
Full-Stream Electronic Submission Process

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 stamps 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 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 application and drawing, then sends an email with the RACS numbers and comments to the Applicant and Utility Review (utilrev@toronto.ca) group.
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.
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.

Full Stream Permit – Red Line Change Process

1. The contractor contacts the utility company and City Inspector to attend the site.
2. Utility Company determines whether it is best to request a line change or to daylight the potential conflict to see if there is truly a problem.
3. If a line change is required, the Utility Company consults with the City Inspector in the field about the best course of action then prepares redlined drawing. Drawing should show the conflict that caused the change, basic offsets/clearances, and a note if the work location is moving from the boulevard to the roadway or vice versa.
4. Utility company emails the redlined drawing, along with the information indicated on the Redline Submission Form, to Utility Review UtilityLineChange@toronto.ca and copied to the Inspector.
 - The subject line of the email shall be: **Line Change - City Permit #- Street Name**
 - A picture of the redline may be taken in the field - as long as the quality is sufficient and all information is legible.
 - The information from the Redline Submission Form may be contained in the body of the email rather than attaching a separate form.
5. Utility Company proactively pursues email sign-off from other companies whose infrastructure may be encroached upon by the change and forwards them to the Reviewer.
6. Due to line change if any proposed underground or above ground equipment moves from its original approved location to another proposed location then the utility company must obtain a new sign off(s) from the affected property owner(s) and forward the new sign off(s) to reviewer prior to an approval.
7. Reviewer begins review of line change without delay under the assumption that the Utility Company is concurrently pursuing any required sign-off(s).
8. Upon receipt of the required information, the Reviewer provides a response within 48 hours, copying the Inspector and Utility Cut, Transportation Services.
9. If the change is acceptable, the Reviewer stamps the PDF drawing electronically and emails it to the Utility Company, copying the Inspector, Transportation Services, and City Mapping UtilityMapping@toronto.ca
10. The work must proceed after a revised permit has been issued by the Utility Cut, Transportation Services.

Full Stream Line Change – Red Line Submission Form

Project Information:

Utility Company Name:

Contractor Name:

Utility Company Project Name:

Utility Company Project Number:

City Permit Number:

City Inspector Name:

Line Change Information:

Specify and highlight if work is moving from the Boulevard to the Roadway or Vice Versa, if any equipment is relocated or added, mention that:

Pages of Permit Drawing Affected by Line Change:

Description and Rationale for Line Change: