

## **BULLETIN #2024 – 01**

July 8th, 2024

### **UPDATED BSH (Builder Subdivision Housing)** **SUBMISSION PROCEDURE**

To efficiently streamline BSH submission/circulation procedure and to minimize unnecessary delays during the building permit review stage, effective **August 1<sup>st</sup>, 2024**, the steps below are to be followed:

#### **Step 1**

Submit Grading and Sitings to the Town of Whitby's *Development Engineering Division* for review and approval.

#### **Step 2**

Upon approval by *Development Engineering Division*, submit the approved Grading and Sitings, along with other applicable drawings and documents, to the *Planning Services Division* for architectural control/zoning approval.

Once reviews are completed by both Divisions, the builder will be contacted to pick up all approved drawings and documents, including the approved Grading and Sitings, so that a successful Building Permit application can be made.

This update will remove unnecessary delays identified in the current internal/external circulation process and will significantly assist the Building Services Division in the review and issuance of building permits in a timely manner.

For infill lots, Engineering's new Grading Servicing and Drainage Permit (GSDP) is required prior to building permit application.

For any questions or inquiries on the new submission process, please contact the respective Divisions:

| <b>DIVISION</b>         | <b>EMAIL</b>   | <b>PHONE</b> |
|-------------------------|--|--------------|
| Development Engineering | <a href="mailto:dev@whitby.ca">dev@whitby.ca</a>           | 905-430-4307 |
| Planning Services       | <a href="mailto:planning@whitby.ca">planning@whitby.ca</a> | 905-430-4306 |
| Building Services       | <a href="mailto:building@whitby.ca">building@whitby.ca</a> | 905-430-4305 |