

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 (including blanket sign-offs), circulations, communications regarding capital projects coordination/ conflict resolution and any other documents as a **single PDF file**.
6. The Applicant scans or prints in PDF format any notification and/or concurrence letter provided to the resident/business as a requirement of the application process as a **single PDF file**.
7. The Applicant sends the PDFs via a single email with the subject line "Electronic Submission – Project XXXX", using the Applicant's project number, to Transportation Services, Utility Cut Permit (fsutcuts@toronto.ca)
8. Where files are too large (25MB capacity) to attach to one email, the Applicant must split up the submission, multiple emails should be numbered as "X of X" in the subject line.
9. Utility Cut Permit enters the application into RACS and reviews the drawing, then sends an email with the RACS numbers and comments to the Applicant and to Utility Review (utilrev@toronto.ca)
10. The Applicant may choose to act on any comments from Utility Cut Permit or wait for the complete consolidated comments from Utility Review.
11. Utility Review will wait for any missing cheque(s) from Applicant without a pre-loaded account before the review is completed and permit issued.
12. Utility Review will review the application electronically, and then email the Applicant with comments for resubmission.
13. The Applicant works with Utility Review to make any required revisions to the drawing and submit any missing documents.
14. Once the application is complete and the drawing is finalized, Utility Review stamps the drawing electronically and prepares the internal memorandum to Utility Cut Permit as a PDF.
15. Utility Review emails the internal memorandum and final stamped drawings to Utility Cut Permit (fsutcuts@toronto.ca) and copies Applicant, and Utility Review (utilrev@toronto.ca)
16. Utility Cut Permit prepares the permit electronically as a PDF and emails it, along with the drawing, to the Applicant, ECS Construction Inspection Unit and ECS Utility Mapping.