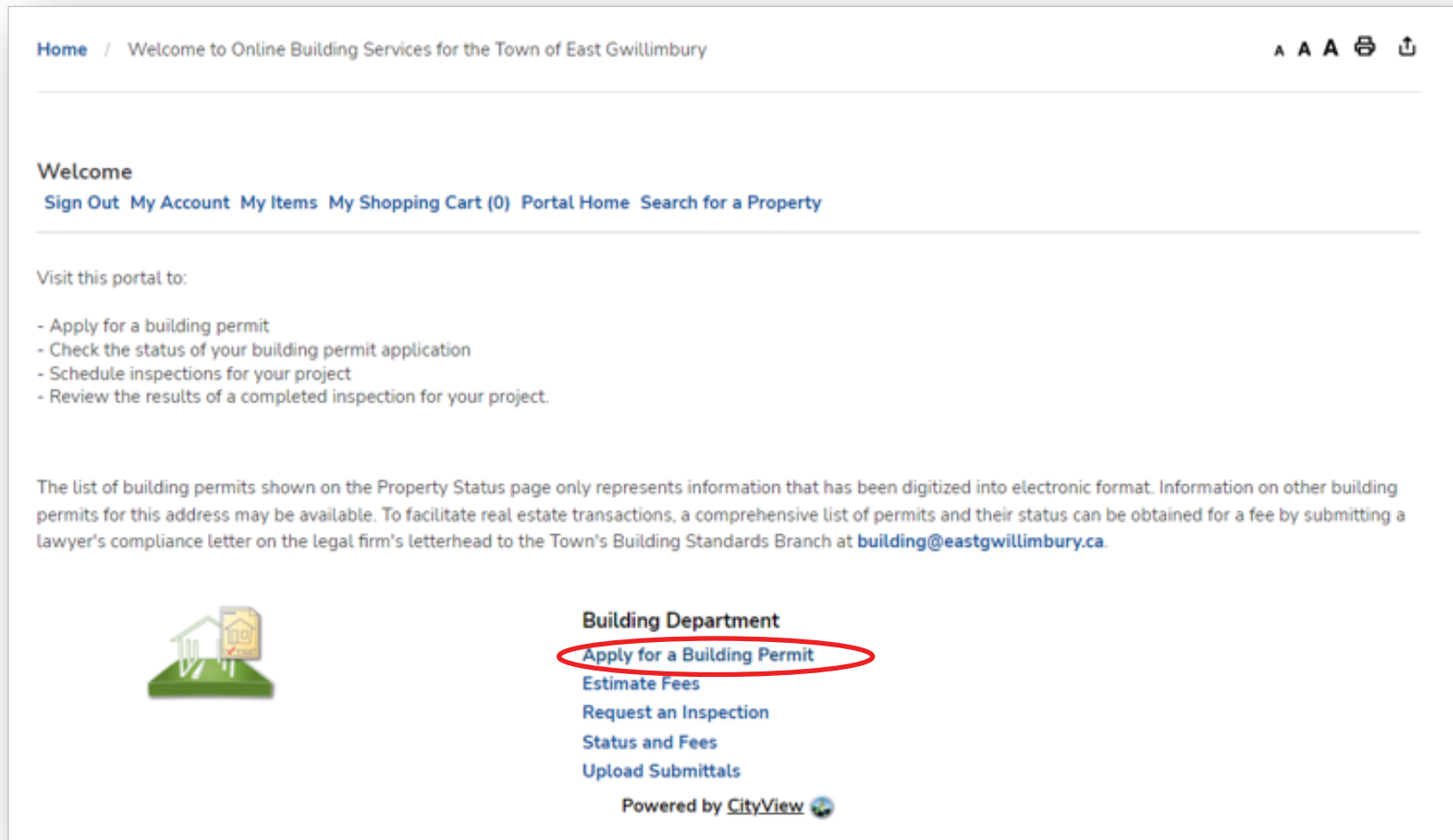


Ready to get started?

Visit www.eastgwillimbury.ca/OnlineBuildingPermits and register as a new user. A confirmation email will be sent to the email address provided in the registration.

Finding the application

Start a permit application by selecting “Apply for a Building Permit” from the list below.



Home / Welcome to Online Building Services for the Town of East Gwillimbury


Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#)

Visit this portal to:

- Apply for a building permit
- Check the status of your building permit application
- Schedule inspections for your project
- Review the results of a completed inspection for your project.

The list of building permits shown on the Property Status page only represents information that has been digitized into electronic format. Information on other building permits for this address may be available. To facilitate real estate transactions, a comprehensive list of permits and their status can be obtained for a fee by submitting a lawyer's compliance letter on the legal firm's letterhead to the Town's Building Standards Branch at building@eastgwillimbury.ca.

 **Building Department**

- [Apply for a Building Permit](#)
- [Estimate Fees](#)
- [Request an Inspection](#)
- [Status and Fees](#)
- [Upload Submittals](#)

Powered by [CityView](#)

Quick Tip

You can estimate fees without applying for a building permit. Select “Estimate Fees” from the list above.

Providing basic details

Permit Application Step One

Provide basic details about the type of building permit application you need.

All fields marked with * require input

Some fields are dropdown's which require you to select an answer from the list provided.

Some fields require you to type and input your own answers.

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location
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Permit Application - Description and Type

TMPPR20230000003

Required information is indicated with an asterisk (*).

Choose the application type:* Residential Buildings

Please categorize the nature of the work being done:* 03-Alteration and improvements (e.g. addition, deck, shed)

Please describe the work being done:* construction of a detached shed in the rear yard

Limit 4000 characters

Application Details

Building Use:* Residential

Construction Type:* 110-Single House, single detached home, bungalow, linked home (linked at fo

Construction Value not including land (Example: \$12,000.00
A new house with a basement apartment will create 2 units; if none are created, enter "0"):

Service Type: Septic

Number of Storeys in the building: 1.0

Additional Details

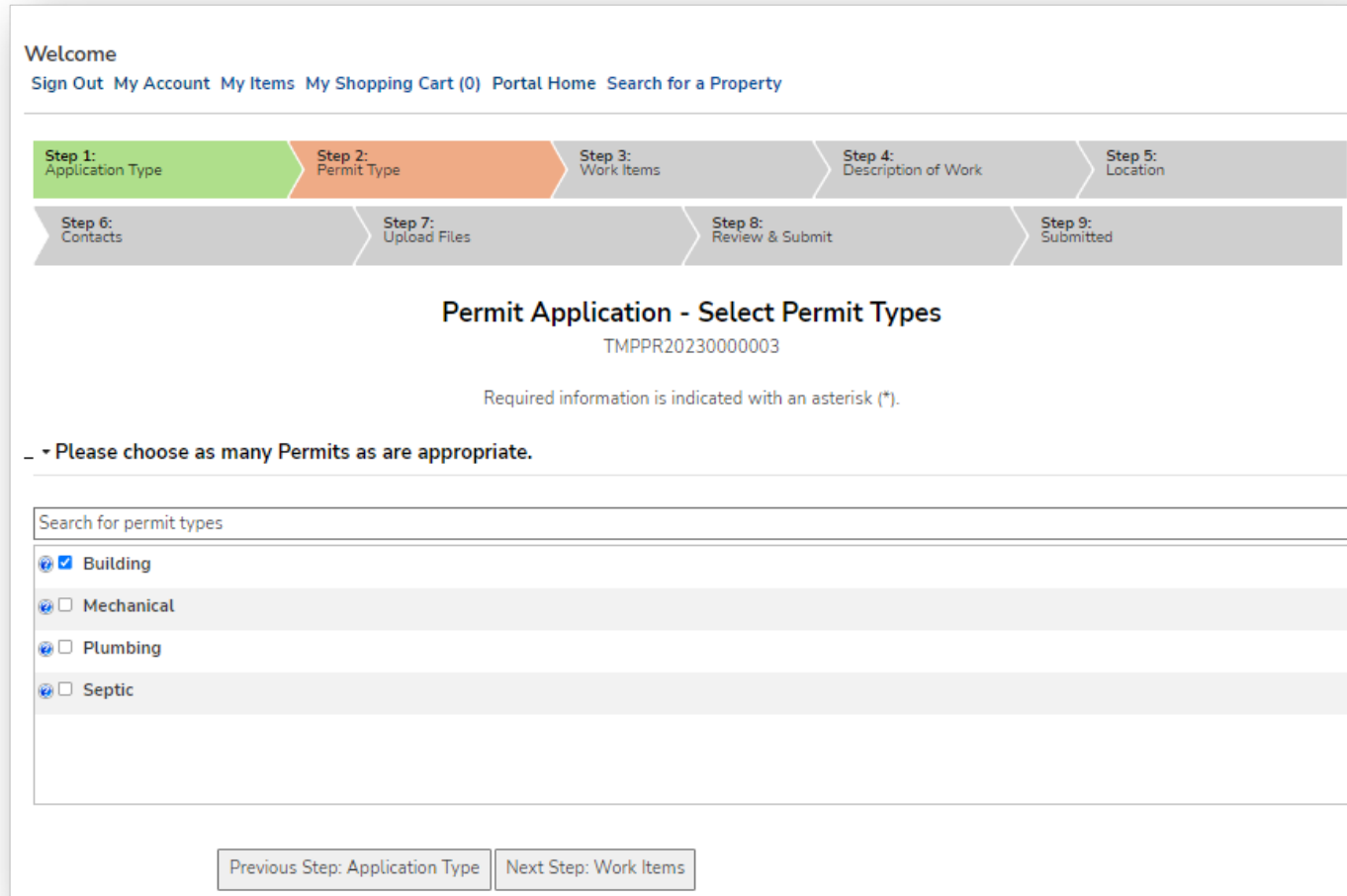
Number of Residential Units Created:* 0

Cancel Next Step: Permit Type

Select the permit type(s)

Permit Application Step Two

Select all of the relevant disciplines that you are applying for as part of the building permit.



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Permit Application - Select Permit Types
TMPPR2023000003

Required information is indicated with an asterisk (*).

– Please choose as many Permits as are appropriate.

Search for permit types

- Building
- Mechanical
- Plumbing
- Septic

Previous Step: Application Type Next Step: Work Items

Example

A pool shed that contains plumbing would require you to select both building and plumbing in your application.

Some building permits will require all four disciplines while others may only need one.

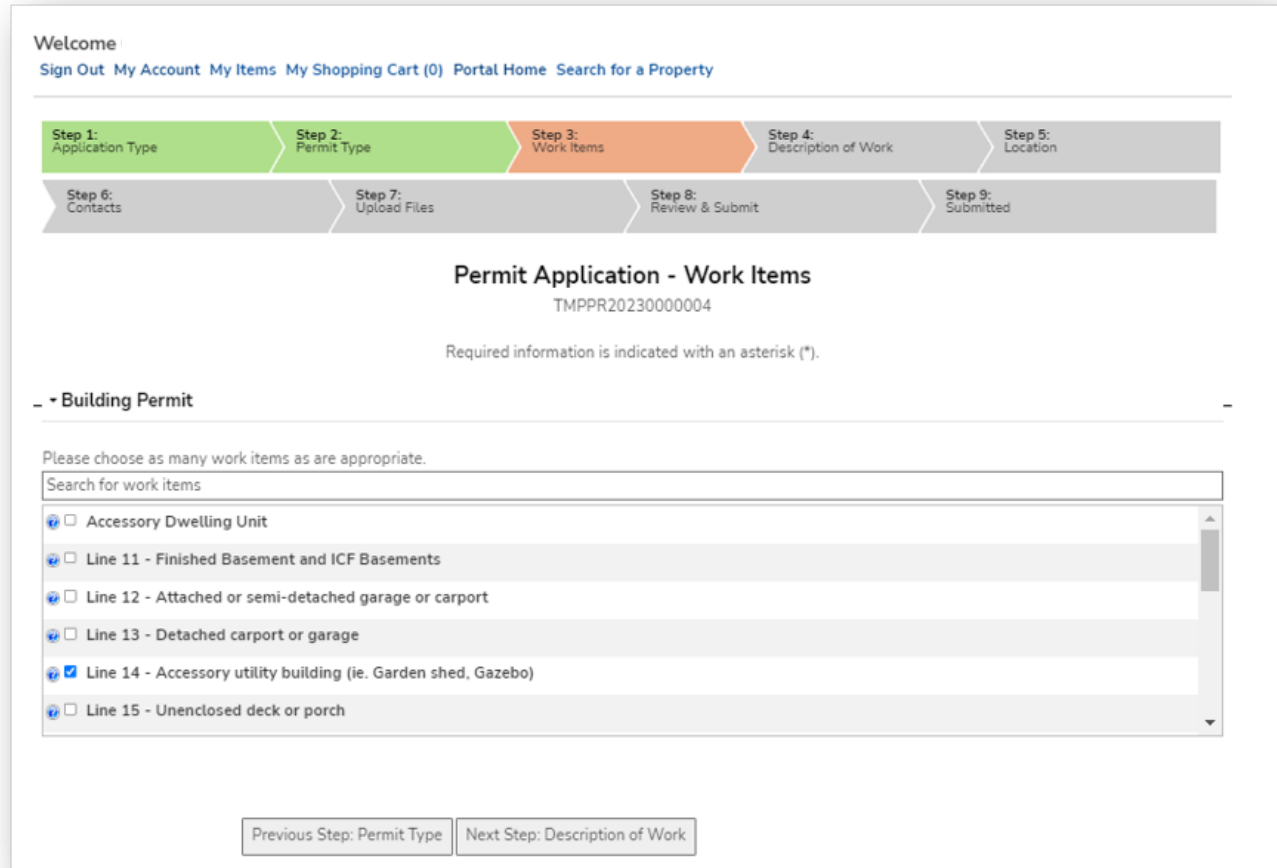
Permit Application Step Three

For each discipline, select the appropriate work items scope of work. For some building permits there are multiple work items.

Example

A new house may require the following work items:

- **Line 12**
Attached or semi-detached garage or carport
- **Line 15**
Unenclosed deck or porch
- **Line 10**
Unfinished basement



The screenshot shows a web application interface for a permit application. At the top, there is a navigation bar with links: "Welcome", "Sign Out", "My Account", "My Items", "My Shopping Cart (0)", "Portal Home", and "Search for a Property". Below this is a progress bar with nine steps: Step 1: Application Type, Step 2: Permit Type, Step 3: Work Items (highlighted in orange), Step 4: Description of Work, Step 5: Location, Step 6: Contacts, Step 7: Upload Files, Step 8: Review & Submit, and Step 9: Submitted. The main heading is "Permit Application - Work Items" with the ID "TMPPR2023000004". A note states "Required information is indicated with an asterisk (*)". The form is titled "Building Permit" and contains a search bar for work items. Below the search bar is a list of work items with checkboxes: "Accessory Dwelling Unit", "Line 11 - Finished Basement and ICF Basements", "Line 12 - Attached or semi-detached garage or carport", "Line 13 - Detached carport or garage", "Line 14 - Accessory utility building (ie. Garden shed, Gazebo)" (checked), and "Line 15 - Unenclosed deck or porch". At the bottom, there are two buttons: "Previous Step: Permit Type" and "Next Step: Description of Work".

Quick Tip

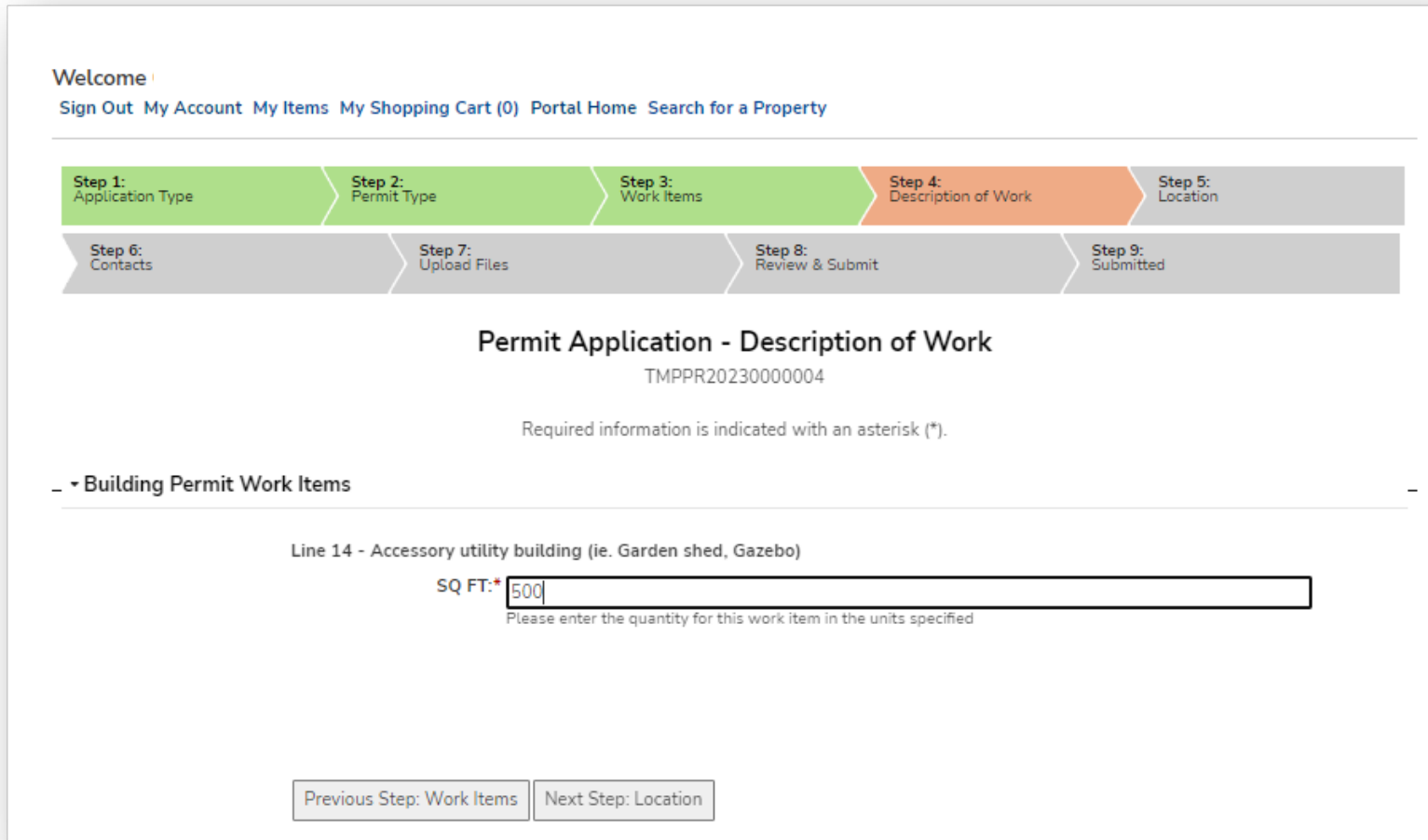
Use the search bar to find work items quickly.

Permit Application Step Four

For each corresponding work item, you will need to indicate the quantities or amounts of each. The units can be areas, lengths, or quantities.

Example

Enter the area of the shed proposed in square feet.



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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location
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Permit Application - Description of Work

TMPPR20230000004

Required information is indicated with an asterisk (*).

- - Building Permit Work Items - -

Line 14 - Accessory utility building (ie. Garden shed, Gazebo)

SQ FT:*

Please enter the quantity for this work item in the units specified

Previous Step: Work Items Next Step: Location

Quick Tip

Make sure you enter the amounts in the right units.

Adding the location

Permit Application Step Five

Provide the municipal address of the proposed construction.

When you start typing the municipal address in the search field, it will populate with East Gwillimbury properties from our database.

Quick Tip

If the address for the proposed work is the same as your registered address, you can click the "use my location" box.

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Step 1: Application Type **Step 2:** Permit Type **Step 3:** Work Items **Step 4:** Description of Work **Step 5:** Location
Step 6: Contacts **Step 7:** Upload Files **Step 8:** Review & Submit **Step 9:** Submitted

Permit Application - Location of Work Being Done

TMPPR20230000004

Required information is indicated with an asterisk (*).
For Subdivision applications without a location, please use the 'Can't find address?' link and enter the Builder Name into the Roll Number field.

Use my location:

Search for an address:

Begin typing a street address or Roll Number (Property) above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Can't find address?](#)

The location you have selected:*

Permit Application Step Six

Add additional contacts to your permit application. You may want to do this as only contacts associated with an application can request inspections or see the status of inspections. If your contractor will be responsible for requesting inspections, you can add them as a contact to your application.

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Step 1: Application Type **Step 2:** Permit Type **Step 3:** Work Items **Step 4:** Description of Work **Step 5:** Location
Step 6: Contacts **Step 7:** Upload Files **Step 8:** Review & Submit **Step 9:** Submitted

Permit Application - Contacts

TMPPR20230000004

Required information is indicated with an asterisk (*).

Type	Contact
Applicant	Address:19000 LESLIE STREET, Phone:(905) 955-8283

[Add New Contact](#)

[Previous Step: Location](#) [Next Step: Upload Files](#)

Uploading files to your application

Permit Application Step Seven

Upload all of your documents for your building permit application. Drawings, forms, and applications all need to be in pdf format and need to be uploaded separately. To upload, press the “Browse” button and select the applicable file from your computer. All the required documents are identified in the listing.

Quick Tip

The blue question marks contain links to examples or fillable pdf forms that you can use for your application. From this page you can also print off the listing of requirements to assist in your application process.

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Permit Application - Upload Documents

TMPPR20230000004

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Guidelines For Electronically Submitting Documents:






- Submitted documents should be under 50MB in size.
- Accepted file extensions:
 - pdf
- Only native PDF files are accepted (printing to paper and scanning to create a PDF should be avoided);
- All documents must be unsecured, unlocked, and not password protected;
- All forms must be completed and signed electronically. All East Gwillimbury Building Permit forms are available in PDF fillable format;
- All plans shall be to scale. It is recommended that all drawings have the same scale;
- All plans shall be in black and white only. Full-colour renderings and photos may be submitted as supporting documents to the required plans;
- Plans / Drawings with multiple pages must be combined into a single electronic document (in PDF format) in sequential order for each design discipline (ASMEF + Septic). Each design discipline should be a separate set.
- Electronic Documents must be properly labelled using a consistent naming convention. See [Electronic Building Permit Submission Requirements](#).
- Where a submission is being made to address a deficiency identified by an Examiner, an electronic copy of the revised plans must be submitted to the Examiner with the changes clearly labelled / bubbled.
- Submitted documents will be stamped at the conclusion of the reviews and an electronic copy of the permit and documents will be returned to the building permit applicant's email address.

IMPORTANT: You may revisit this building permit application and submit documents within the time frame specified in [Schedule B of the Building Bylaw](#).

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Current Submittal

Submittal #1) Permit Application Submittal (01/18/2023) [Print Requirement Items](#)

Type	Status	Date Received
Application for a Permit to Construct or Demolish 	Pending	
Select a new document for this requirement: Browse...		
Site Plan 	Pending	
Select a new document for this requirement: Browse...		
Site Grading Plan 	Pending	
Select a new document for this requirement: Browse...		
Certificate of Title/Letter of Authorization 	Pending	
Select a new document for this requirement: Browse...		
Architectural Drawings (e.g. floor plans, section) 	Pending	
Select a new document for this requirement: Browse...		

Review and submit the application

Permit Application Step Eight

Review the details of your building permit application. You are also presented with the applicable fee for your building permit application.

To proceed, click the “Do you agree?” box to agree and correctly enter the CAPTCHA characters. This finishes the administrative portion of your application. Submitting payment in the following steps will finalize your building permit application.

Note

The building permit application will not be reviewed until the applicable fees have been paid on the next page.

Permit Application - Review & Submit
T14PR00230000004

Please review the information below and if it is correct, press the submit application button to submit your application.

Permit Information

Permit Type: Residential Buildings
Category of Work: 05-Alteration and Improvements (e.g. addition, deck, shed)
Description of Work: detached shed in rear yard
Locations: Address: 24 MAIN STREET, EAST GWILLIMBURY, ON L0G 1M0
Contact: Applicant: Chris Burns, Address: 19000 LESLIE STREET, Phone: (905) 955-8285

Application Details

Building Use: Residential
Construction Type: 110-Single House, single detached home, bungalow, linked home (linked at footings)
Construction Value not including land (Example: A new house with a basement apartment will create 2 units; if none are created, enter "0"):
Service Type: Sewer
Number of Storeys in the building: 1.0

Additional Details

Number of Residential Units Created: 0

Permit: Building

Work Item Description	Units	Quantity
Line 14 - Accessory utility building (in: Garden shed, Garage)	SQ FT	300

Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Line 14 - Accessory utility building (in: Garden shed, Garage) Fee	\$550.00	\$0.00	\$550.00	Not Paid
Totals:	\$550.00	\$0.00	\$550.00	

Development Charges: In addition to building permit fees, you may be required to pay Development Charges for new development, including additions to buildings. Visit us here for further information on Development Charges and how it may apply to your construction project:
http://www.eastgwillimbury.ca/Services/Building_Permits_and_Inspections/Building_Permits/Development_Charges.htm
Please contact Chelsea Huber chuber@eastgwillimbury.ca regarding any question related to Development Charges.

Total Amount Payable Online: \$550.00

Applicant's Declaration:

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Do you agree?

Type the characters you see in the image below to continue.*

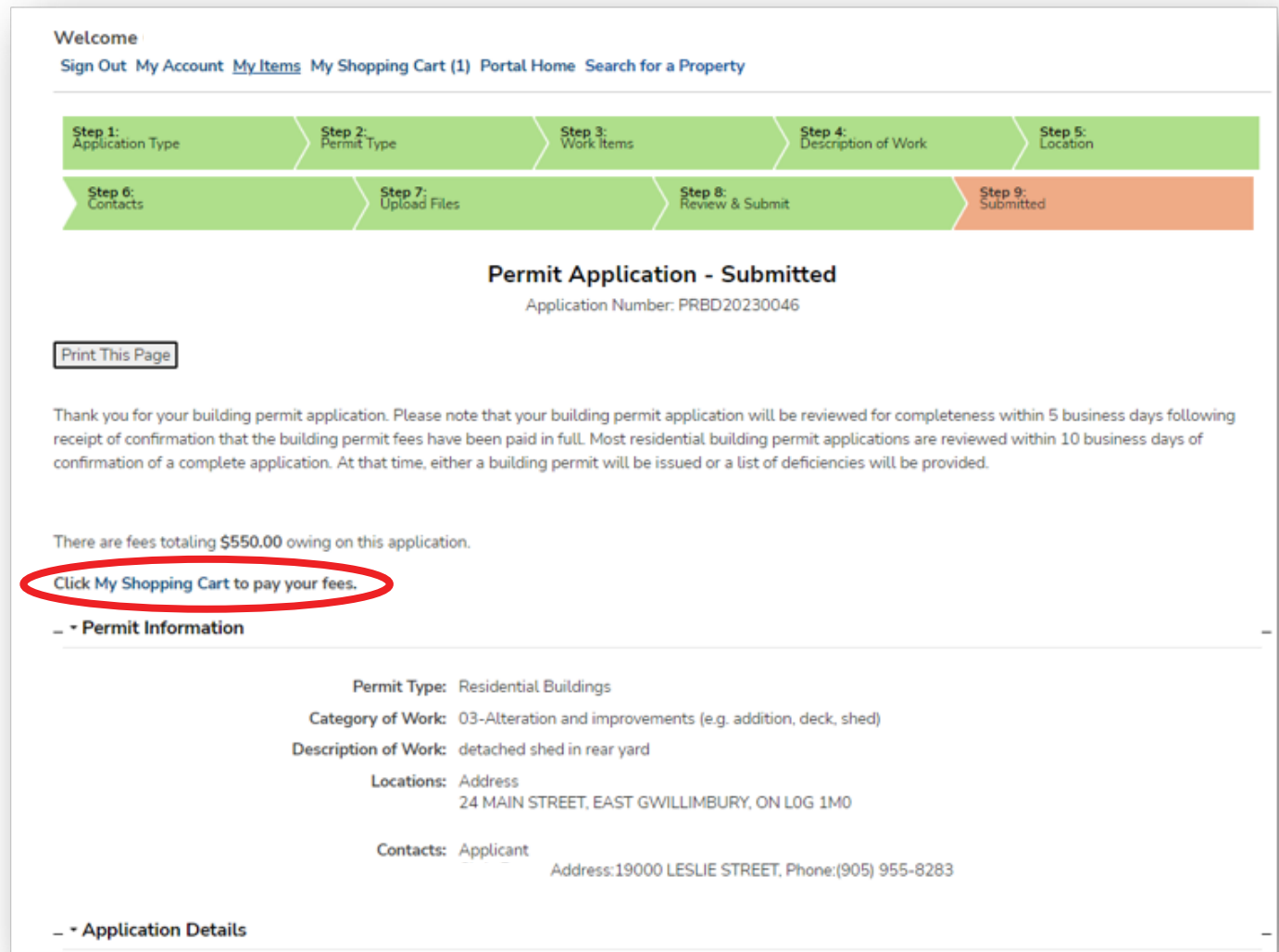
DONPE Refresh

Previous Step: Upload Files Submit Application Cancel Application

Permit Application Step Nine

The building permit application has now been summarized in this step and assigned an application number. You may print this page for reference purposes, as it contains your application number and details about your building permit application.

Please proceed to the payment portion by clicking on “My Shopping Cart” to finalize your building permit application



The screenshot shows a web interface for a permit application. At the top, there is a navigation bar with links: Sign Out, My Account, My Items, My Shopping Cart (1), Portal Home, and Search for a Property. Below this is a progress bar with nine steps: Step 1: Application Type, Step 2: Permit Type, Step 3: Work Items, Step 4: Description of Work, Step 5: Location, Step 6: Contacts, Step 7: Upload Files, Step 8: Review & Submit, and Step 9: Submitted. Step 9 is highlighted in orange. The main heading is "Permit Application - Submitted" with the application number PRBD20230046. There is a "Print This Page" button. A message states: "Thank you for your building permit application. Please note that your building permit application will be reviewed for completeness within 5 business days following receipt of confirmation that the building permit fees have been paid in full. Most residential building permit applications are reviewed within 10 business days of confirmation of a complete application. At that time, either a building permit will be issued or a list of deficiencies will be provided." Below this, it says "There are fees totaling \$550.00 owing on this application." A red circle highlights the text "Click My Shopping Cart to pay your fees." At the bottom, there is a section titled "Permit Information" with the following details: Permit Type: Residential Buildings; Category of Work: 03-Alteration and improvements (e.g. addition, deck, shed); Description of Work: detached shed in rear yard; Locations: Address 24 MAIN STREET, EAST GWILLIMBURY, ON L0G 1M0; Contacts: Applicant Address: 19000 LESLIE STREET, Phone: (905) 955-8283. At the very bottom, there is a section titled "Application Details".

Welcome
Sign Out My Account [My Items](#) My Shopping Cart (1) Portal Home Search for a Property

Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location
Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

Permit Application - Submitted
Application Number: PRBD20230046

[Print This Page](#)

Thank you for your building permit application. Please note that your building permit application will be reviewed for completeness within 5 business days following receipt of confirmation that the building permit fees have been paid in full. Most residential building permit applications are reviewed within 10 business days of confirmation of a complete application. At that time, either a building permit will be issued or a list of deficiencies will be provided.

There are fees totaling \$550.00 owing on this application.

[Click My Shopping Cart to pay your fees.](#)

– Permit Information

Permit Type: Residential Buildings
Category of Work: 03-Alteration and improvements (e.g. addition, deck, shed)
Description of Work: detached shed in rear yard
Locations: Address
24 MAIN STREET, EAST GWILLIMBURY, ON L0G 1M0
Contacts: Applicant
Address: 19000 LESLIE STREET, Phone: (905) 955-8283

– Application Details

Payment

Once in your shopping cart, you will see the building permit application fees to be paid. By clicking on the “*Make Payment*” button, you will be taken outside of the East Gwillimbury website to the Town’s payment portal, Paymentus. From there you will make an electronic payment for your building permit application.

Quick Tip

For contractors with multiple permits, you may have multiple fees within your shopping cart. All fees for multiple permits can be paid at one time if you like.

Welcome

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(1\)](#) [Portal Home](#) [Search for a Property](#)

My Shopping Cart

Note: Transactions above \$50,000.00 cannot be processed online.

-- PRBD

[Remove Fees from My Cart](#)

Fee Type	Amount	Amount Paid
Line 14 - Accessory utility building (ie. Garden shed, Gazebo) Fee	\$550.00	\$0.00
Totals:	\$550.00	\$0.00
Amount Payable Online:	\$550.00	
Total Amount Owing:	\$550.00	

Make Payment

Enter Payment Information

Fill out the applicable fields and provide a valid debit or credit card to continue with payment. Selecting “Continue” will take you to the next step in the payment process.

Note

This is the payment processing site. The Town of East Gwillimbury does not collect or store credit or debit card information.

Enter Payment Information

All fields are required unless labeled as optional.

First Name

Middle Name

Optional

Last Name

Daytime Phone Number

Email


Re-Enter email


Re-enter email address

Payment Components

Payment Type	Account Number	Date Due	Payment Amount	Payment Date
Building Permit	181		550.00	<input checked="" type="radio"/> Now <input type="radio"/> Later

Payment Method

 Debit Card

 Credit Card


Paymentus
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Confirm Payment

Upon receipt of a valid credit or debit card, Paymentus will calculate an additional processing fee required by their services. You are now required to authorize payment of the building permit application fee and the Paymentus processing fee.

To do so, click the authorize payment box and then click "Pay \$..." This will process the payment and a receipt will be emailed to the email address you provided. This receipt will also appear on the next page.

Confirm Payment

Payment Method  *****4448

Use this payment method for future payments.

Payments

Payment Type	Account Number	Payment Amount	Paymentus Fee	Payment Date
Building Permit	183	\$550.00	\$12.38	Now (01/18/2023)

Payment Amount \$550.00 + Paymentus Fee \$12.38 = Total Amount \$562.38

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

By clicking the **PAY** button, you agree to the service fee charged by Paymentus to be added to this payment.

Click the **PAY** button to complete your payment.

< Back **Pay \$562.38** Cancel

Paymentus


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Paymentus Receipt

This page verifies payment, provides a confirmation number and allows the user to print a receipt.

Selecting “*Back to home*” will take the user back to the East Gwillimbury Online Building Services home page, where you started.



Payment Receipt

Your payment has been accepted

Confirmation #	60685017
Payment Type	Building Permit
Account #	183
Status	Accepted
Payment Date	Jan 18, 2023 – 1:49:47 PM
Payment Method	Visa *****4448
Payment Amount	\$550.00
Service Fee	\$12.38
Total Amount Charged	\$562.38

[Print](#) [Back to home](#)

Paymentus

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