

1. The Applicant confirms that the application will be full-stream.
2. The Applicant performs the necessary circulations / notifications for full-stream applications and ensures the submission meets the City's drawing requirements.
3. The Applicant uses CADD software to export the drawing in PDF format. All sheets of the drawing are to be exported as a **single PDF file**. It is not acceptable to scan hard copies or to produce PDFs from non-CADD software using a PDF print driver such as CutePDF. PDFs should be "unlocked" so that comments and approval stamp can be added by the City.
4. The Applicant scans or prints in PDF format the application form as a **single PDF file**.
5. The Applicant scans or prints in PDF format the sign-offs, circulations, and any other documents as a **single PDF file**.
6. The Applicant sends the three PDFs via email with the subject line "Electronic Submission – Project XXXX", using the Applicant's project number, to Transportation (fsutcuts@toronto.ca)
Concurrently with the email, the Applicant delivers a single hard copy package to Transportation Services with a short note to indicate that this application has been emailed as an electronic submission.
7. Where files are too large to attach to emails, the Applicant will email a link to download the application file from an FTP site. Where the Applicant does not have access to such a service and must split up the submission, multiple emails should be numbered as "X of X" in the subject line.
8. Transportation enters the application into RACS and reviews the drawing, then sends an email with the RACS numbers and comments to the Applicant and to ECS (utilrev@toronto.ca)
9. The Applicant may choose to act on any comments from Transportation or wait for the complete consolidated comments from ECS.
10. ECS will wait for any missing cheque(s) from Applicant without a pre-loaded account before the review starts. The review start date begins once we receive the cheque(s).
11. ECS reviews the application electronically, and then emails the Applicant with comments for resubmission.
12. The Applicant works with ECS to make any required revisions to the drawing and submit any missing documents.
13. Once the application is complete and the drawing is finalized, ECS stamps the drawing electronically and prepares the internal memorandum to Transportation as a PDF.
14. ECS emails the internal memorandum and final stamped drawings to Transportation (fsutcuts@toronto.ca) and copies Applicant, Transportation (dchrist@toronto.ca) and ECS (utilrev@toronto.ca)
15. Transportation prepares the permit electronically as a PDF and emails it, along with the drawing, to the Applicant, Transportation Road Operations, ECS Construction Inspection Unit and ECS Utility Mapping.