

City of Hamilton
Planning & Economic Development Department
Building Division



Hamilton

ePLANS

Submission Standards



SUBMISSION STANDARDS

PREPARING YOUR ELECTRONIC SUBMISSION

This document provides a guide to prepare your electronic drawing and document files that will be uploaded in ePLANS as part of your building permit application. The electronic files must adhere to the City of Hamilton Building Division submission standards.

These standards allow for consistency, ease of identification and facilitate for an efficient review and approval. Files that do not adhere to these standards will require resubmission and may cause unnecessary delays in your application.

DOCUMENTS / DRAWINGS

The submission standards in this section apply to all files uploaded to ePLANS. There are two categories of files: drawings and documents. Documents include forms, supporting documents, and approval documents.

The following table summarizes the two file categories, examples of each and the folder they must be uploaded to in ePLANS:

| | File Type | Examples | Upload Folder |
|---|--|--|----------------------|
| Drawings | Drawings <i>Design drawings that will be used for the construction of the building. All submitted drawings must be on standardized sized sheets, drawn to scale</i> | <ul style="list-style-type: none"> • Site plan • Key plan • Architectural • Structural • Mechanical • Plumbing • Electrical | Drawings |
| Documents <i>Anything not falling into the Drawing Category</i> | Forms <i>Application forms required by the City of Hamilton.</i> | <ul style="list-style-type: none"> • Applicable Law Checklist • Schedule 1 • Commitment to General Review • Energy Efficiency Design Summary • Disconnection of services | Documents\Forms |
| | Supporting Documents <i>Supporting document files include other files that are required as part of the application submission, but are not drawing files. Generally, these consist of shop drawings, calculations and reports.</i> | <ul style="list-style-type: none"> • Roof truss shop drawings • Floor joist shop drawings • Soils reports • Specifications • Heat loss / heat gain calculations • Energy efficiency calculations | Documents\Supporting |
| | Approval Document <i>Document issued by an external agency and required by Applicable Law identified on the Applicable Law checklist</i> | <ul style="list-style-type: none"> • Site plan approval memorandum • Committee of Adjustment Final and Binding Decision • MTO Building and Land Use Permit | Documents\Approvals |



REQUIRED FILE TYPES

ELECTRONIC/DIGITAL DRAWINGS

1. Each drawing sheet or page must be uploaded as a separate file.
2. Only Vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. Drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter “DWG to PDF.pc3 plotter driver.”
3. All drawings must be flattened into a single layer. We do not need to see layers that clutter the drawings. Layers such as floor finishes that are cross hatched, is an example of such a layer.
4. All drawing text and comments must be in **BLACK** colour.
5. Drawings and resubmitted drawings must be uploaded in the orientation in which the drawing is prepared. For example if the drawing is prepared in landscape orientation then it should be uploaded to eplans in landscape orientation.
6. Low density, Part 9 multi-unit residential (Semi-detached, Non-Stacked Townhouses)
 - a) Block Plans and Elevations must indicate the proposed layout of each unit. Optional layouts must be shown on the submitted block plans.
 - b) Architectural and Structural unit floor plans are to be submitted on a single sheet only and only indicate the options / layouts being constructed for the specific permit.
 - c) Individual unit floor plans are not required if the structural design is included on the Block Plans.
 - d) Individual unit elevations are not permitted.
 - e) Mechanical drawings (HVAC) for non-stacked townhouse blocks are permitted for individual units.
 - f) All information should be reflected on the block elevations.
7. ***Do not*** version or rename files when uploading resubmitted files.

DOCUMENTS

1. Each document shall be uploaded as a separate file.
2. Roof truss and floor joist shop drawings must be submitted as a vector based PDF package. All other supporting files may be in the following formats: PDF, TIF, TIFF, JPG, PNG, IMG, or BMP.
3. Submit searchable PDF files for calculations, specifications, reports and other supporting documentation (non-drawing files).
4. Documents must be oriented in PORTRAIT.
5. ***Do not*** version or rename files when uploading resubmitted files.



FILE NAMING STANDARDS

The file naming convention in this Standard must be used when submitting your digital drawings. Drawings that do not adhere to these standards will be rejected and require resubmission before the permit application will be accepted by the City of Hamilton.

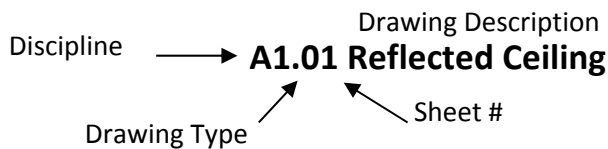
File names for drawings submitted through ePLANS Review should include the first character(s) of the discipline name, followed by a 1 digit drawing number and 2 digit sheet or page number, e.g. A1.02 – East Elevations. File names for both drawings and documents shall remain the same for all submittals.

Do not insert a version number or rename files when uploading resubmitted files. ePLANS automatically controls versioning.

- **Discipline** – First character(s) in the file name represents the discipline for the design drawings illustrate. House and Townhouse drawings may incorporate multiple disciplines into the architectural drawings.
- **Drawing Type** – Following the discipline code, the drawing type must be one of the six numbers associated with the defined categories of Cover Sheet/Notes, Floor Plans, Elevations, Details, Sections, or Additional Drawings. Examples have been provided to assist you.
- **Sheet Number** – Following a decimal point, the sheet or page number is represented by two digits with a leading zero.
- **Drawing Description** – Including a drawing description is not a mandatory requirement for the file name. You may use whatever description in the balance of the file name. Adding a drawing description or sheet name assists plans examination staff to quickly navigate and identify your drawing submissions, and further aid in the plan review process.

FILE NAMING STANDARD

Electronic/digital drawings are to be submitted using the following file naming convention..



Please see the following pages for examples of file names based on the different disciplines of drawings.



| Discipline | Drawing Type | Syntax | Example |
|----------------------------------|---------------------|--------|---|
| Architectural | Cover Sheet/Notes | A0 | A0.01 Cover Sheet, A0.02 General Notes |
| | Floor Plans | A1 | A1.01 Floor Plan - Basement to 7 Floors, A1.02 Reflected Ceiling Plan |
| | Elevations | A2 | A2.01 Elevations, A2.02 Elevation - North |
| | Details | A3 | A3.01, A3.02, A3.03 Details |
| | Sections | A4 | A4.01, A4.02, A4.03 Sections |
| | Additional Drawings | A5 | A5.01 Travel Distances, A5.02 Hoarding Plan, A5.03 Fire Safety Plan |
| Electrical | Cover Sheet/Notes | E0 | E0.01 Cover Sheet, E0.02 General Notes |
| | Floor Plans | E1 | E1.01 Floor Plan, A1.02 Reflected Ceiling Plan |
| | Elevations | E2 | E2.01, E2.02, E2.03 Elevation |
| | Details | E3 | E3.01, E3.02, E3.03 Details |
| | Sections | E4 | E4.01, E4.02, E4.03 Sections |
| | Additional Drawings | E5 | E5.01 Hardware Schedule, E5.02 Electromagnetic Locks |
| Foundations/ Footings | Cover Sheet/Notes | F0 | F0.01 Cover Sheet, F0.02 General Notes |
| | Floor Plans | F1 | F1.01 Footing Layout |
| | Elevations | F2 | F2.01, F2.02, F2.03 Elevation |
| | Details | F3 | F3.01, F3.02, F3.03 Details |
| | Sections | F4 | F4.01, F4.02, F4.03 Sections |
| | Additional Drawings | F5 | F5.01 Shoring Plan, F5.02 Excavation, F5.03 Schedules |
| Interior Design | Cover Sheet/Notes | ID0 | ID0.01 Cover Sheet, ID0.02 General Notes |
| | Floor Plans | ID1 | ID1.01, ID1.02, ID1.03 Floor Plans |
| | Elevations | ID2 | ID2.01 Elevations, ID2.02 Elevation - North |
| | Details | ID3 | ID3.01, ID3.02, ID3.03 Details |
| | Sections | ID4 | ID4.01, ID4.02, ID4.03 Sections |
| | Additional Drawings | ID5 | ID5.01, ID5.02, ID5.03 Additional Drawings |
| Mechanical/ HVAC | Cover Sheet/Notes | M0 | M0.01 Cover Sheet, M0.02 General Notes |
| | Floor Plans | M1 | M1.01 Floor Plan, M1.02 Reflected Ceiling Plan |
| | Elevations | M2 | M2.01 Elevations, M2.02 Elevation - North |
| | Details | M3 | M3.01, M3.02, M3.03 Details |
| | Sections | M4 | M4.01, M4.02, M4.03 Sections |
| | Fire Protection | M5 | M5.01 Sprinkler Plan, M5.01 Standpipe Plan |
| | Additional Drawings | M6 | M6.01, M6.02, M6.03 Additional Drawings |



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|-------------------|---------------------|-----|---|
| Plumbing | Cover Sheet/Notes | P0 | P0.01 Cover Sheet, P0.02 General Notes |
| | Floor Plans | P1 | P1.01, P1.02, P1.03 Floor Plans |
| | Elevations | P2 | P2.01 Elevations, P2.02 Elevation - North |
| | Details | P3 | P3.01, P3.02, P3.03 Details |
| | Sections | P4 | P4.01, P4.02, P4.03 Sections |
| | Additional Drawings | P5 | P5.01, P5.02, P5.03 Additional Drawings |
| Site Plan | Cover Sheet/Notes | SP0 | SP0.01 Cover Sheet, SP0.02 General Notes |
| | Plan Views | SP1 | SP1.01 Site Plan, SP1.02 Fire Access Route |
| | Elevations | SP2 | SP2.01 Elevations, SP2.02 Elevation - North |
| | Details | SP3 | SP3.01 Gateway Detail |
| | Additional Drawings | SP4 | SP4.01 Landscaping, SP4.02 Grading, SP4.03 Survey |
| Structural | Cover Sheet/Notes | S0 | S0.01 Cover Sheet, S0.02 General Notes |
| | Framing Plans | S1 | S1.01 Floor Framing Plan |
| | Elevations | S2 | S2.01 Elevations, S2.02 Elevation |
| | Details | S3 | S3.01, S3.02, S3.03 Details |
| | Sections | S4 | S4.01, S4.02, S4.03 Sections |
| | Additional Drawings | S5 | S5.01 Shear Wall, S5.02 Schedules |

EXEMPTIONS FROM SUBMISSION STANDARDS

In some cases, an exemption from the one of the Submission Standards criteria may be requested on a project by project basis. Written approval must be obtained from the Manager, Plans Review or designate. This approval is required to be uploaded with the submitted drawings and documents.