



**Hamilton**

Planning and Economic  
Development Department

## Memorandum

**Date:** February 27, 2019

**To:** Chair and Members  
Open for Business Sub-Committee

**From:** Ed VanderWindt  
Director, Building and Chief Building Official  
Planning and Economic Development Department

**Subject:** **2019 ePLANS Launch – Online Building Permit Submissions – Case Study No. 22**

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### BACKGROUND

As part of our ongoing Open for Business initiatives, one of the key initiatives is making greater use of technology to streamline and make more efficient the development approvals process.

### OBSERVATIONS AND ISSUES

The Building Division is very pleased to announce the launch of ePLANS on January 28, 2019. ePLANS is the online building permit application service which allows for the online submission, review and approval of digital design drawings. Over 30 applications have been submitted since the launch and already include various out-of-town applications, and ranges from minor to complicated construction projects.

ePLANS can be accessed at: [www.hamilton.ca/eplans](http://www.hamilton.ca/eplans)

Building permit applicants are now able to submit digital drawings and documents, communicate with staff, track building permit applications, review previously issued building permits, pay permit fees, and retrieve approved building permits and drawings and documents using the online ePLANS service.

Advantages of ePLANS for the applicant:

- Avoiding the line-up and drive to City Hall
- Cost savings to printing of design drawings
- Convenient and 24/7 remote access
- Online access to digital plan reviews and mark-ups

- Online access to approved drawings and building permits
- Online access to management and tracking of building permit applications
- Greater transparency of the building permit application and review process

ePLANS is an optional service available for applicants who do not wish to apply in person at our offices and print out building permit drawings. Paper based submissions will continue to be available and accepted in the normal manner at our office in City Hall.

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