

## Applicant Electronic Submission Requirements:

1. Come to the front counter to pay fees and provide the following documents to get your access code:
  - a) Building Permit Application form;
  - b) Application deposit; and
  - c) Schedule 2, and Schedule 3 if applicable.
2. Open up a **'MyCity Account'** (see attachment and instructions that follow, Page 2, No. I).
3. Upload all items from the attached Building Permit Application Checklist. Note that the entire checklist will be reviewed. Pay particular attention to the following plans, which must be electronically produced, digitally signed and authenticated vector-based PDF files. Each plan sheet must be submitted as a **separate** pdf file.
  - a) Structural plans – from Structural Engineer
  - b) Lot grading – from Surveyor;
  - c) Pump drawings (if required) – from Plumbing / Mechanical Engineer; and
  - d) Schedule B – from Engineers (all 4 pages may be submitted as one pdf file).
4. Separate vector-based PDF files of the following documents:
  - a) Truss layout – from Structural Engineer;
  - b) Architectural plans – from Architect or Designer; and
  - c) Insurance from each Engineer.

## Applicant System Requirements

1. Internet Browser:
  - a) Internet Explorer 11 or higher for Windows; and
  - b) Mozilla Firefox 38 or higher for Windows.

*Other browsers are now compatible at this point.*

***You may have to install Microsoft Silverlight.***

***Be sure to close all browser sessions and Windows before restarting your computer.***

### PLEASE NOTE:

- ***Applications cannot be processed until ALL required information is uploaded. Incomplete applications will be rejected.***
- ***North Delta Applicants are required to submit a Development Permit application concurrently with a Building Permit application. They must submit a **Form A**, signed by all owners, and payment for both the Development Permit application fees and Building Permit application fees.***



# Electronic Plan Submission (ePlan) Applicant Procedures for Building Permits

Delta

## I. Sign Up for a MyCity Account

1. **Navigate** to – [www.delta.ca/mycity](http://www.delta.ca/mycity).
2. **Click** on “**Register Now**” and fill out the registration form. Please use the same email address that you provided when you personally submitted your plan application at Municipal Hall.
3. **Click** on the “**Register**” button to proceed/submit your registration.
4. You will receive an email from Delta which you need to **confirm** to finalize your MyCity registration.
5. **Logon** to MyCity – [www.delta.ca/mycity](http://www.delta.ca/mycity).

The screenshot shows the 'Registration' page of the Delta myCity online service centre. The page title is 'Delta myCity online service centre' and the sub-header is 'Registration'. Below the header, it says 'Complete this form to register a MyAccounts profile'. The form includes fields for 'Email address', 'First Name', 'Last Name', 'Phone (10 digits)', 'Password', and 'Confirm Password'. There is also a 'Choose Your Security Question' dropdown menu and a 'Security Answer' field. A note indicates that the asterisk (\*) denotes a required field. At the bottom of the form, there are 'Register' and 'Return to Login' buttons. The footer contains the text 'Visit Delta.ca | Terms of Use & Disclaimer' and 'Copyright © 2015 The Corporation of Delta. All rights reserved.'

## II. Register Your Permit Application to MyCity

1. **Logon** to MyCity – [www.delta.ca/mycity](http://www.delta.ca/mycity).
2. **Click** on “**Register Accounts**”.
3. **Select** “**Application**” from the dropdown list.
4. **Enter** the application number (provided to you by the Application Centre Technician (ACT) who received your application at Municipal Hall).
5. **Enter** the access code (provided to you by the ACT who received your application at Municipal Hall).
6. **Click** on the “**Register**” button.

The screenshot shows the 'Register Accounts' page of the Delta myCity online service centre. The page title is 'Delta myCity online service centre' and the sub-header is 'Register Accounts'. The page includes a navigation menu on the left with options like 'Accounts', 'Register Accounts', 'Profile', and 'Log Out'. The main content area has a 'Register Accounts' section with a dropdown menu for 'Account Type', an 'Account Number' field, and an 'Access Code' field. A 'Register' button is located below these fields. A 'QUESTIONST' section is visible on the left side of the page. The footer contains the text 'Visit Delta.ca | Terms of Use & Disclaimer' and 'Copyright © 2015 The Corporation of Delta. All rights reserved.'

## III. View/Submit Plans for Review through ePlan Application Portal

1. **Logon** to MyCity – [www.delta.ca/mycity](http://www.delta.ca/mycity).
2. **Click** on the account you wish to view/submit plans. If the account you are looking for is not available, please follow above procedure on how to [Register Your Permit Application Account Number to MyCity](#).
3. **Click** on the “**View/Submit Plans**” button. This will take you to the Plan Documents section of the ePlan portal.
4. **Click** on “**Browse**” and navigate to the location of your plans/documents.
5. **Select** the plans/documents you wish to upload for review.
6. **Click** “**Open**” to view and name your selected plans / documents for upload.

The screenshot shows the 'Permit' page of the Delta myCity online service centre. The page title is 'Delta myCity online service centre' and the sub-header is 'Permit'. The page includes a navigation menu on the left with options like 'Folder', 'Charges', 'Properties', 'People', 'Conditions', 'Tasks', and 'Inspection Dependencies'. The main content area has a 'Permit' section with a 'View/Submit Plans' button. Below this, there is a 'Folder' section with a 'Browse' button. The 'Permit' section displays the following information: 'Application Number: BPG11225', 'Type: RESIDENTIAL-SPD - NORTH', 'Subject: To construct a new single family dwelling', and 'Status: APPROVED'. The 'Folder' section displays the following information: 'Application Date: Mar 03, 2015', 'Approved Date: Mar 03, 2015', 'Issued Date: Mar 03, 2015', 'Expires: Mar 03, 2015', and 'Completed: Mar 03, 2015'. The footer contains the text 'Visit Delta.ca | Terms of Use & Disclaimer' and 'Copyright © 2015 The Corporation of Delta. All rights reserved.'

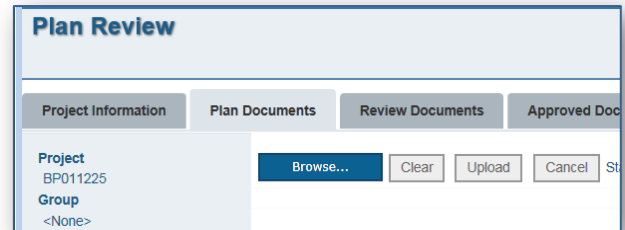


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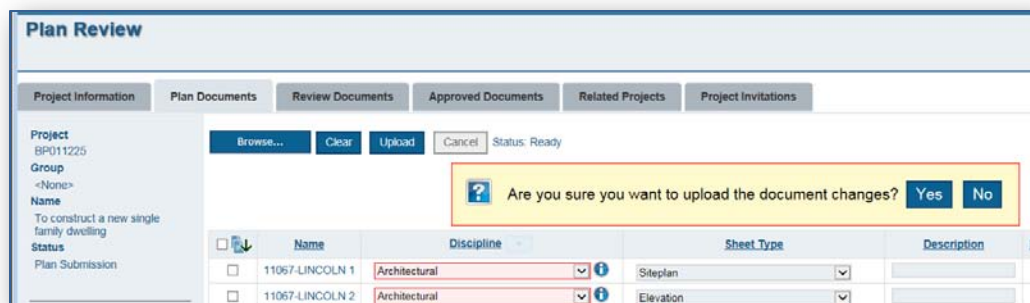
# Electronic Plan Submission (ePlan) Applicant Procedures for Building Permits

Delta

**Note:** This is to ensure that you are uploading the correct and most up-to-date version of your plans/documents as well as choosing the type of discipline and sheet type for each document. Please refer to Illustration 1 (end of this document) for the discipline types and sheet types available.



7. Name your documents. Choose the discipline type and sheet type for each document from the drop down menus. You may add a "Description" if you would like to add more detail. **USE LETTERS AND NUMBERS ONLY – NO SPECIAL CHARACTERS CAN BE USED, such as #<>\$%!&\*"{}()?'"/:\@.**
8. Once all of your documents are named, you can **click** on the **"Upload"** button then select **"Yes"** to continue.



Name	Discipline	Sheet Type	Description
11057-LINCOLN 1	Architectural	Siteplan	
11057-LINCOLN 2	Architectural	Elevation	

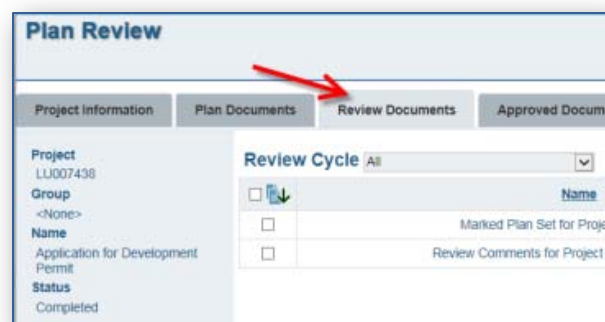
9. At this stage, you have the option to remove/replace any of the documents. Once you are satisfied that all required documents have been uploaded, **click** the **"Submit for Review"** button to initiate the start of the review process. You will receive an email notification when your application is being actively reviewed. The ePlan portal's upload document function will be inaccessible while your application is being reviewed.

**NOTE:** *Please do not click on the 'Submit for Review Button' unless you are certain that all required documents are included on your list of uploaded documents.*

## IV. Rejection of Application

An email notification will be sent to you if your application is rejected. Details of the rejection, along with comments of the rejected plans, will be available from the ePlan portal. To view and/or download these documents:

1. **Logon** to MyCity – [www.delta.ca/mycity](http://www.delta.ca/mycity).
2. **Select** the appropriate application account.
3. **Click** on the **"View/Submit Plans"** button.
4. **Click** on **"Review Documents"** tab.



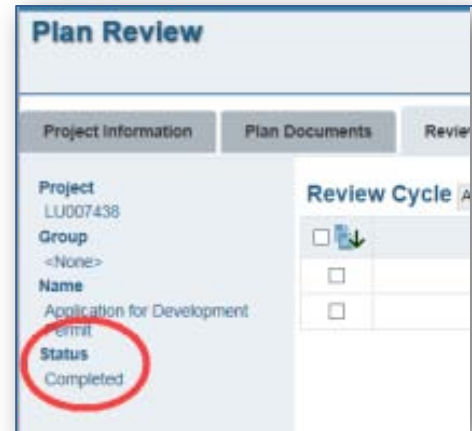
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## V. Re-Submission of Plans

An email notification will be sent to you when a re-submission is required to fulfill requirements, or when you decide to modify your existing application. When this occurs, the ePlan portal’s upload document function re-opens for you to upload these documents. Follow the steps [View/Submit Plans for Review](#) (above) to upload requirements and/or modified plans. **Please ensure you use the original drawing(s) to make your revisions; and upload the original drawing(s), with the changes, in your re-submission.**

## VI. Approval of Your Application

You will receive an email notification when your permit application review is approved. The application status area of your ePlan portal will show “Completed”. Once you receive this approval, please wait for a Delta Folder Manager to contact you and provide you with details of the fees associated with your application, along with instructions on how to pick-up your approved plan sets.



### Illustration 1 – Document Disciplines and Sheet Types

Name your documents from the list of Disciplines and Sheet Types below:

Disciplines	Sheet Types
Architectural	Cover Sheet
Civil	Cross Section
Electrical	Detail Sheet
Fire Protection	Elevation
General	Floor Plan
Geotechnical	Legal Survey BCLS
Landscape	Off-Site Sewer
Mechanical	Off-Site Water
Plumbing	Other
Structural	Plumbing
Land Surveyor	Report
BCLS	Sewer-Septic
Reports	SitePlan
	SitePlan Partial
	SitePlan/Grading
	Structural
	Truss Layout

