DIGITAL PLAN SUBMISSION REQUIREMENT
USE OF COLOUR

This advisory provides direction to industry practitioners on the use of colour regarding digital plan submissions.

PURPOSE

The purpose of this advisory is to set out limitations on the use of colour for digital plan submissions to align with improved business procedures for applications, submissions, & permit issuance.

This requirement will ensure efficient service through the City's Land Management Solution (LMS).

DESCRIPTION

To maintain service levels within prescribed timelines for permit processing, Building Code Services restricts submissions to greyscale or black and white formatting.

Permit review staff reserve the use of colour to mark-up and stamp black and white or greyscale drawings distinguishing clear communication to permit holders, stakeholders, and staff on site.

EXCEPTION

Exceptions are permitted for pictures and images on a cover page and colour within a practitioner's title block – all other colour will be restricted unless otherwise stated.