

As the City of Hamilton is closed to the public all applications and resubmissions will need to be submitted in one of two ways:

1. Digitally

For new building permit applications, they can be submitted through our ePlans platform at <https://eplans.hamilton.ca/>

For Planning and Growth Management submissions a copy of the resubmitted documents can be uploaded to the CitySHARE platform. Please contact via email your file reviewer to obtain a personalized link to upload your documents for your file.

2. Paper Submission

For new **building permit applications**, they can be sent via courier, Canada Post or deposited in our secure drop box at the rear doors of City Hall. Please note this is a multi-purpose drop box so please address your parcel to your file reviewer and ensure that it well-sealed in a package or envelope as we cannot guarantee that loose bundles will be delivered. Note it is recommended that the drop box be used for small parcels and that larger parcels sent via courier or Canada Post.

For **Planning and Growth Management** resubmissions documents can be sent by courier or Canada Post. Please ensure that your parcel clearly indicates your file reviewers name. Any hand delivered submissions can utilize our secure drop box at the rear doors of City Hall. Please note this is a multi-purpose drop box so please address your parcel to your file reviewer. Note it is recommended that the drop box be used for small parcels and that larger parcels be sent via courier or Canada Post.

Note: - Where a site plan application will be lapsing between March 16th and April 6th, we will automatically be granting a 30-day extension at no additional fee. This action will continue on a revolving 30-day extension until such time as we resume our normal activities at City Hall.