



CP Seminar: Electronic Plans – Best Practices, Tips & Tricks

November 3, 2022

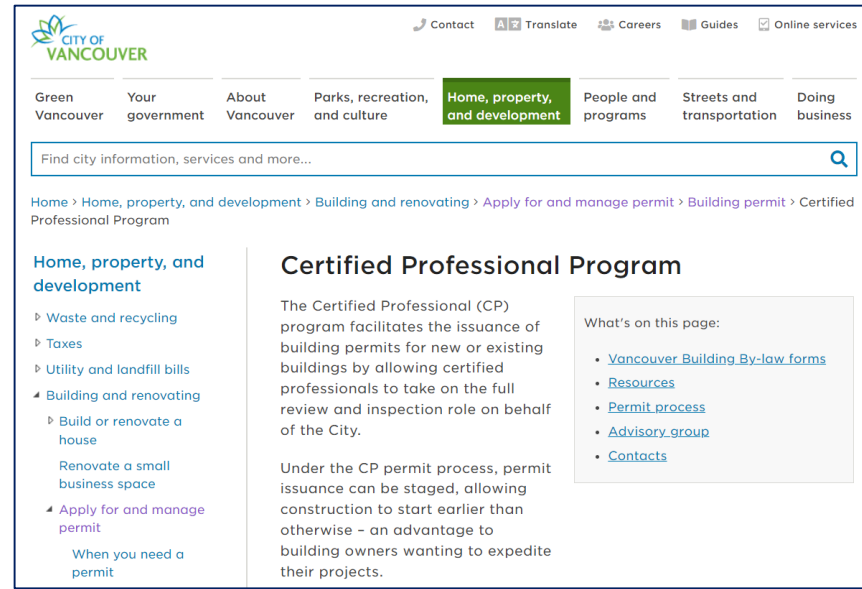
1. Update on Electronic Permit Applications Processes
2. Submitting Electronically – Tips to Prepare Your File
 1. Fundamentals – stamping vs signing
 2. Ensuring documents aren't locked (certification)
 3. Leaving space for City issuance stamp
3. Real Life Scenarios
 1. Submitting multiple documents at once
 2. Digitally signing a document once per individual

1

Updates on Electronic Permit Applications Processes



- From June 2022, CPs can submit new applications or new stage submissions electronically:
 - Staff moved to issue permits electronically
 - The issued permit and approved drawings (including revised drawings), displaying the City accepted stamp, **must be printed and available onsite** as required by the Vancouver Building By-law
 - Final Design Drawings have been accepted electronically from 2021 onwards



The screenshot shows the City of Vancouver website interface. At the top, there is a navigation bar with the City of Vancouver logo and links for Contact, Translate, Careers, Guides, and Online services. Below this is a secondary navigation bar with categories: Green Vancouver, Your government, About Vancouver, Parks, recreation, and culture, Home, property, and development (highlighted in green), People and programs, Streets and transportation, and Doing business. A search bar is located below the navigation bars. The main content area shows a breadcrumb trail: Home > Home, property, and development > Building and renovating > Apply for and manage permit > Building permit > Certified Professional Program. The page title is "Certified Professional Program". The main text describes the CP program, stating that it facilitates the issuance of building permits for new or existing buildings by allowing certified professionals to take on the full review and inspection role on behalf of the City. A sidebar on the left lists various services under "Home, property, and development", including Waste and recycling, Taxes, Utility and landfill bills, Building and renovating (with sub-items for house renovation and business space), and Apply for and manage permit (with a sub-item for when you need a permit). A "What's on this page:" box on the right lists links for Vancouver Building By-law forms, Resources, Permit process, Advisory group, and Contacts.

- Starting in November 2022, post-issuance revisions can be submitted electronically through their online account

The screenshot displays the City of Vancouver online account interface for a Building Permit BP-2020-03417. The permit status is 'Issued'. The 'Next Action' section contains several buttons, with 'Request Amendment' highlighted by a green box. The 'Request Amendment' button is enabled, indicating that post-issuance revisions can be submitted electronically.

Application Date: Nov 2, 2020
Issue Date: Mar 19, 2021
Completed Date:
Expiration Date: Oct 11, 2022

My Reference Number: Hemlock

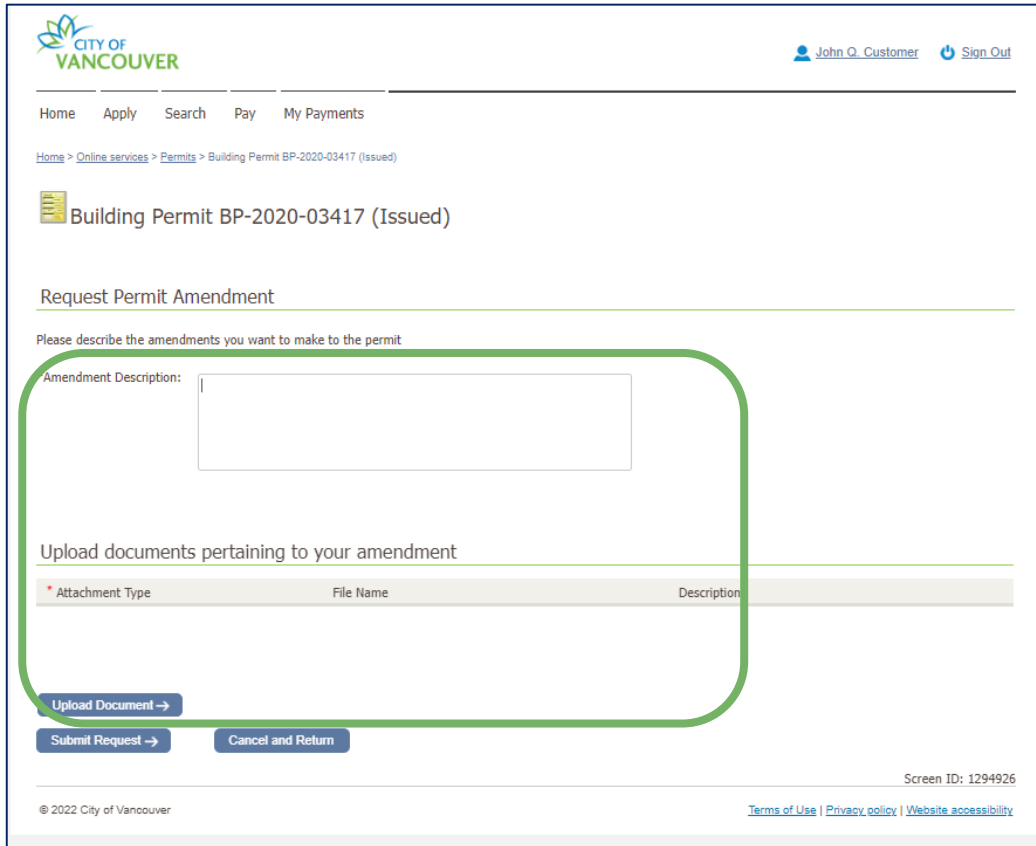
Next Action:


- Pay Fees →
- Request Inspection →
- Provide Plan Review Response →
- Stage Application →
- Request Refund →
- Submit Final Design Drawings →
- Provide Additional Information →
- Request Amendment →
- Provide CP Documents →

Next Action:

- Pay Fees →
- Request Inspection →
- Provide Plan Review Response →
- Stage Application →
- Request Refund →
- Submit Final Design Drawings →
- Provide Additional Information →
- Request Amendment →
- Provide CP Documents →

The “Request Amendment” button is enabled whenever the permit is in “Issued” or “Stage Issued” status



 John Q. Customer [Sign Out](#)

Home Apply Search Pay My Payments

[Home](#) > [Online services](#) > [Permits](#) > Building Permit BP-2020-03417 (Issued)

Building Permit BP-2020-03417 (Issued)

Request Permit Amendment

Please describe the amendments you want to make to the permit

Amendment Description:

Upload documents pertaining to your amendment

* Attachment Type	File Name	Description
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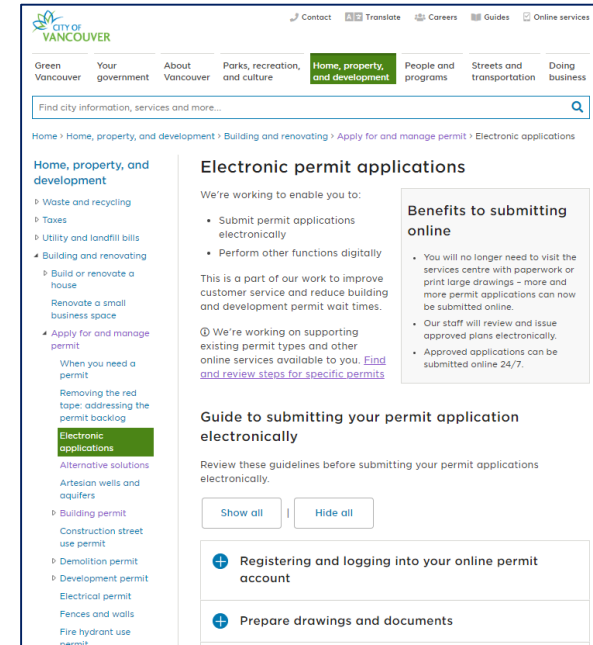
[Upload Document →](#) [Submit Request →](#) [Cancel and Return](#)

Screen ID: 1294926

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Fill in the Amendment Description field and upload documents for your amendment request

- **By the end of 2022**, we expect all Building Permits to be processed electronically in a similar manner
 - Low Density Housing transitioned in early 2022
 - Building Review Branch just went live late Oct
 - No longer necessary to print and drop off paper plans to the City or pick up issued set of paper plans
 - Through their online permit account, applicants can check current status of their applications, upload additional information and files, access their issued permit documents as electronic files, and more



The screenshot shows the City of Vancouver website's navigation menu with 'Home, property, and development' highlighted. Below the menu is a search bar and a breadcrumb trail: 'Home > Home, property, and development > Building and renovating > Apply for and manage permit > Electronic applications'. The main content area is titled 'Electronic permit applications' and lists benefits such as submitting applications electronically and performing functions digitally. It also mentions that the City is working on supporting existing permit types and other online services. A 'Guide to submitting your permit application electronically' section is visible, along with 'Show all' and 'Hide all' buttons. At the bottom, there are two expandable sections: 'Registering and logging into your online permit account' and 'Prepare drawings and documents'.

2

Submitting Electronically – Tips to Prepare Your Files

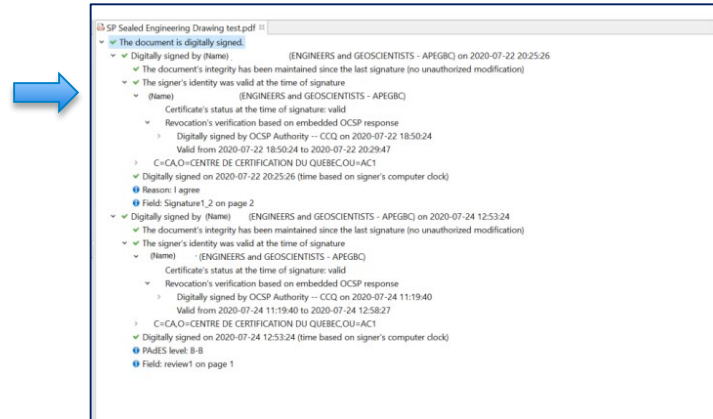
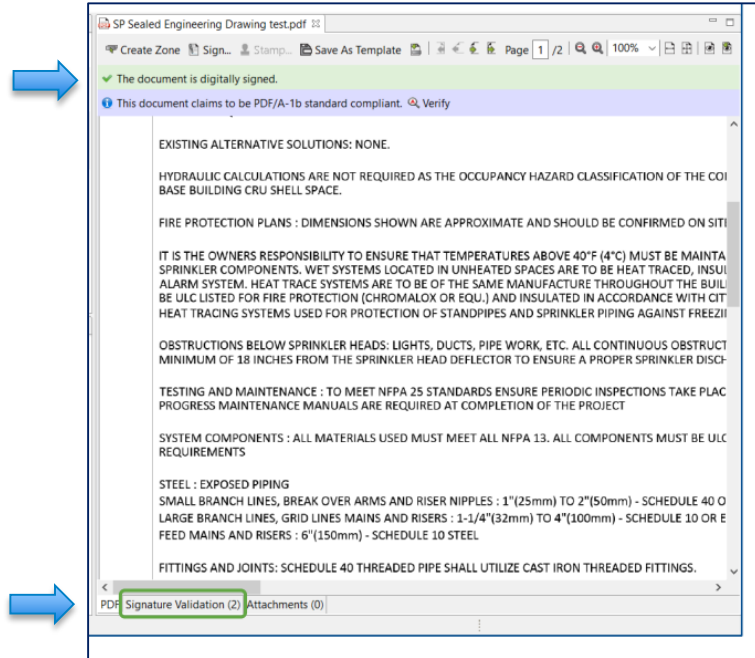


- Stamping a document (i.e., visual markup / annotation)
 - Modifies the content of your document
 - Often used to initial each page of a multi-page document or place images of professional seals
 - Can use software to stamp multiple pages on a document at once (e.g., Bluebeam)
 - Stamping \neq Digitally Signing (some software combine the two features)

- Signing a document
 - Embeds your digital certificate into the document, identifying you as the person who approves its content or takes responsibility of the changes
 - Can use specialized software to digitally sign a document (e.g., ConsignO, Bluebeam, Acrobat)
 - “Certifying” a document creates many limitations, such as preventing City staff from applying subsequent stamps or signatures
 - Signing every page in a multi-page document is redundant and risks “bricking” the file, making it difficult for staff to process (in such cases, stamp every page, but sign only once)

- How to provide multiple professional seals/stamps without invalidating the previous one?
 - Digital signatures are compatible with each other, meaning one can digitally sign a document that has already been digitally signed by someone else
 - This does not “invalidate” previous versions of a digitally signed document (each time a document is signed using a certificate, a signed version of the PDF at that time is saved with the PDF)
 - “Flattening,” “merging” or any other feature that compromises the integrity of the original document will invalidate or remove all previous signatures

• What to look for when verifying digital signatures?



Look for a green band at the top of the document indicating that the digital signature is valid. Click the dropdown arrow for detailed information for each signature

✓ The document is digitally signed.

i This document claims to be PDF/A-1b standard compliant. Verify

- What to look for when verifying digital signatures?
 - Test using ConsignO before sending us documents

▲ The document is digitally signed and all signatures are valid, but with unsigned changes after the last signature.

▲ The signer's identity is not recognized, the certificate used is self-signed

▲ Digitally signed on 2021-02-05 10:40:31 (time certified by Free TSA Server (www.signfiles.com))

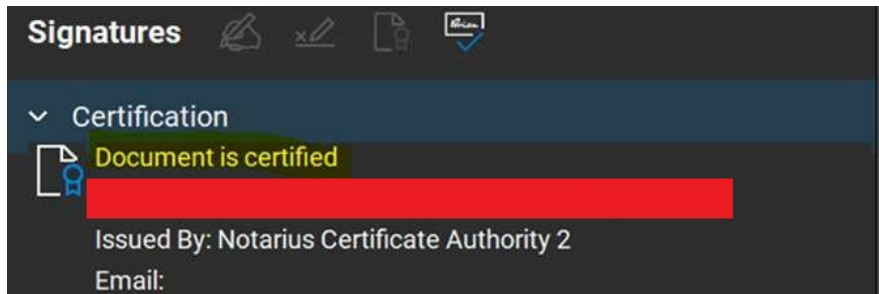
> ▲ Certificate's status at the time of signature: unknown


▼ ▲ The document is digitally signed, but the signature validation cannot be computed.



- Ensure digital signatures applied only once per individual (not on every page)
- Ensure stamps & professional seals appear on every page where applicable; digital signature may be visible or invisible, as the certificate is applied to the document (metadata) itself

Do Not Certify the Documents You Send



 **Certified by** [Redacted]

Only form fill-in, signing and page adding actions are allowed

Signature validity is unknown:

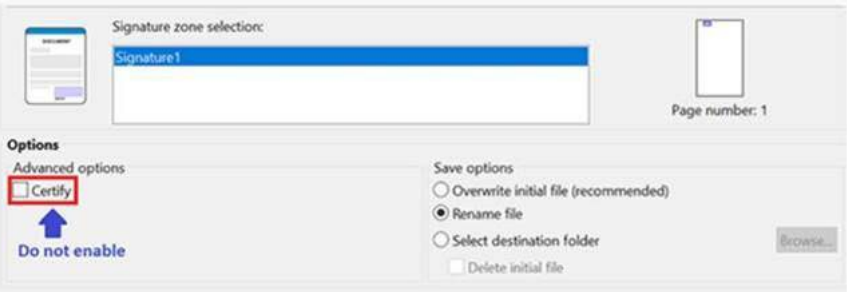
- Document has not been modified since it was certified
- Signer's identity is unknown because it has not been included in your list
- Signing time is from the clock on the signer's computer.


> Signature Details

Last Checked: 2022.10.21 10:41:20 -07'00'

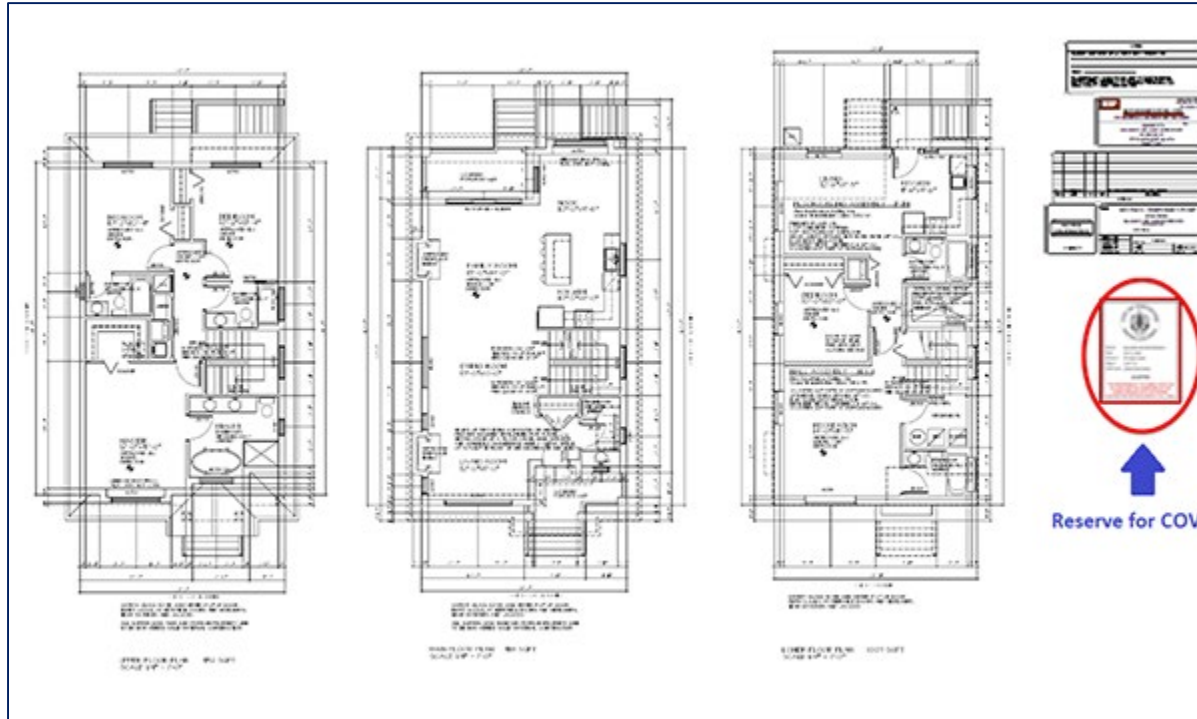
Field: Signature1 (invisible signature)

- Do not check the "Certify" check box under "Advanced Options" in the signature dialog box when applying your digital signature with Notarius' ConsignO software suite—this will prevent us from applying subsequent stamps or signatures.



 The document is digitally signed and certified.

Leave Space for the City's Stamp on Each Page

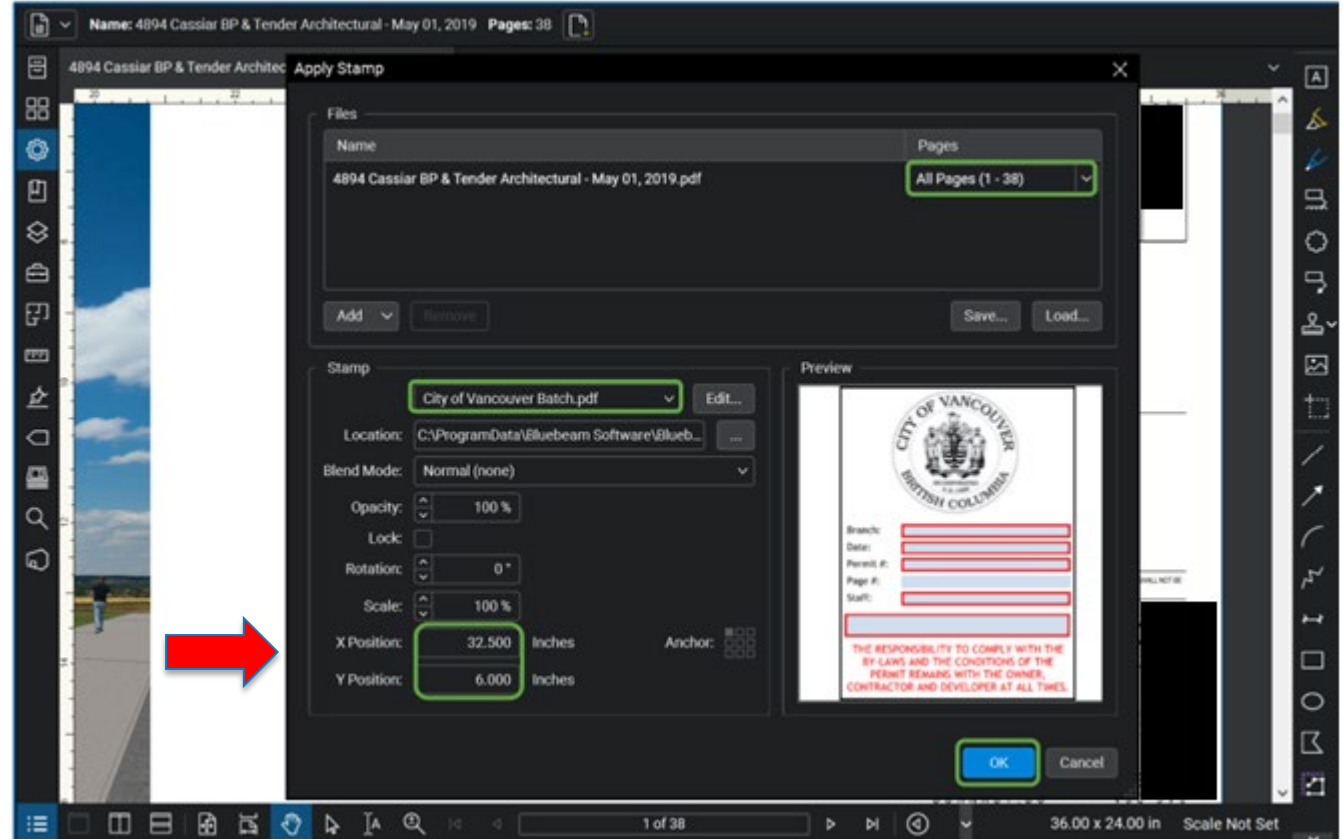


Provide a blank space for the City's stamp (same location for each page, relative to the size your column ~2x3")

Additional guidelines on the City's [Electronic Permits Applications page](#)

Bluebeam: Batch -> Apply Stamp

- Staff use the batch stamp tool in Bluebeam to apply a COV electronic stamp to every page in a specific location
- Staff can move & resize after applying



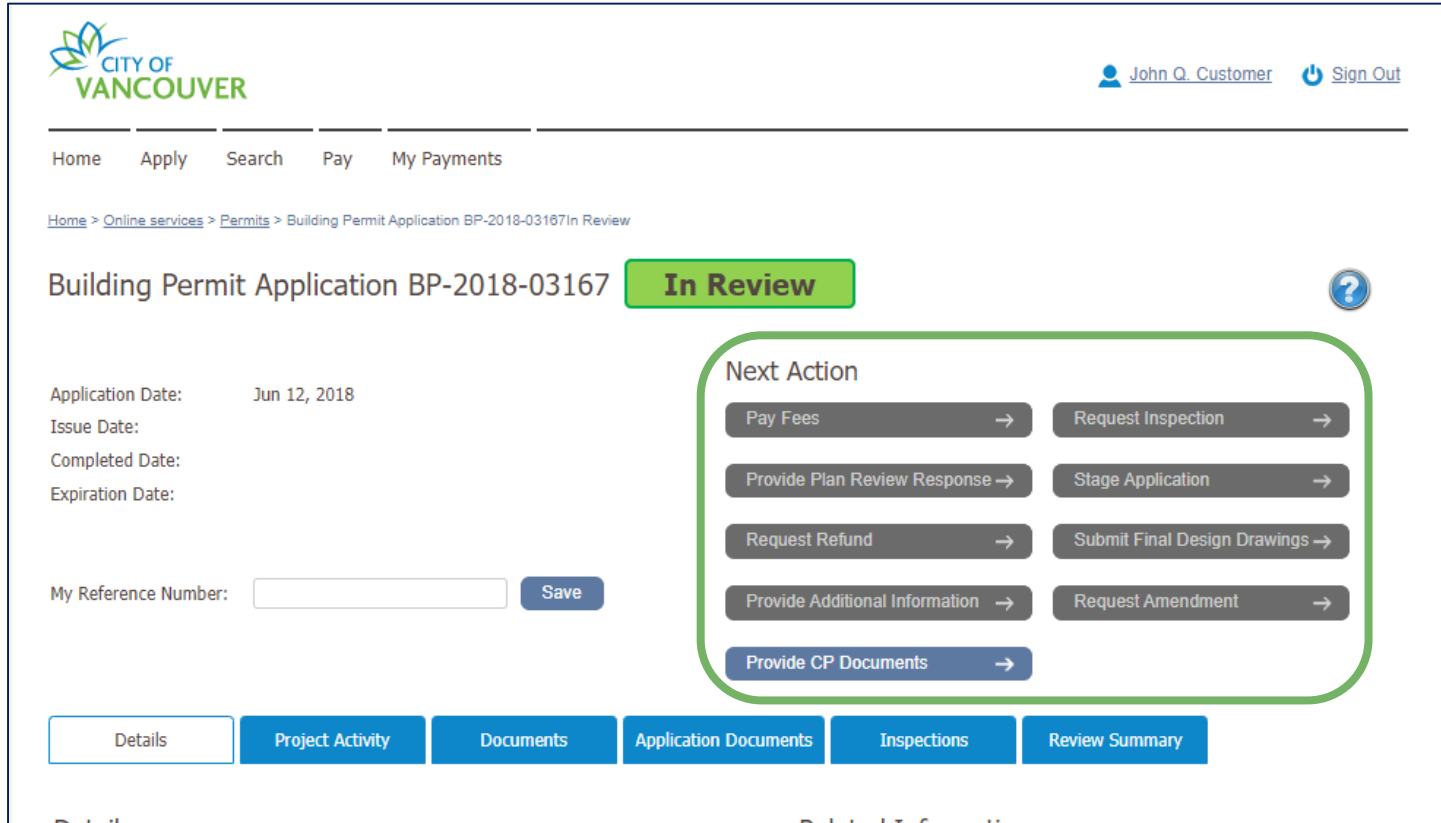
3

Common Scenarios



- Submitting documents one at a time:
 - Can take a long time to complete
 - Creates multiple email notifications for staff that new documents have been uploaded
- Instead, submit multiple documents simultaneously

Submitting Multiple Documents at Once



CITY OF VANCOUVER

John Q. Customer Sign Out

Home Apply Search Pay My Payments

Home > Online services > Permits > Building Permit Application BP-2018-03167 In Review

Building Permit Application BP-2018-03167 **In Review** ?

Application Date: Jun 12, 2018
Issue Date:
Completed Date:
Expiration Date:


My Reference Number: Save

Next Action

- Pay Fees →
- Request Inspection →
- Provide Plan Review Response →
- Stage Application →
- Request Refund →
- Submit Final Design Drawings →
- Provide Additional Information →
- Request Amendment →
- Provide CP Documents →

Details Project Activity Documents Application Documents Inspections Review Summary

Submitting Multiple Documents at Once

John Q. Customer Sign Out

[Home](#) [Apply](#) [Search](#) [Pay](#) [My Payments](#)

[Home](#) > [Online services](#) > [Permits](#) > Provide CP Documents for BP-2018-03167

Provide CP Documents for BP-2018-03167

Additional information regarding the uploaded documents (optional)

Upload documents pertaining to the Application

* Attachment Type	File Name	Description
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[Upload Document →](#)

[Submit CP Documents →](#) [Cancel and Return](#)

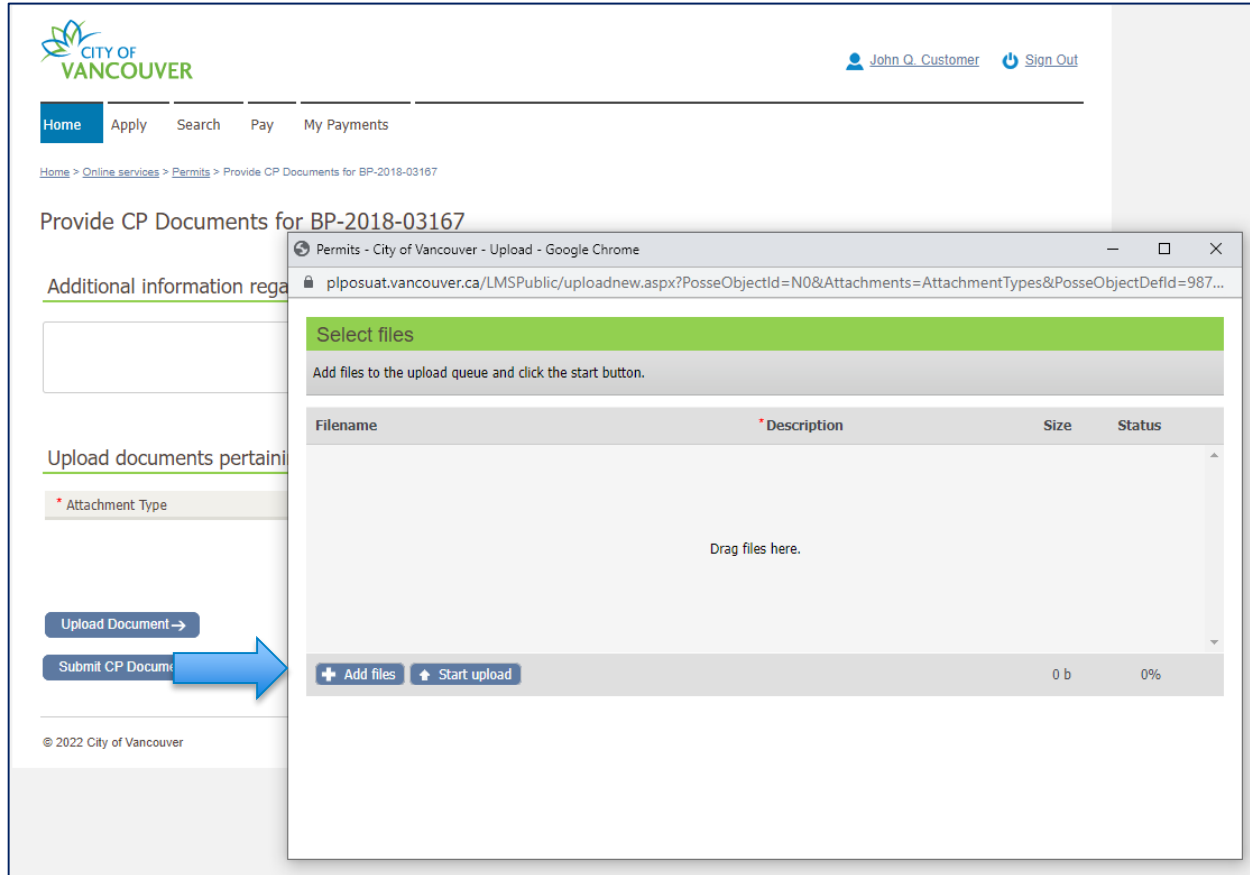
Screen ID: 1792047

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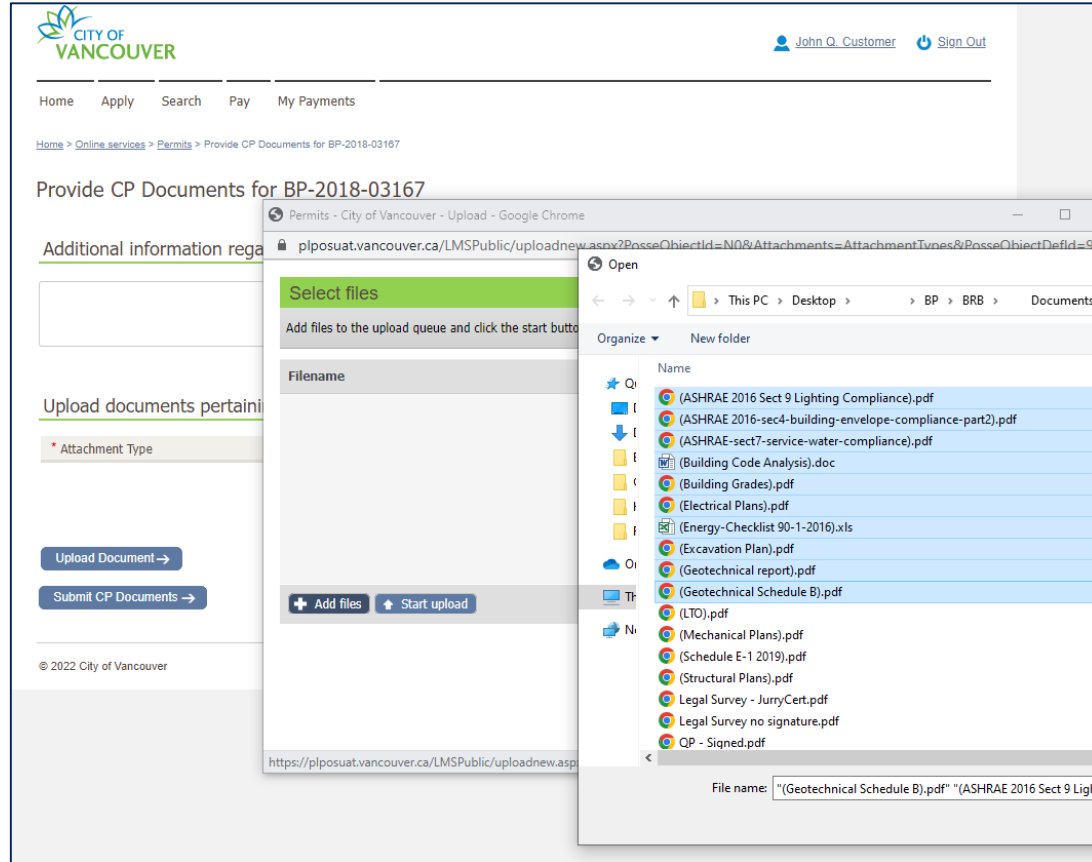


Submitting Multiple Documents at Once



The screenshot shows the City of Vancouver website interface for submitting documents. At the top, the City of Vancouver logo is on the left, and the user is logged in as 'John Q. Customer' with a 'Sign Out' link on the right. A navigation bar includes 'Home', 'Apply', 'Search', 'Pay', and 'My Payments'. The breadcrumb trail is 'Home > Online services > Permits > Provide CP Documents for BP-2018-03167'. The main heading is 'Provide CP Documents for BP-2018-03167'. Below this, there is a section for 'Additional information regarding...' with a text input field. Another section is titled 'Upload documents pertaining to...' and contains a dropdown menu for 'Attachment Type'. Two buttons are visible: 'Upload Document ->' and 'Submit CP Documents'. A blue arrow points from the 'Submit CP Documents' button to a modal window. The modal window, titled 'Permits - City of Vancouver - Upload - Google Chrome', has a URL of 'plposuat.vancouver.ca/LMSPublic/uploadnew.aspx?PosseObjectId=N0&Attachments=AttachmentTypes&PosseObjectDefId=987...'. It features a green header 'Select files' and the instruction 'Add files to the upload queue and click the start button.' Below this is a table with columns 'Filename', 'Description', 'Size', and 'Status'. The table is currently empty and contains the text 'Drag files here.' At the bottom of the modal, there are two buttons: '+ Add files' and 'Start upload'. The table footer shows '0 b' and '0%'.

Submitting Multiple Documents at Once



The screenshot displays the City of Vancouver's online permit submission interface. The page title is "Provide CP Documents for BP-2018-03167". The user is logged in as "John Q. Customer". The interface includes a navigation menu with "Home", "Apply", "Search", "Pay", and "My Payments". The main content area shows "Additional information regarding" and "Upload documents pertaining to" sections. A file upload window is open, showing a list of files to be submitted. The file explorer shows the following files:

- (ASHRAE 2016 Sect 9 Lighting Compliance).pdf
- (ASHRAE 2016-sec4-building-envelope-compliance-part2).pdf
- (ASHRAE-sec7-service-water-compliance).pdf
- (Building Code Analysis).doc
- (Building Grades).pdf
- (Electrical Plans).pdf
- (Energy-Checklist 90-1-2016).xls
- (Excavation Plan).pdf
- (Geotechnical report).pdf
- (Geotechnical Schedule B).pdf
- (LTO).pdf
- (Mechanical Plans).pdf
- (Schedule E-1 2019).pdf
- (Structural Plans).pdf
- Legal Survey - JuryCert.pdf
- Legal Survey no signature.pdf
- QP - Signed.pdf

The file explorer also shows a "File name:" field at the bottom with the text: "(Geotechnical Schedule B).pdf" "(ASHRAE 2016 Sect 9 Light".

Submitting Multiple Documents at Once

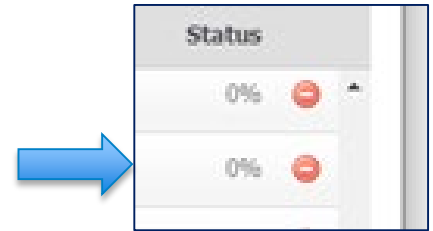
Permits - City of Vancouver - Upload - Google Chrome

plposuat.vancouver.ca/LMSPublic/uploadnew.aspx?PosseObjectId=N0&Attachments=AttachmentTypes&PosseObjectDefId=987...

Select files

Add files to the upload queue and click the start button.

Filename	Description	Size	Status
(Electrical Plans).pdf		2 MB	0%
(Energy-Checklist 90-1-2016).xls		550 KB	0%
(Excavation Plan).pdf		67 KB	0%
(Geotechnical report).pdf		6 MB	0%
(Geotechnical Schedule B).pdf		329 KB	0%
+ Add files			Start upload
11 MB			0%



Submitting Multiple Documents at Once

John Q. Customer [Sign Out](#)

Home Apply Search Pay My Payments

[Home](#) > [Online services](#) > [Permits](#) > Provide CP Documents for BP-2018-03167

Provide CP Documents for BP-2018-03167

Before you submit, you must select an Attachment Type for each uploaded document.

Additional information regarding the uploaded documents (optional)

Upload documents pertaining to the Application

* Attachment Type	File Name	Description	
 BP - Application Details BP - Application Drawings BP - Arborist Report BP - Building Code Data Sheet BP - CP Program - Confirmation Letter BP - CP Program - Final Design Drawings BP - CP Program - Project Directory BP - CP Program - Staged Construction BP - CP Program - Submission List BP - Demolition Declaration Form BP - Demolition Rental Declaration	(ASHRAE 2016 Sect 9 Lighting Compliance).pdf	Lighting Compliance	Remove
	(ASHRAE 2016-sec4-building-envelope-compliance-part2).pdf	Envelope Compliance	Remove
	(ASHRAE-sec7-service-water-compliance).pdf	Service Water Compliance	Remove
	(Building Code Analysis).doc	Building Code Compliance	Remove
	(Building Grades).pdf	Building Grades	Remove



Submitting Multiple Documents at Once

John Q. Customer [Sign Out](#)

Home
Apply
Search
Pay
My Payments

[Home](#) > [Online services](#) > [Permits](#) > Provide CP Documents for BP-2018-03167

Provide CP Documents for BP-2018-03167

Additional information regarding the uploaded documents (optional)

Upload documents pertaining to the Application

Attachment Type	File Name	Description	
BP - Energy Requirements	(ASHRAE 2016 Sect 9 Lighting Compliance).pdf	Lighting Compliance	Remove
BP - Energy Requirements	(ASHRAE 2016-sec4-building-envelope-compliance-part2).pdf	Envelope Compliance	Remove
BP - Energy Requirements	(ASHRAE-sec7-service-water-compliance).pdf	Service Water Compliance	Remove
BP - Application Details	(Building Code Analysis).doc	Building Code Compliance	Remove
BP - Application Drawings	(Building Grades).pdf	Building Grades	Remove
BP - Application Drawings	(Electrical Plans).pdf	Electrical Plans	Remove
BP - Energy Requirements	(Energy-Checklist 90-1-2016).xls	Eng. Checklist	Remove
BP - Application Details	(Excavation Plan).pdf	Excavation Plan	Remove
BP - Schedule B	(Geotechnical Schedule B).pdf	Geo. Schedule B	Remove
BP - Other Professional Letters / Reports / Analys	(Geotechnical report).pdf	Geotechnical Report	Remove

[Upload Document →](#)
[Submit CP Documents →](#)

[Cancel and Return](#)

John Q. Customer [Sign Out](#)

Home
Apply
Search
Pay
My Payments

[Home](#) > [Online services](#) > [Permits](#) > Provide Additional Info for BP-2018-03167

Provide Additional Info for BP-2018-03167

Your CP documents have been submitted.
[Return to BP-2018-03167](#)

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John Q. Customer [Sign Out](#)

Home
Apply
Search
Pay
My Payments

[Home](#) > [Online services](#) > [Permits](#) > Building Permit Application BP-2018-03167 Review

Building Permit Application BP-2018-03167 In Review ?

Application Date: Jun 12, 2018

Issue Date:

Completed Date:

Expiration Date:

My Reference Number: [Save](#)

Next Action

[Pay Fees →](#)

[Request Inspection →](#)

[Provide Plan Review Response →](#)

[Stage Application →](#)

[Request Refund →](#)

[Submit Final Design Drawings →](#)

[Provide Additional Information →](#)

[Request Amendment →](#)

[Provide CP Documents →](#)

[Details](#)

[Project Activity](#)

[Documents](#)

[Application Documents](#)

[Inspections](#)

[Review Summary](#)

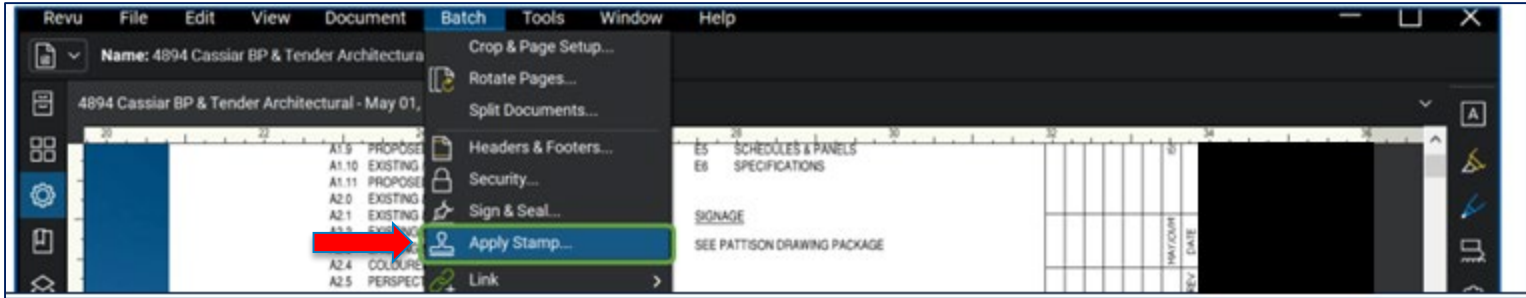
Show only valid documents
 Show all documents

Attachment Type	File Name	Date Added	Description	Status
	BP - Application Details (Building Code Analysis).doc	Oct 31, 2022	Building Code Compliance	Pending
	BP - Application Details (Excavation Plan).pdf	Oct 31, 2022	Excavation Plan	Pending
	BP - Application Drawings (Building Grades).pdf	Oct 31, 2022	Building Grades	Pending
	BP - Application Drawings (Electrical Plans).pdf	Oct 31, 2022	Electrical Plans	Pending
	BP - Energy Requirements (ASHRAE 2016 Sect 9 Lighting Compliance).pdf	Oct 31, 2022	Lighting Compliance	Pending
	BP - Energy Requirements (ASHRAE 2016-sec4-building-envelope-compliance-part2).pdf	Oct 31, 2022	Envelope Compliance	Pending
	BP - Energy Requirements (ASHRAE-sec7-service-water-compliance).pdf	Oct 31, 2022	Service Water Compliance	Pending
	BP - Energy Requirements (Energy-Checklist 90-1-2016).xls	Oct 31, 2022	Eng. Checklist	Pending

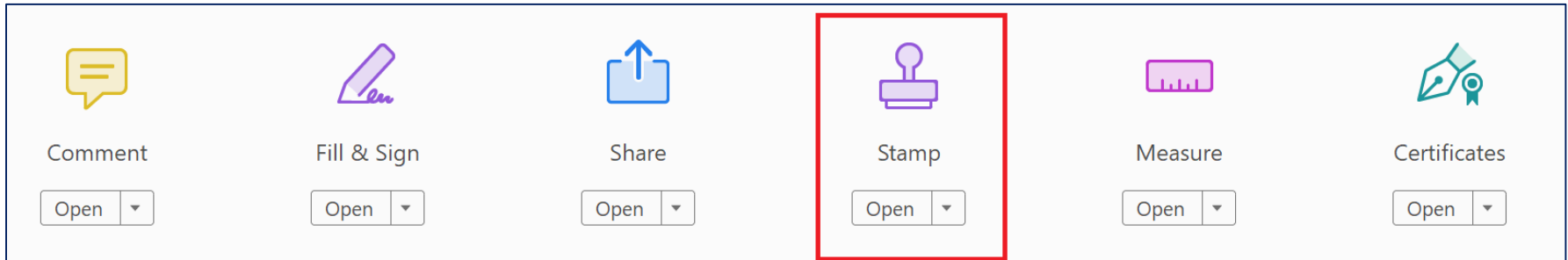


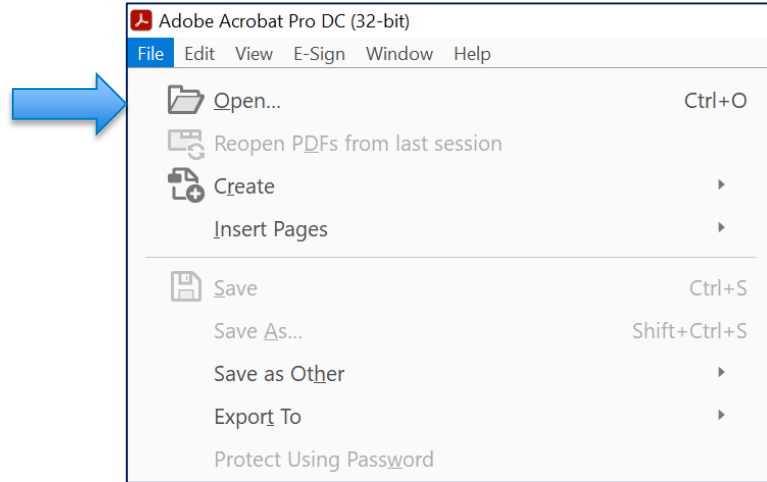
- Registered Professional of Record (RPR) provides the CP a digitally signed set of drawings for CP to review & sign:
 - Assume the RPR didn't "certify" the document and have signed the entire document once
 - CP needs to create markups and comments on the drawing and needs to apply their CP stamp & signature
 - CP has an image of their stamp to convert to PDF to use on the drawing

1) Bluebeam Revu:



2) Acrobat (Reader or Pro) & Consigno:



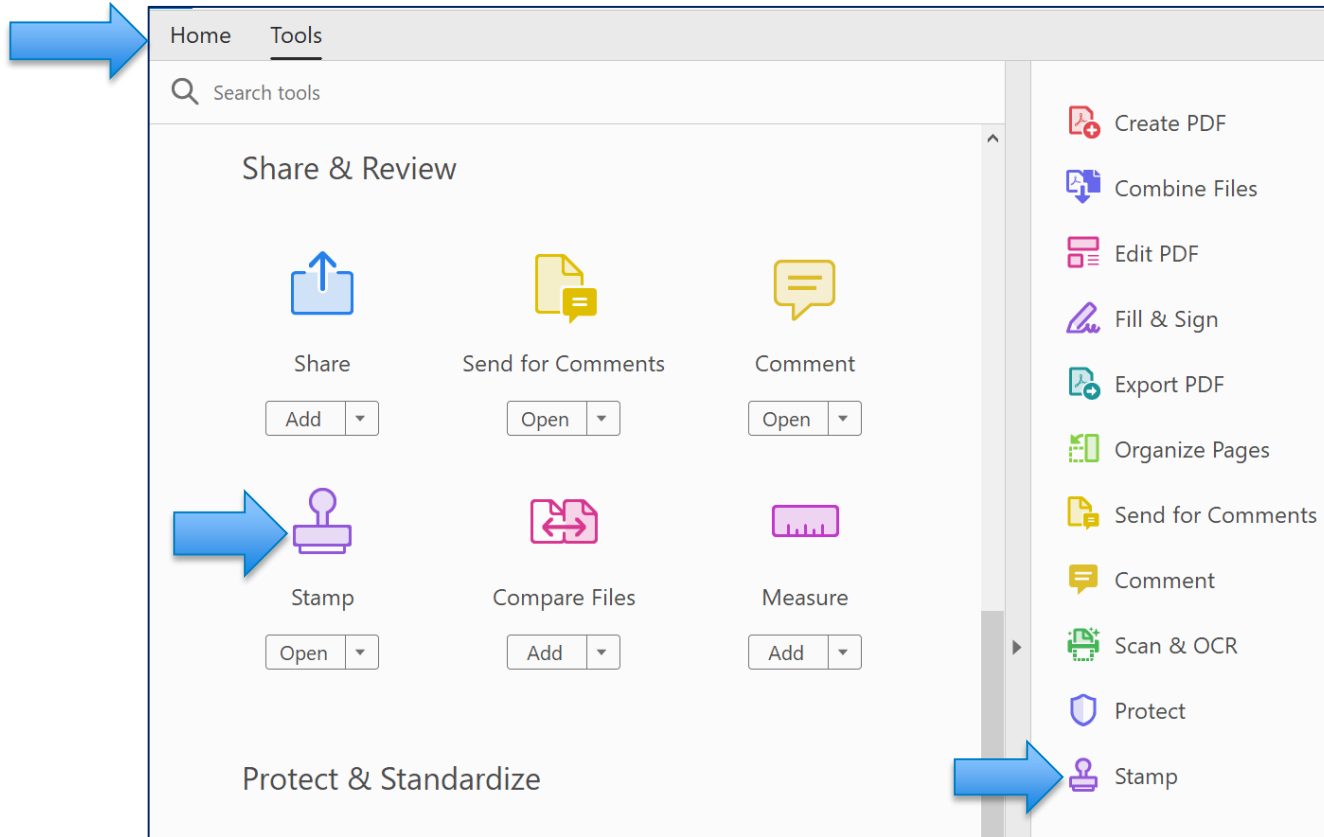


Enable Editing
to make
changes to the
document



This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification.

Enable Editing



The screenshot shows the Adobe Acrobat interface with the Tools panel open. The 'Home' tab is selected, and the 'Tools' section is visible. A search bar is at the top of the panel. The 'Share & Review' section contains icons for Share, Send for Comments, Comment, Stamp, Compare Files, and Measure. The 'Protect & Standardize' section is partially visible at the bottom. On the right side, a vertical list of tools is shown, including Create PDF, Combine Files, Edit PDF, Fill & Sign, Export PDF, Organize Pages, Send for Comments, Comment, Scan & OCR, Protect, and Stamp. Three blue arrows point to specific elements: one to the 'Home' tab, one to the 'Stamp' tool icon in the 'Share & Review' section, and one to the 'Stamp' tool icon in the right-hand list.

Home Tools

Search tools

Share & Review

Share
Add ▾

Send for Comments
Open ▾

Comment
Open ▾

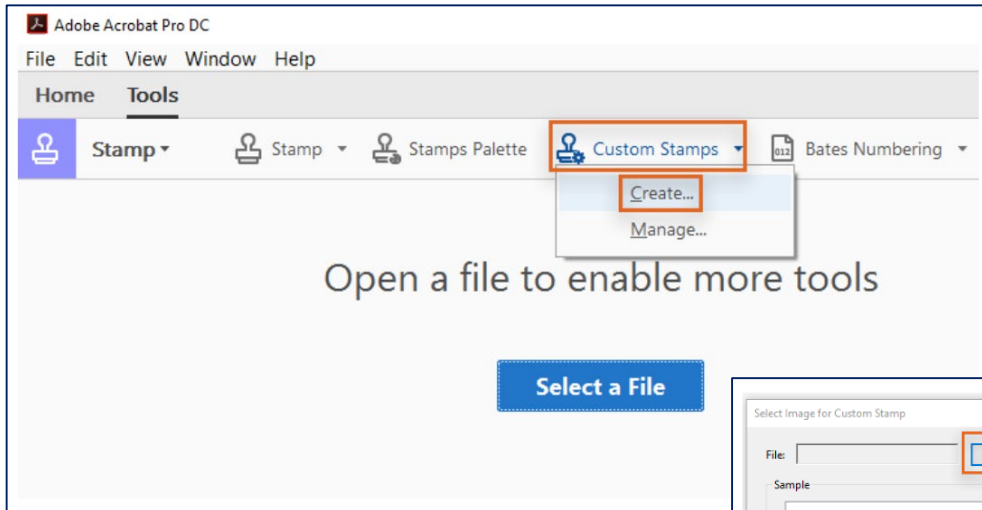
Stamp
Open ▾

Compare Files
Add ▾

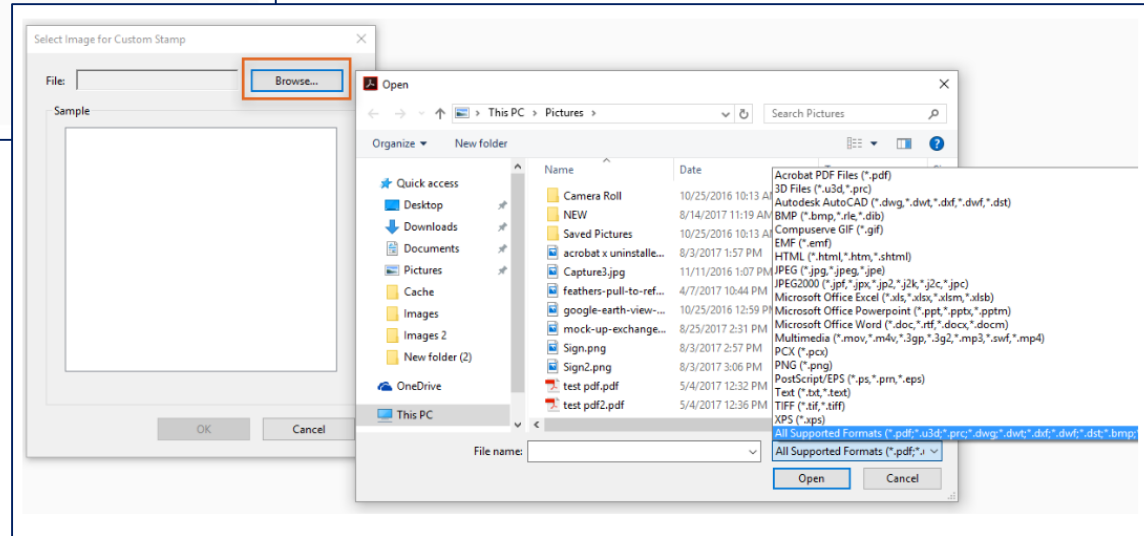
Measure
Add ▾

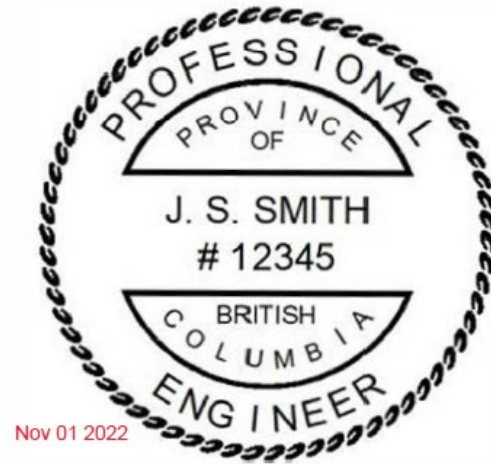
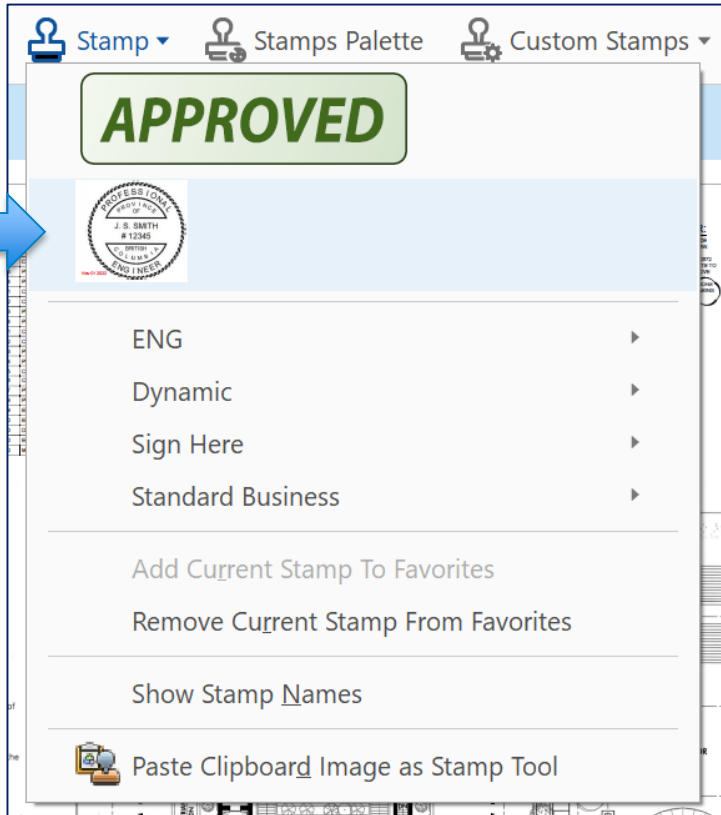
Protect & Standardize

- Create PDF
- Combine Files
- Edit PDF
- Fill & Sign
- Export PDF
- Organize Pages
- Send for Comments
- Comment
- Scan & OCR
- Protect
- Stamp



There are options to create **Dynamic** stamps, such as including a timestamp





You can pin to favorites and easily use the stamp on every page of the drawing

Because the stamp now appears on each page, you can apply an **invisible signature** to ensure the integrity of the document

1. **Open** the document in ConsignO
2. Click the **Sign** button in the main view or right-click in the signature zone and select **Sign**
3. Select your digital certificate from the **Signature Certificate** selection dropdown
4. Select **Do not apply a signature appearance** to apply an invisible signature
5. Ensure you **do not** select Certify in the Advanced Options as this prevents signing and further modifications
6. Click **Sign**

ConsignO Desktop

Signature Wizard

You are about to sign the following document: Project Scope - Final.pdf

Signature certificate selection: [certifIO] Certificate details: []

Signature appearance choice: [Initials] Signature appearance preview: [Aspect preferences]

Signature reason: []

Display the signature reason on this appearance
 Display the signing date on this appearance
 Display custom text on this appearance

[] Do not apply a signature appearance

Signature zone selection: [Signature3] Page number: 1

Options

Advanced options
 Certify

Save options
 Overwrite initial file (recommended)
 Rename file
 Select destination folder [Browse...]
Selected Directory: (C:\Users\lisa\Documents\To Sign\Signed)
 Delete initial file

[Sign] [Cancel]



Signature appearance choice: [] Signature appearance preview: [Aspect preferences]

Signature reason: []

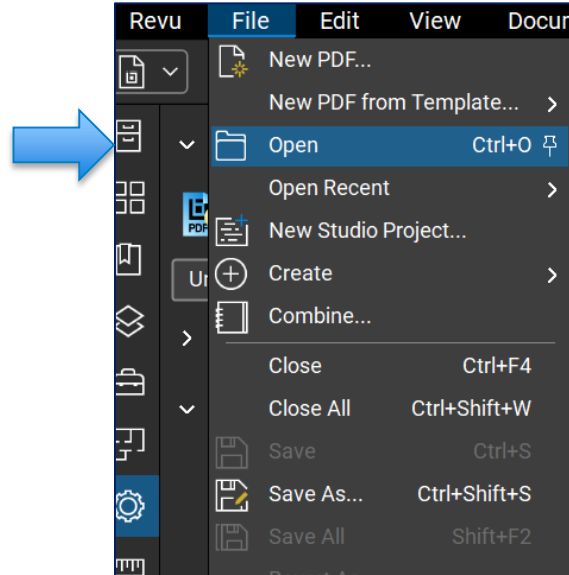
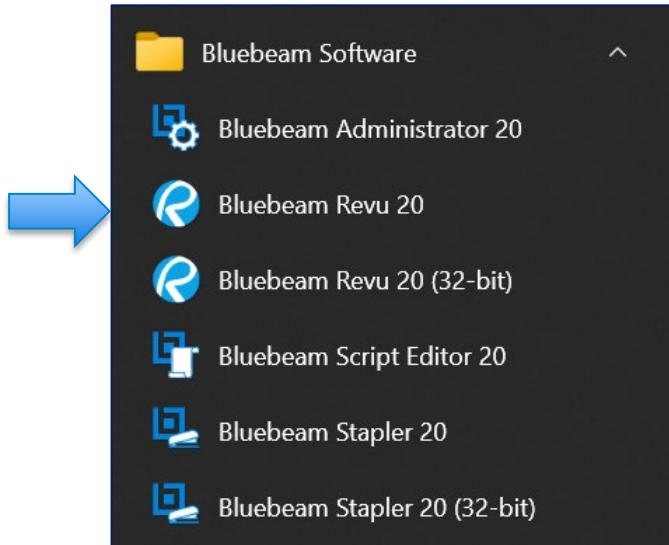
Display the signature reason on this appearance
 Display the signing date on this appearance
 Display custom text on this appearance

[] Do not apply a signature appearance

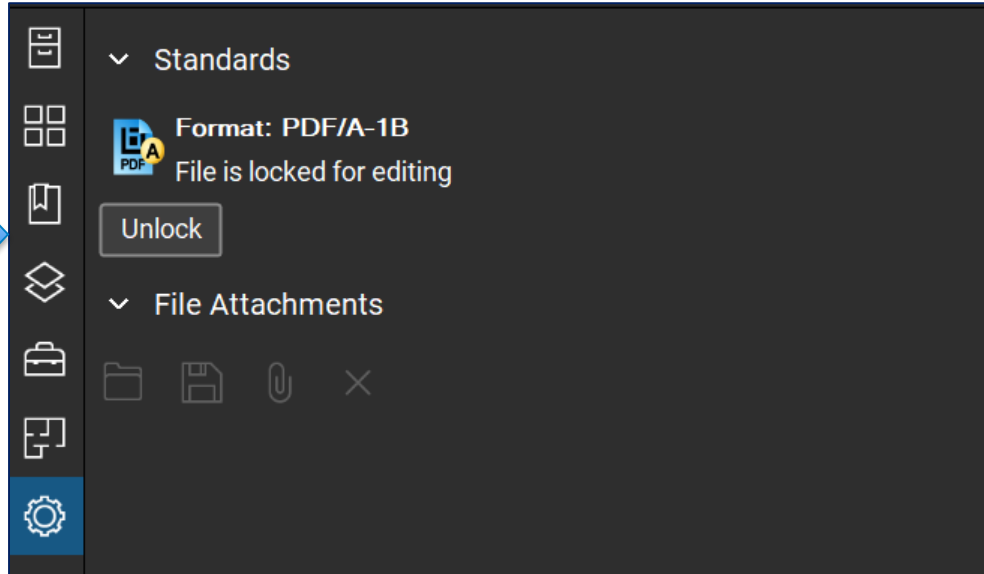


- Check that each page has an image of your stamp
- Ensure document is not certified
- Ensure digital signature is applied only once per person per occasion

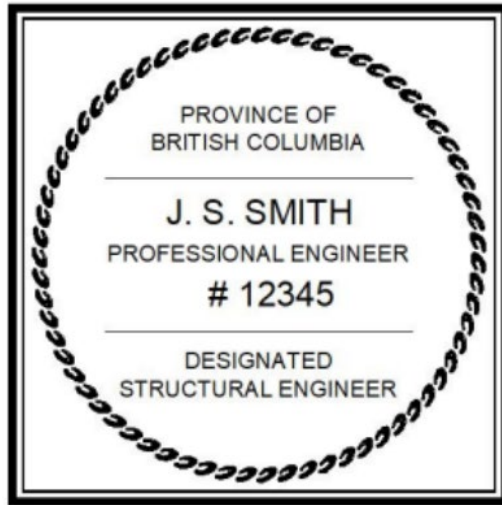
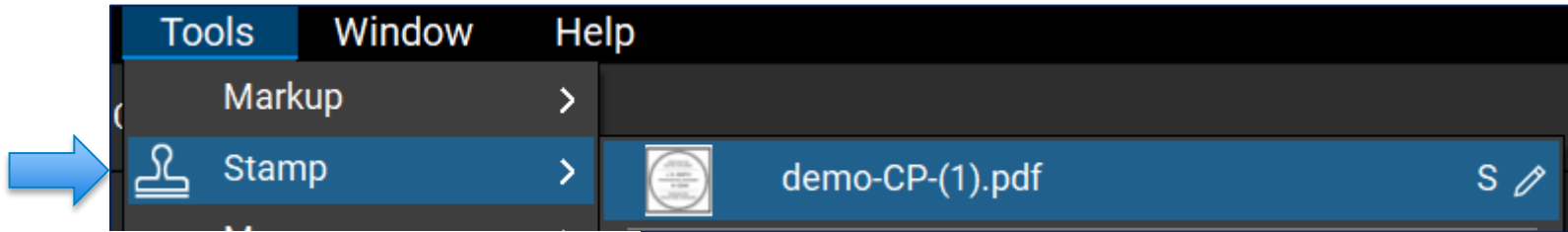
- ✓ The document is digitally signed.
 - > ✓ Digitally signed by [REDACTED] - P. Eng. - EGBC (CertifiO Pro) on 2020-11-05 17:39:00
 - > ✓ Digitally signed by [REDACTED] (CertifiO - Empl.) on 2022-10-21 11:16:03



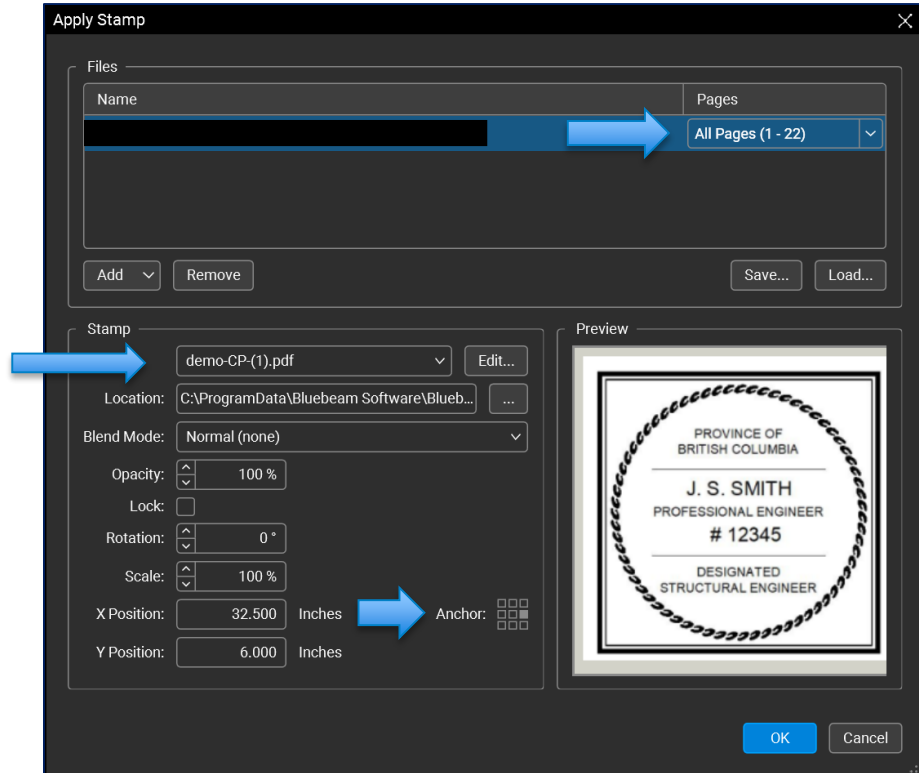
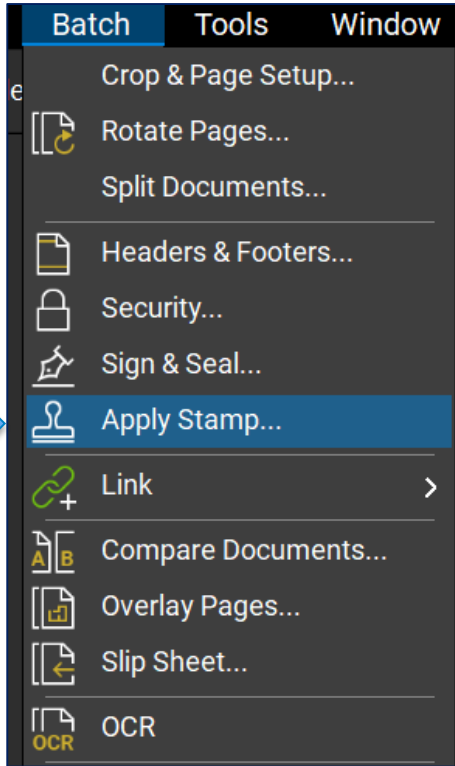
Open Bluebeam Revu and your document



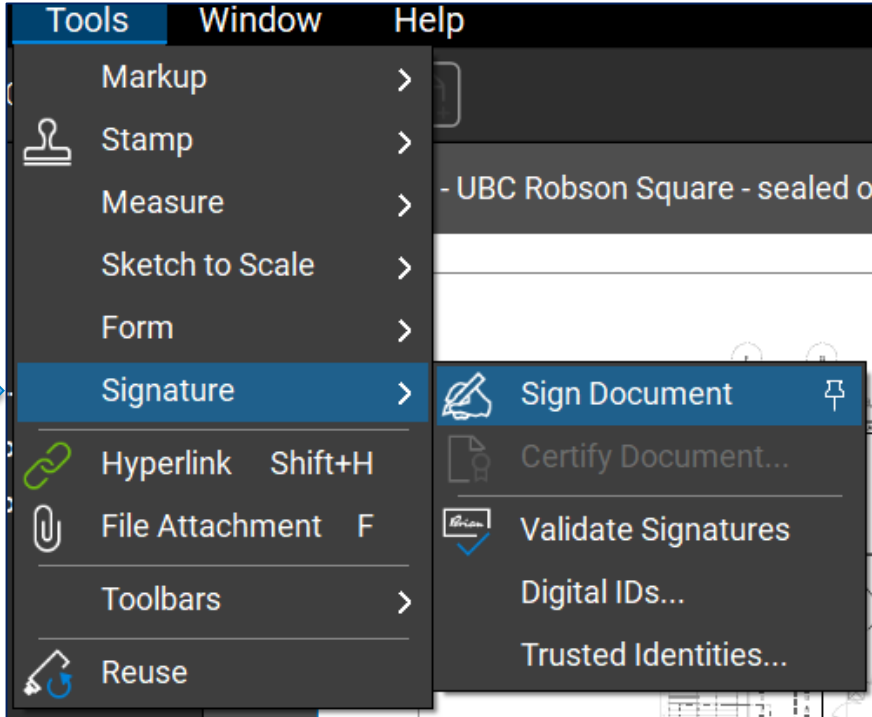
If the document is locked, open the **Properties** panel and then click on the **Unlock** button.



- You can import a stamp or create a new one
- Now apply stamp on each page or batch apply on all pages

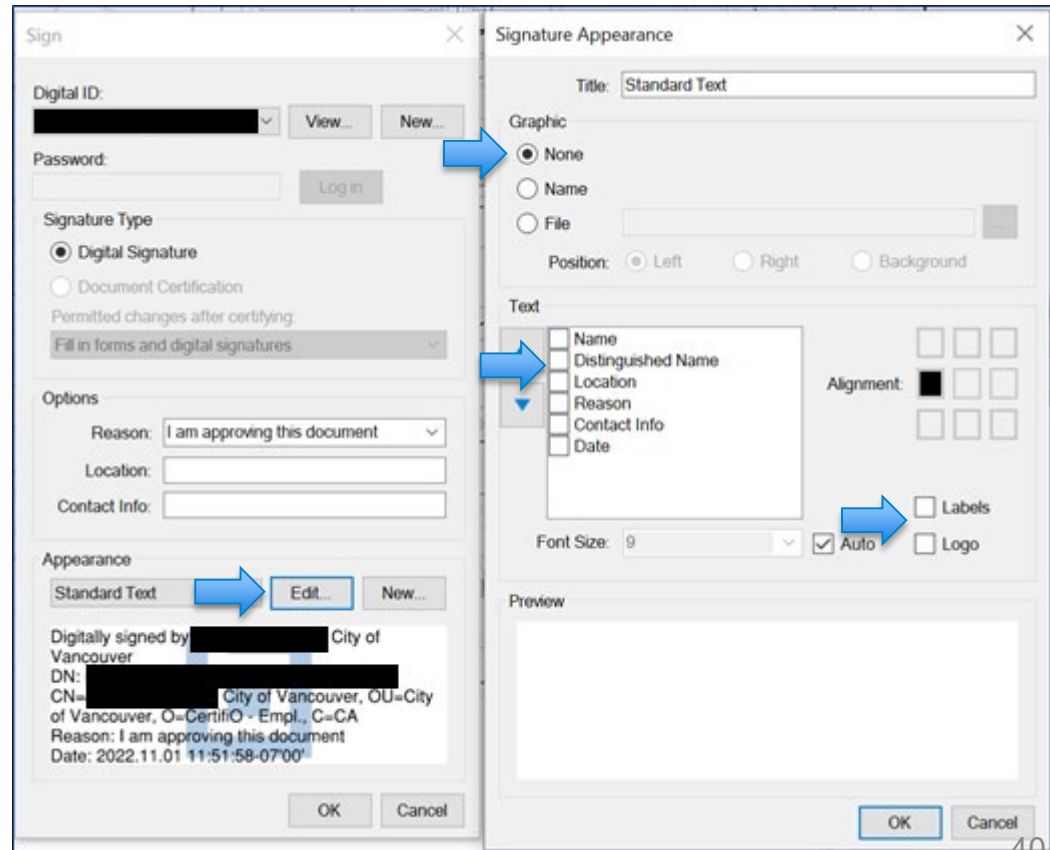


You can choose an **Anchor** position when batch applying



Select any area of the plan to sign

To apply an **invisible signature**, click on **Edit** and select **None** for Graphic and uncheck all the checkboxes until the Preview area is blank, and then click **OK**



How to apply image of stamp to every page and one digital signature:

- **Bluebeam:**
 - Option A: Add an image of the stamp
 - Insert the image: <https://support.bluebeam.com/online-help/revu20/Content/RevuHelp/Menus/Tools/Markup/Image/Image-Tool--MTV.htm>
 - Apply the image to all pages: <https://support.bluebeam.com/online-help/revu2017/Content/RevuHelp/02--Edit/02--Clipboard/Cutting-Copying-Pasting--MTV.htm>
 - Option B: Batch stamp
 - Create a stamp: <https://support.bluebeam.com/online-help/revu20/Content/RevuHelp/Menus/Tools/Stamp/Editing-Stamps--MT.htm>
 - Apply the batch stamp: <https://support.bluebeam.com/online-help/revu20/Content/RevuHelp/Menus/Batch/Stamp/Batch-Stamp.htm>
 - Apply the invisible digital signature once using either Bluebeam or ConsignO:
 - Bluebeam: <https://support.bluebeam.com/online-help/revu20/Content/RevuHelp/Menus/Tools/Signature/Digitally-Signing-a-Document--V.htm>
 - *Hint:* Click on the *Edit* button, in the *Appearance* section, to clear the signature's appearance before clicking *OK*.
 - ConsignO: <https://support.notarius.com/en/guide/consigno-desktop-guide/#signing-a-document>

How to apply image of stamp to every page and one digital signature:

- **Adobe**
 - Create a stamp: <https://helpx.adobe.com/ca/acrobat/kb/create-custom-dynamicstamp.html>
 - Apply the stamp: <https://helpx.adobe.com/ca/acrobat/using/adding-stamp-pdf.html>
 - Apply invisible digital signature once using ConsignO: <https://support.notarius.com/en/guide/consigno-desktop-guide/#signing-a-document>

- If you have any questions about electronic permits, please contact us at permits@vancouver.ca
- If you have any questions about the CP program, please contact us at cp.process@vancouver.ca

- Thank you