

Oakville Introduces Online Processes

The Town of Oakville [has announced](#) the implementation of a new online processes to allow building and developments to proceed during the COVID-19 disruption. The town's intention in resuming these services online is to give all who need approvals the chance to advance essential projects and prepare non-essential work for when the Ontario government lifts essential business restrictions.

Starting Monday, May 4, 2020, planning, building, engineering, and development applications and permits can be submitted online. This includes plans of subdivision, rezoning and site plans, among others. In addition, most residential building permits can also be submitted electronically.

To submit application forms for these online, please refer to the details below:

- Prepare all your files according to the [Applications Forms and Guidelines](#) page or other noted applications.
- Save files in individual Vector PDF format, unprotected, black and white, single layer and free of comments.
- If including scanned documents, resolution of 1-bit black-and-white 300 dpi is usually acceptable. For plans and drawings with fine lines and detail, 600 dpi resolution is required. Full-colour renderings and photos may be submitted, but only as supplements to a sufficient set of plans.
- Don't forget to complete and sign the application form! Electronic signatures are accepted.
- Name and organize your digital copies according to the [list of naming conventions](#) outlined for the area to which you are sending your application.
- When ready, please send all application files to the corresponding email address with the project address in the subject line:
 - Planning: planningapps@oakville.ca
 - Planning – with pre-consultation: preconsultations@oakville.ca
 - Development Engineering: service@oakville.ca
 - Building Services: buildingrequests@oakville.ca
 - Committee of Adjustment: coarequests@oakville.ca
 - Engineering and Construction: EngConstrequests@oakville.ca
 - Fire Prevention (e.g., fire route applications): fireprevention@oakville.ca
 - Municipal Enforcement (e.g., business licences, sign permits, noise exemptions): service@oakville.ca

Visit the [Electronic Permits and Applications](#) page for full instructions on how to prepare and make submissions.

Larger Industrial Commercial and Institutional (ICI) application submissions will continue by appointment only. A new page on the town's website will provide further information and instructions on how to navigate all the new online intake processes.

As noted in the e-mail below, the town is now entering Phase 3 of their COVID-19 response plan which means staff are planning for recovery by looking at alternate and safe ways to bring back services. The emergency measures put in place by the province, the region and the town to slow the spread of COVID-19 are still in place, but the town is taking measures now to support the community in recovery. As such staff will be reviewing and processing all applications using new digital tools while working remotely and using video teleconferencing software.