

Building Guide – Digital Permit Submission

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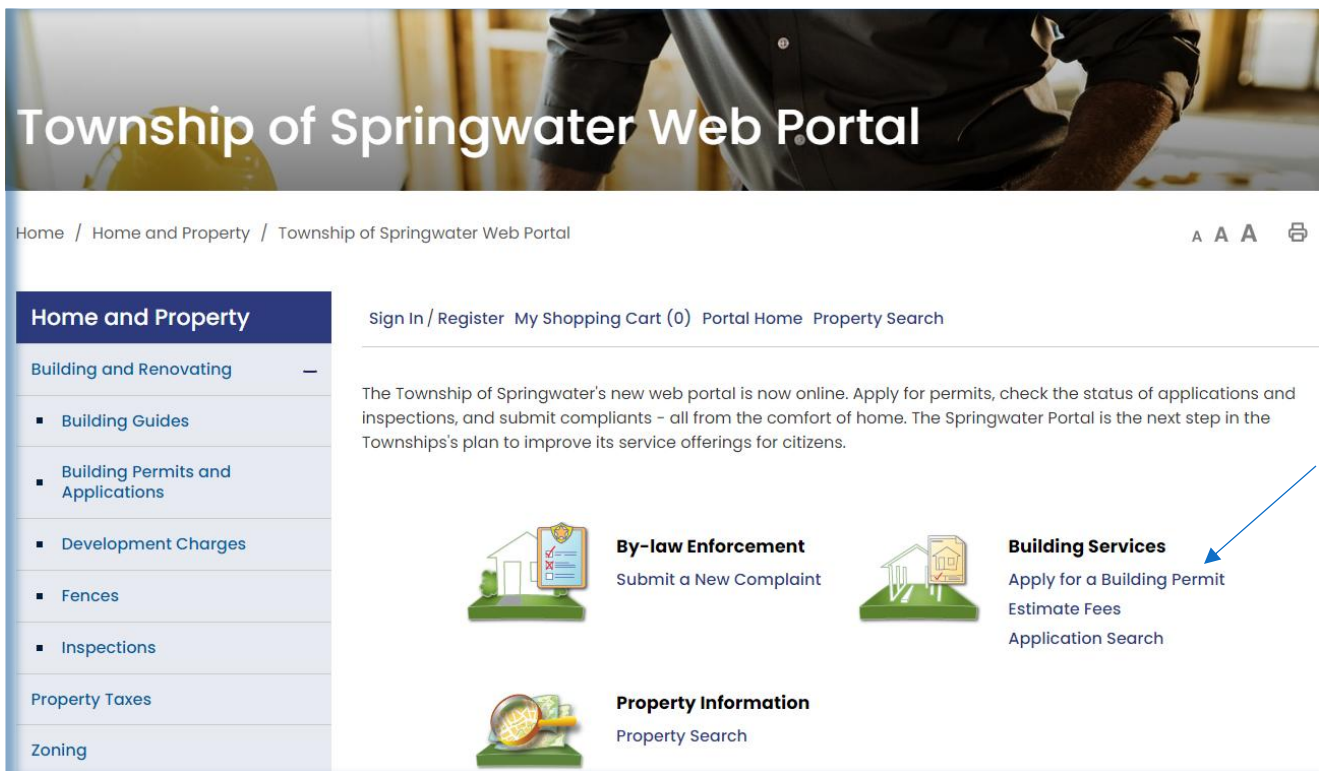
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General Information:

Welcome to the online permit submission. Building Services now prefers to accept all permits digitally.

To help you with this process, we have developed the following instructions.

1. Please make sure that your documents are signed as required. Save and identify each document separately. To make this process quick and easy, we suggest using the following naming convention:
 - Name of your document – project address. Here are some examples:
 - Application – project address
 - Drawings – project address
 - Ownership/Authorization – project address
 - Site Plan – project address
 - HVAC or Mechanical – project address, etc.
2. When you are ready to submit your permit, you can do so through our web portal.
 - Go to our [Web Portal](#).



DIGITAL PERMIT SUBMISSION GUIDE

- Select “Apply for a Building Permit” under Building Services to open the Login screen.

The screenshot shows the Township of Springwater Web Portal. The header includes the title "Township of Springwater Web Portal" and navigation links: Home, Home and Property, Township of Springwater Web Portal. There are also accessibility icons (A A A) and a refresh icon. A sidebar on the left lists "Home and Property" categories: Building and Renovating (expanded), Building Guides, Building Permits and Applications, Development Charges, Fences, Inspections, Property Taxes, Zoning, and Water and Sewer. The main content area has a "Sign In / Register My Shopping Cart (0) Portal Home Property Search" header. Below this is a "Welcome to the Township of Springwater Web Portal" message, followed by a paragraph explaining account benefits. The "Sign In" section contains fields for "Email Address:*" and "Password:*", a "Forgot your password?" link, and a "Login" button. The "Register a New Account" section has a link to "Register" and a note: "If you do not have an account, please click on Register to create one."

- Complete the [Sign In](#) information if you already have a portal account. If you do not, you will need to click on [Register](#) to create an account.
 - You will start to fill in the information as it pertains to your project.

The screenshot shows the "Permit Application - Description and Type" form. The form ID is "TMPPR20230000187". A note states: "Required information is indicated with an asterisk (*)." The form has three main sections: 1. "Choose the application type:*" (dropdown), "Please categorize the nature of the work being done:*" (dropdown), and "Please describe the work being done:*" (text area with a "Limit 4000 characters" note). 2. "Application Details" section with "Building Use:*" (dropdown), "Number of Stories:" (text input), and "Number of Units:" (text input). 3. "Estimated Construction Cost" section with "Total Valuation:*" (text input showing "\$0.00"). At the bottom are three buttons: "Cancel", "Next Step: Permit Type", and "Save this Application for Later".

DIGITAL PERMIT SUBMISSION GUIDE

3. A lot of the information you will be entering will be the same as what you have entered on the application form, but it is not an application form so please be sure to include the application form for your project in the attachments. All our [application forms](#) are available on our website.
4. You can save your application as a draft while you are working on it and come back to complete it later. You would click “Save this Application for Later”. An email will be sent to you with a link to your application. When you are ready, click on the link and it will take you back into your application.
5. Before clicking the “Submit” button, be sure to answer this last question.

By submitting this form you hereby certify that you have read and examined this permit and know the same to be true and correct. All provision of laws governing this type of work will be compiled with whether specified herein or not. The granting of this permit does not presume or give authority to violated or cancel the provision of any applicable federal, provincial or municipal regulations. Personal information contained in this submission is collected under the authority of the Building Code Act.

Do you agree?:*

If you miss it and press submit, your application will be cancelled.

6. Watch for the confirmation message that will include your building permit application number (it may take a moment or two). For example, it could be: PRDK20260999. In this example, PR means Permit, DK means Deck, 2026 is the year of submission and 0999 is the number of your permit.

Most building permit applications will be reviewed within 10 business days. You will be notified by a Building Services team member if there are any outstanding documents required to complete the review of the permit application, if there are any clarification or corrections needed to comply with regulations, and once your application is ready for issuance. An invoice will be sent by email to the applicant for permit fees following the completion of the review of the permit application. Once payment is received the Building Permit card and approved permit documents will be issued to the applicant.

Construction is not permitted until your permit has been issued.

Please contact Building Services if you have not received any response to your application following the 10th business day.