

**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
<b>Drawings</b>	<b>Drawings</b> <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"> <li>• Site plan</li> <li>• Key plan</li> <li>• Architectural</li> <li>• Structural</li> <li>• Mechanical</li> <li>• Plumbing</li> <li>• Electrical</li> </ul>	Drawings
<b>Documents</b> <i>Anything not falling into the Drawing Category</i>	<b>Forms</b> <i>Application forms required by the City of Hamilton.</i>	<ul style="list-style-type: none"> <li>• Applicable Law Checklist</li> <li>• Schedule 1</li> <li>• Commitment to General Review</li> <li>• Energy Efficiency Design Summary</li> <li>• Disconnection of services</li> </ul>	Documents\Forms
	<b>Supporting Documents</b> <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"> <li>• Roof truss shop drawings</li> <li>• Floor joist shop drawings</li> <li>• Soils reports</li> <li>• Specifications</li> <li>• Heat loss / heat gain calculations</li> <li>• Energy efficiency calculations</li> </ul>	Documents\Supporting
	<b>Approval Document</b> <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"> <li>• Site plan approval memorandum</li> <li>• Committee of Adjustment Final and Binding Decision</li> <li>• MTO Building and Land Use Permit</li> </ul>	Documents\Approvals



## REQUIRED FILE TYPES

### ELECTRONIC/DIGITAL DRAWINGS

1. Each drawing sheet or page shall 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 oriented in LANDSCAPE.
6. Fire separation drawings are required to be in **ORANGE** colour.
7. 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.
8. *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, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, 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.*

### RESERVED AREA

All electronic/digital drawings and supporting documents are required to be submitted with a reserved area at the top right corner for the City of Hamilton’s electronic approval stamps. The reserved area must be completely blank with the dimensions of 2” wide by 3” in height area.



The approval stamps are not transparent and may be applied over the base drawing.

### MARK-UP NAME AND COLOUR STANDARDS

Standard mark-up names and colours will be used for each reviewing discipline for easy identification. A mark-up can have one or more “change marks.” Change marks are created to quickly identify a mark-up and associated comments.

Discipline	Mark-Up Colour
Administration	Green
Architectural	Red
Electrical	Yellow
Plans Examination (Low Density Residential)	Red
Plumbing	Brown
Mechanical/ HVAC	Pink
Structural	Cyan Blue
Zoning	Royal Blue

### 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.

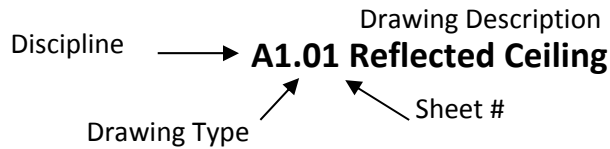
***Do not insert a version number or rename files when uploading resubmitted files. ePLANS automatically controls versioning.***

- **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..



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



<b>Plumbing</b>	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
<b>Site Plan</b>	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
<b>Structural</b>	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.