

## **Application/Permit Status Reference Guide**

### *Pending*

When you apply for a permit the status will initially be Pending until our administrative staff has reviewed the application for completeness.

### *Submittals Incomplete*

This status means our administrative staff have reviewed your application submission and it is missing one or more documents. An Incomplete Application Notice is e-mailed to the applicant at the time this review is completed. Once the email has been sent, this notice is available for viewing within your application's Documents & Images section.

<https://www.dufferincounty.ca/wp-content/uploads/2024/03/Portal-Documents-Walkthrough.pdf>

**Note:** If you did not receive this email, check your Junk Mail, the e-mail will come from [donotreply@harriscomputer.com](mailto:donotreply@harriscomputer.com).

### *In Plan Check*

This status means your application is in the review stage. At this stage the County's plans examiner reviews your application to ensure it meets Building Code requirements, and the Municipality's planner reviews your application to ensure it meets zoning, planning, etc. requirements. Once all reviews have been completed and approved, your application will move in to the final stage of review with our Chief Building Official.

You are able to follow the process through your portal account

<https://www.dufferincounty.ca/wp-content/uploads/2024/03/Portal-Review-Walkthrough.pdf>

### *Returned for Correction*

This status means one or more reviews have failed. A Deficiency Notice is issued, and is e-mailed to the applicant. Once the email has been sent, this notice is available for viewing within your application's Documents & Images section.

<https://www.dufferincounty.ca/wp-content/uploads/2024/03/Portal-Documents-Walkthrough.pdf>

**Note:** If you did not receive this email, check your Junk Mail, the e-mail will come from [donotreply@harriscomputer.com](mailto:donotreply@harriscomputer.com).



### *Fee Verification*

This status means that your application has been approved, and our administrative staff are verifying the fees generated for the permit application to ensure they are correct.

### *Ready for Issuance*

This status means the fees are ready to be paid. The applicant will receive an e-mail with the outstanding balance owing. The balance owing can also be viewed through the portal account linked to the application

(<https://www.dufferincounty.ca/wp-content/uploads/2024/06/Portal-Fees-Walkthrough.pdf>).

All fees can be paid online through the portal with exception to Development Charges. Development charges must be paid via Cheque, and can be dropped off or mailed to our office at 30 Centre Street in Orangeville.

**Note:** If you did not receive this email, check your Junk Mail, the e-mail will come from [donotreply@harriscomputer.com](mailto:donotreply@harriscomputer.com)

### *Permit(s) Issued*

This status means our administrative staff has issued the permit and created the job card for your project. An email with the job card is sent to the applicant, and is available for viewing within your application's Documents & Images section, along with the stamped approved plans. These documents should be printed off and left on site.

(<https://www.dufferincounty.ca/wp-content/uploads/2024/03/Portal-Documents-Walkthrough.pdf>)

### *Inspection Verification*

This status means our administrative staff are verifying that are required inspections, for your project, have been correctly added to the permit. If you are unsure which inspections are required for your project, we have inspection lists on our Building Services page for reference

(<https://www.dufferincounty.ca/building-services/inspection-information/>).



*Plan Revision*

This status means a Notice of Change has been started and our administrative staff are verifying the documents uploaded to ensure there are no missing or incomplete documents required for the reviews to take place. A Notice of Change is a revision/change from the original plan that was approved by both the County and the Municipality.

<https://www.dufferincounty.ca/wp-content/uploads/2024/03/Notice-of-Change-Application-Fillable-2021.pdf>