

# Fast Trac Permit

Every Thursday, from 1:30 pm – 3:30 pm, only 2 applications per customer can be submitted. Documents must be submitted as a completed permit package.

If approved, we will process and issue your permit card.

The applicant will be responsible for uploading all the documents into Electronic Plan Review if corrections are necessary, and the permit will go through the regular plan review process. Or you may choose the option of bringing back the entire permit package the following walk-through permit day.

## Documentation Required:

- [Building Permit Application](#)
- [Notice of Commencement](#) - If required
- Contractor credentials need to be updated ahead of pulling permit
- Any specifications / plans and all supporting documents for the permits below must be 8 1/2 x 11 size paper only

## Permit types excepted for Fast Trac Permitting Process:

### Plumbing - Residential ONLY

- Water heater – must be like for like

### Mechanical - Residential ONLY

- A/C Change out – like for like