

This is a high level guide on how to submit permit applications for townhouse blocks using the ePLAN Portal. Detailed instructions on using the ePLAN Portal and Digital Review Software can be found in our [ePLAN Steps to Success](#) online guide.

### DETAILED INFORMATION OF NEW APPLICATION

The type of application will depend on the building height and whether the building contains stacked or non-stacked units.

For townhouse blocks less than 4 storeys in height and containing non-stacked units choose the following settings:

Permit Type:	<i>Housing Permits</i>
Application Type:	<i>Housing</i>
Sub Type:	<i>Townhouse Block</i>
Work Type:	<i>New Building</i>

For townhouse blocks greater than 3 storeys in height or containing stacked units choose the following settings:

Application Group:	<i>Non-Housing Permits</i>
Application Type:	<i>Non-Housing</i>
Sub Type:	<i>Stacked Townhouse Block Or Townhouse Block</i>
Work Type:	<i>New Building</i>

### ADDRESS

Townhouse blocks contain multiple properties. When entering your submission, select the address of the first unit. The Administrator will update the property record during the Pre Application Review.

**Example:** For a block having the address of 1-5 Main Street, search and select the address of 1 Main Street.

### PROJECT DESCRIPTION

When entering the project description describe the number of units, the block name and address.

**Example:** 6 unit townhouse block. 1-5 Main St (Block 1)

### SUBMISSION REQUIREMENTS

The following items must be uploaded for a townhouse block application.

**Note:** where a townhouse block contains the same model for multiple units, the unit drawings / calculations are only required to be uploaded once per townhouse block.

### DRAWINGS

The following items must comply with the Building Standards ePLAN Submission Standards for drawings.

- Site plan – indicate Model and elevation for all units and note where accessory dwelling units are proposed
- Block Plans and Elevations must indicate the proposed layout of each unit. If an optional layout will be constructed it must be indicated on the Block Plans.
- Architectural / Structural unit floor plans are to be prepared on a single sheet and only indicate the actual options / layouts being constructed. Individual unit floor plans are not required if the structural design is included on the Block Plans.
- Individual unit elevations are not required. All information previously provided on individual unit elevations is required to appear on the Block elevations.
- Mechanical drawings (HVAC) for non-stacked townhouse blocks can continue to be submitted for individual units.
- Mechanical package, *including HVAC and plumbing*, for stacked townhouse blocks must be submitted as block plans (similar to an apartment building)

### DOCUMENTS

All townhouse block applications must include the following forms and Declaration Letter:

- Applicable Law Checklist and all associated approval documents
- Schedule 1 (*for all BCIN designers*)
- General Review Commitment form (*where required by the Ontario Building Code*)
- Plumbing Data Form (*for commercial units or townhouse blocks greater than three storeys*)
- Energy Efficiency Design Summary form(s)
- Declaration Letter, prepared and signed by the architectural designer, confirming the total number of dwelling units proposed in the block. Where accessory dwelling units are proposed, the letter must state the number of main dwelling units and the number of accessory dwelling units and include a list of the municipal addresses for the townhouse units containing the accessory dwelling units.

The following items must comply with the Building Standards ePLAN Submission Standards for documents:

- Shop drawings for pre-engineered floor systems. These may be submitted for individual units.
- Shop drawings for prefabricated roof trusses (prepared for the entire block).
- Mechanical calculations (including heat loss / heat gain calculations / duct design, equipment specification, Mechanical Ventilation Design Summary). For non-stacked units, the calculations can be submitted for individual units