

Intermunicipal Steering Group for Building Process Innovation

Date: 01.03.2013

Subject: Pilot Launch: Permit Pre-Validation Requirement for Building Applications

In line with strategic modernization objectives and ahead of the national 2018 outsourcing agenda, Municipality B will participate in a **pilot project** requiring applicants to complete specific **technical pre-validations** before submitting a building permit request.

This pilot will begin **March 11, 2013** and run until Q3, after which results will be assessed for broader rollout.

1. What Changes

Applicants must include one or more of the following with their submission:

- A stamped structural safety review by a certified external engineer
- A signed energy performance declaration from an accredited advisor
- A compliance statement with fire safety norms for residential units

Internal review teams will continue to verify the documents but will no longer conduct **first-pass validation** themselves unless discrepancies arise.

2. Application Portal Updates

The online application form will now include a new upload field for “External Pre-Checks”. Staff at the intake desk are expected to route applications with missing files back to the applicant without further processing.

3. Dual Workflow Period

Until April 30, both “traditional” and “pre-validated” submissions will be accepted. From **May 1 onward**, all cases must comply with the pilot standards.

4. Feedback Collection

Case handlers are asked to log any issues or delays related to this policy in the transition feedback form. A review meeting will be held on May 10 to assess adoption challenges.

— Coordinated by:

J. van Pelt

Chair – Innovation Subcommittee

Intermunicipal Steering Group