

**Municipal Building Permit Application
Information Submission
Overview**

Version 4.0

**Effective:
October 1, 2012**

Table of Contents

1	INTRODUCTION	3
2	SUBMITTING THE MBPA INFORMATION USING A WEB SERVICE (XML ONLY).....	4
2.1	OVERVIEW	4
2.2	PRE-REQUISITES	4
2.3	CONFIRMATION	4
2.4	ASSUMPTIONS	4
2.5	SUBMITTING THE MBPA INFORMATION BY INVOKING THE WEB SERVICE	4
2.6	SECURITY	4
2.7	CONFIRMATION EXCEPTIONS	4
3	SUBMITTING THE MBPA INFORMATION BY UPLOADING A FILE TO THE TARION MBPA SUBMISSION WEBSITE (XML OR CSV)	5
3.1	OVERVIEW	5
3.2	PRE-REQUISITES	5
3.3	CONFIRMATION	5
3.4	ASSUMPTIONS	5
3.5	SUBMITTING THE MBPA INFORMATION BY UPLOADING A MBPA INFORMATION FILE.....	5
3.6	SECURITY	7
3.7	CONFIRMATION EXCEPTIONS	7
4	SUBMITTING THE MBPA INFORMATION BY ENTERING MBPA INFORMATION INTO THE TARION MBPA SUBMISSION WEBSITE.....	8
4.1	OVERVIEW	8
4.2	PRE-REQUISITES	8
4.3	CONFIRMATION	8
4.4	ASSUMPTIONS	8
4.5	SUBMITTING THE MBPA INFORMATION BY ENTERING DATA INTO THE TARION MBPA SUBMISSION WEBSITE	8
4.6	SECURITY	10
5	SUBMITTING A MBPA INFORMATION BY SENDING BUILDING PERMITS APPLICATION FORMS THROUGH FAX.....	11
5.1	OVERVIEW	11
5.2	PRE-REQUISITES	11
5.3	CONFIRMATION	11
5.4	ASSUMPTIONS	11
5.5	SECURITY	11
5.6	EXCEPTION	11
6	MBPA DATA ELEMENTS.....	12
	APPENDIX A. WSDL.....	17
	APPENDIX B. XSD.....	17
	APPENDIX C. SAMPLE REQUEST MESSAGE.....	26
	APPENDIX D. SAMPLE RESPONSE MESSAGE.....	27
	APPENDIX E. CSV RECORD DEFINITION.....	28
	APPENDIX F. DATE FORMATS	29
	APPENDIX G. CHART OF COMMON ERRORS.....	29

1 Introduction

The purpose of this document is to provide an overview of the Municipal Building Permit Application (MBPA) Submission processes. These submission processes will automate the capturing and processing of the MBPA information submitted by municipality for the purposes of law enforcement under the Ontario New Homes Warranties Plan Act (Ontario) including in connection with the related inspections, investigations and prosecutions.

Municipality will use the internet processes to upload building permit applications to Tarion or submit copies of the MBP application form by fax.

The MBPA Submission processes will:

1. Allow municipality to submit the MBPA information either using an external web service or uploading an MBPA information file.
2. Allow municipality to submit the MBPA information in XML, defined by an XML schema (XSD) document described in Appendix B, or comma delimited format (CSV) described in Appendix E, which will be provided to the municipality or downloaded from the website.
3. Allow municipality to individually enter MBPA information into the Tarion MBPA submission website.
4. Allow municipality to submit the MBP application form by Fax.

This document will elaborate upon the ways of submitting the Building Permit Application Information.

1. Municipality will connect to Tarion's web-service to submit the MBPA information. The web service will save the MBPA information and return a confirmation.
2. Municipality will log-in to the Tarion MBPA Submission website and upload the MBPA information file. The web application will save the MBPA information and return a confirmation.
3. Municipality will log-in to the Tarion MBPA Submission website and individually enter MBPA information.
4. Municipality will fax the MBP application form to Tarion. The municipality's fax machine will display the fax confirmation.

2 Submitting the MBPA Information using a Web Service (XML only)

2.1 Overview

Municipality will submit the MBPA information using the web-service. The MBPA information will be saved and municipality will receive a confirmation number for tracking purposes.

2.2 Pre-requisites

1. Municipality has a username and password to access the Web service, provided by Tarion.
2. Municipality has a computer application to create and submit the MBPA information in the XML format defined by the schema.
3. Municipality has a computer application to invoke the Tarion web service.

2.3 Confirmation

Confirmation number and success message are sent to the Municipality. If the submission contains errors the municipality will receive an e-mail message listing the corrections required before the file can be re-submitted.

2.4 Assumptions

1. Municipality can provide the MBPA information in the format specified.
2. Municipality has internet access.

2.5 Submitting the MBPA information by invoking the web service

Municipality will connect to Tarion's web service using Secure Socket Layer (SSL) and submit the MBPA information file. The SSL provides security when submitting documents over the internet.

The connection to Tarion's web service is defined in the WSDL specified in Appendix A. The WSDL will define the service endpoint (location on the internet), binding (i.e. HTTPS), available operations, request and response details.

The login component of the web service will authenticate the municipality ID against the user registry that manages the usernames and passwords of the municipality. The MBPA information file received from the municipality will be sent in the XML format described in Appendix B. Municipality will then receive an acknowledgement message including a confirmation number in the response message. A sample of the response message is described in Appendix D.

2.6 Security

1. Municipality will connect to Tarion's external site using **https**.
2. Municipality username and password will be included in the SOAP message header.

2.7 Exceptions

Municipality will be sent the following error message(s) when the MBPA information file submission is unsuccessful:

1. "Empty MBP application." - will be sent if the municipality sends an empty document.
2. If the Municipality ID credentials are invalid, the system will throw a soap fault back to the municipality.
3. "System is unavailable." - will be sent if there are internal server issues. Municipality should retry or contact Tarion if successive retries fail.

3 Submitting the MBPA Information by Uploading a File to the Tarion MBPA Submission Website (XML or CSV)

3.1 Overview

Municipality will logon to the secure Tarion MBPA submission website and upload an MBPA information file in comma delimited format (CSV) or the XML defined format. The MBPA information file will be uploaded and municipality will receive the confirmation number for tracking purposes.

3.2 Pre-requisites

1. Municipality has a Tarion username and password to access the web site, provided by Tarion.
2. Municipality has a computer application to create and submit the MBPA information file.
3. Municipality has a computer application (such as Excel) to create the MBPA information file in a comma delimited (CSV) or XML file (format defined by the XML schema).

3.3 Confirmation

A confirmation number will be provided on the screen when the MBPA information file has been successfully submitted. If the submission contains errors the municipality will receive an e-mail message listing the corrections required before the file can be re-submitted.

3.4 Assumptions

1. Municipality has a Tarion username and password to access the Tarion MBPA submission website, provided by Tarion.
2. Municipality can provide the MBPA information in the format specified.
3. Municipality has internet access.
4. Municipality has a compatible web browser to logon to the Tarion MBPA submission website and upload the MBPA information file.

3.5 Submitting the MBPA information by uploading a MBPA information file

Municipality will log-in to the Tarion MBPA submission website. Log-in information is provided by Tarion.

URL: <https://permit.tarion.com/bps/municipality>

If municipality enters incorrect log-in credentials, they will receive a message and be directed to Tarion for further assistance. The login component will authenticate the municipality in order to submit the MBPA information file.

Municipality will select the MBPA information file to upload from their computer by selecting "Browse".

Once the desired MBPA information file has been selected the municipality will then enter their e-mail address. The municipality email address should be that of the person responsible for submissions and any corrections that may be needed if the MBPA information file contains errors. The municipality will then select "Submit" to submit the file.



Welcome to the Tarion Building Permit Submission

Current Version: 15.4

Submit by web:

[Submit a new Building Permit Application](#)

or submit by file:

Choose the permit file you wish to upload

Browse and select file (XML or CSV)

Enter Submitter Email Address

Enter e-mail address

Submit file

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The MBPA information file received from the municipality will be uploaded either in comma delimited (CSV) or XML format. The structure of the CSV format is described in Appendix E. The structure of the XML format is described in Appendix B.

After the MBPA information file is successfully uploaded, the Tarion MBPA submission website will display the following acknowledgement as well as a confirmation number for the municipality's records.

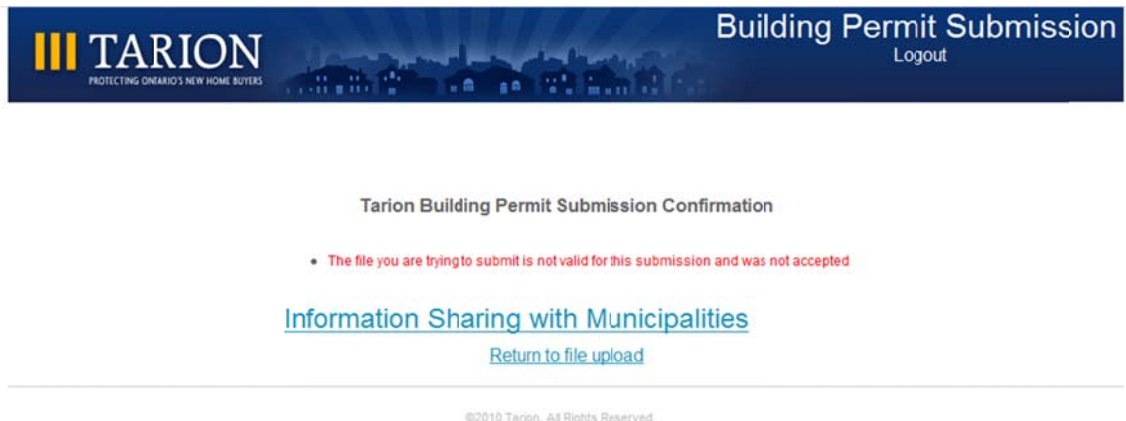
"If there are errors associated with your electronic submission, you will receive a system generated email identifying the errors. Please correct the errors and re-submit your file."

3.6 Security

1. Municipality will have a username and password that will identify the Municipality.
2. Municipality will connect to Tarion's external site using **https**.

3.7 Exceptions

1. "Empty MBP application." - will be displayed if the municipality sends an empty document.
2. "The file you are trying to submit is not valid for submission and was not accepted." - will be displayed if the file sent is not in the XML or comma delimited format (CSV).



For additional information the municipality can click on the "Information Sharing with Municipality" link, and the Information Sharing between Tarion and Municipality webpage will be displayed in a new window.



3. "System is unavailable." - will be displayed if there are internal server issues. Municipality should retry or contact Tarion if the successive retries fail.

4 Submitting the MBPA Information by Entering MBPA Information into the Tarion MBPA Submission Website

4.1 Overview

Municipality will logon to the Tarion MBPA submission website and individually enter the MBPA information by filling out the Enforcement Building Permit Application form. The information entered is saved directly into the Tarion database.

4.2 Pre-requisites

1. Municipality has a username and password to access the web site, provided by Tarion.

4.3 Confirmation

A confirmation number will be provided on the screen when the MBPA information has been successfully submitted. Any missing mandatory fields or errors will be highlighted in red for correction before the form will save into the Tarion database.

4.4 Assumptions

1. Municipality has a username and password to access the web application, provided by Tarion.
2. Municipality can provide the MBPA information.
3. Municipality has internet access.
4. Municipality has a compatible web browser to logon to the Tarion MBPA submission website and enter the MBPA information.

4.5 Exceptions

N/A

4.6 Submitting the MBPA information by entering data into the Tarion MBPA Submission Website

Municipality will log-in to the Tarion MBPA submission website. Log-in information is provided by Tarion.

URL: <https://permit.tarion.com/bps/municipality>

If municipality enters incorrect log-in credentials, they will receive a message and be directed to Tarion for further assistance. The login component will authenticate the municipality in order to submit the MBPA information.

The municipality will select the link “Submit a New Building Permit Application”

Welcome to the Tarion Building Permit Submission

Current Version: 15.4

Submit by web:

[Submit a new Building Permit Application](#)

Click the link

The municipality will fill in the MPBA information in the provided fields as seen on the application form. The webpage contains helpful dropdowns with examples and formats for completing the form. Upon completing the information, the municipality will select “Save” to upload the information. At this time any errors in the entered information will be highlighted in red, after these errors are corrected the municipality will select “Save” again.



Building Permit

Application Number	<input type="text"/>	* Permit Number	<input type="text"/>
Date Received <small>DDMMYYYY</small>	<input type="text"/>	* Date Issued <small>DDMMYYYY</small>	<input type="text"/>
Submitted To	<input type="text"/>	Roll Number	<input type="text"/>
A. Project Information			
* Building Number and Street Name	<input type="text"/>	Unit Number	<input type="text"/>
Lot/Con.	<input type="text"/>	* Municipality	<input type="text"/>
Postal Code	<input type="text"/>	Plan Number/Other Description	<input type="text"/>
Project value est. \$\$	<input type="text"/>	Area of Work (m2)	<input type="text"/>
B. Applicant Applicant is: <input checked="" type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
** Last Name	<input type="text"/>	** First Name	<input type="text"/>

After the MBPA information file is successfully uploaded, the Tarion MBPA submission website will display the following acknowledgement as well as a confirmation number for the municipality's records.

"If there are errors associated with your electronic submission, you will receive a system generated email identifying the errors. Please correct the errors and re-submit your file."

4.7 Security

1. Municipality will have a username and password that will identify the Municipality.
2. Municipality will connect to Tarion's external site using **https**.

5 Submitting a MBPA Information by sending Building Permits Application Forms through Fax

5.1 Overview

Municipality will be able to fax all Building Permit Application forms to the Enforcement Department direct fax line 1-800-668-7504.

5.2 Pre-requisites

1. Municipality has a Fax Machine connected to a phone line.

5.3 Confirmation

Fax Confirmation will be received by the municipality's fax machine.

5.4 Assumptions

1. Original Building Permit Application will be faxed with the Permit Issuance Date.
2. Fax Machine will provide communication confirmation.

5.5 Security

N/A

5.6 Exception

N/A

6 MBPA Data Elements

Note: Acceptable date formats can be found in Appendix F.

Note: Characteristics of highlighted fields have been changed

Section	Field	Description	Type	Mandatory/ Optional	Length	Example
Header	Application Number	The application number of the building permit.	Alphanumeric	Optional	25	A123456
Header	Permit Number	The permit number assigned to the building.	Alphanumeric	Mandatory	25	B9876
Header	Date Permit Issued	The date the building permit was issued.	Date YYYY-MM-DD	Mandatory	10	2011-03-13
Header	Date Received	The date the application was received.	Date YYYY-MM-DD	Optional	10	2011-02-21
Header	Roll number		Numeric	Optional	30	010-022-11025
Header	Application submitted to:		Numeric	Optional	7	The ID of the municipality for which this permit applies, i.e 576
A. Project Information	Building Number and Street Name	The building number and street name.	Alphanumeric	Mandatory	50	123 Any Street
A. Project Information	Unit number	The unit number for the building.	Alphanumeric	Optional	12	#1034
A. Project Information	Lot/con.	The Lot/con for the building.	Alphanumeric	Optional	25	123
A. Project Information	Municipality		Alphanumeric	Mandatory	75	Oakville
A. Project Information	Postal Code	The postal code of the building.	Alphanumeric	Optional	15	A1A 1A1
A. Project Information	Plan number/other description		Alphanumeric	Optional	75	Plan 45B
A. Project Information	Project value est. \$	The estimated value of the project.	Alphanumeric	Optional	20	\$123,000
A. Project Information	Area of work (m2)	Area of work the project will cover	Alphanumeric	Optional	65	468 m2
B. Applicant	Applicant is: Owner or Authorized Agent of Owner	Identifies if the applicant is the owner or authorized agent of the owner.	Alphanumeric	Optional	5	Restricted to the following values: Owner Agent

Section	Field	Description	Type	Mandatory/Optional	Length	Example
B. Applicant	Last name	The last name of the applicant.	Alphanumeric	Optional / Mandatory	50	Last Name is required only when Corporation or Partnership is not entered
B. Applicant	First name	The first name of the applicant.	Alphanumeric	Optional / Mandatory	20	First Name is required only when Corporation or Partnership is not entered
B. Applicant	Corporation or Partnership	The corporation or partnership of the applicant.	Alphanumeric	Optional / Mandatory	75	Corporation or Partnership is required only when Last Name and First Name are not entered
B. Applicant	Street address	The street address of the applicant.	Alphanumeric	Mandatory	40	123 Other Avenue
B. Applicant	Unit number	The unit number of the applicant.	Alphanumeric	Optional	12	46A
B. Applicant	Lot/con.	The Lot/con of the applicant.	Alphanumeric	Optional	25	567
B. Applicant	Municipality		Alphanumeric	Mandatory	75	Brampton
B. Applicant	Postal Code	The postal code of the applicant.	Alphanumeric	Optional	15	A1A 1A1
B. Applicant	Province	The province of the applicant.	Alphanumeric	Mandatory	2	Any 1 or 2 alphabetic characters, for example "ON"
B. Applicant	E-mail	The email of the applicant.	Alphanumeric	Optional	320	First.last@emailservice.com
B. Applicant	Telephone number	The telephone number of the applicant.	Alphanumeric	Optional	25	(416) 555-1212 ext 123
B. Applicant	Fax	The fax number of the applicant.	Alphanumeric	Optional	25	888-555-1212
B. Applicant	Cell number	The cell number of the applicant.	Alphanumeric	Optional	25	647 555 1212
C. Owner (if different from applicant)	Last name	The last name of the owner	Alphanumeric	Optional	50	Lastname
C. Owner (if different from applicant)	First name	The first name of the owner	Alphanumeric	Optional	20	Firstname
C. Owner (if different from applicant)	Corporation or partnership	The corporation or partnership of the owner	Alphanumeric	Optional	75	NameCorp

Section	Field	Description	Type	Mandatory/ Optional	Length	Example
C. Owner (if different from applicant)	Street address	The street address of the owner	Alphanumeric	Optional	40	1000 Another Street
C. Owner (if different from applicant)	Unit number	The unit number of the owner	Alphanumeric	Optional	12	666
C. Owner (if different from applicant)	Lot/con.	The Lot/con. of the owner	Alphanumeric	Optional	25	123
C. Owner (if different from applicant)	Municipality		Alphanumeric	Optional	75	Upper Rubber Boot
C. Owner (if different from applicant)	Postal Code	The postal code of the owner	Alphanumeric	Optional	15	A1A 1A1
C. Owner (if different from applicant)	Province	The province of the owner	Alphanumeric	Optional	2	Any 1 or 2 alphabetic characters, for example "ON", or blank
C. Owner (if different from applicant)	E-mail	The email of the owner	Alphanumeric	Optional	30	fake@fake.com
C. Owner (if different from applicant)	Telephone number	The telephone number of the owner	Alphanumeric	Optional	25	(888) 555-1212
C. Owner (if different from applicant)	Fax	The fax number of the owner	Alphanumeric	Optional	25	416-555-1212 X1234
C. Owner (if different from applicant)	Cell number	The cell number of the owner	Alphanumeric	Optional	25	888 555 1212
D. Builder (optional)	Last name	The last name of the builder	Alphanumeric	Optional	50	Builderlast
D. Builder (optional)	First name	The first name of the builder	Alphanumeric	Optional	20	Builderfirst
D. Builder (optional)	Corporation or partnership	The corporation or partnership of the builder	Alphanumeric	Optional	75	PartnerCo
D. Builder (optional)	Street address	The street address of the builder	Alphanumeric	Optional	40	888 Lucky Crescent
D. Builder (optional)	Unit number	The unit number of the builder	Alphanumeric	Optional	12	123

Section	Field	Description	Type	Mandatory/Optional	Length	Example
D. Builder (optional)	Lot/con.	The Lot/con. of the builder	Alphanumeric	Optional	25	789
D. Builder (optional)	Municipality		Alphanumeric	Optional	25	Lower Rubber Boot
D. Builder (optional)	Postal Code	The postal code of the builder	Alphanumeric	Optional	15	A1A 1A1
D. Builder (optional)	Province	The province of the builder	Alphanumeric	Optional	2	Any 1 or 2 alphabetic characters, for example "ON", or blank
D. Builder (optional)	E-mail	The email of the builder	Alphanumeric	Optional	320	Builderemail@hotmail.com
D. Builder (optional)	Telephone number	The telephone number of the builder	Alphanumeric	Optional	25	519 555 1212
D. Builder (optional)	Fax	The fax number of the builder	Alphanumeric	Optional	25	(519) 555-1212
D. Builder (optional)	Cell number	The cell number of the builder	Alphanumeric	Optional	25	519-555-1212
E. Purpose of application	Application Purpose ¹	Indicates reason for submitting the application	Alphanumeric	Optional	12	Restricted to one of the following values: New Addition Alteration Demolition Conditional Revoked Cancelled
E. Purpose of application	Proposed use of building	Indicates the proposed use of the building	Alphanumeric	Optional	35	Private Residence
E. Purpose of application	Current use of building	Indicates the current use of the building	Alphanumeric	Optional	35	Pasture
E. Purpose of application	Description of proposed work	Indicates the description of the proposed work	Alphanumeric	Optional	150	Build a home on a pasture

¹ Please note: Tarion only requires submission on NEW, approved permits. The other statuses of "ADDITION", "ALTERATION", "DEMOLITION", and "CONDITIONAL" are provided as a convenience for those unable to filter their submission. As well, any "NEW" approved and submitted permit that is subsequently "REVOKED" or "CANCELLED" should be resubmitted with "REVOKED" or "CANCELLED" as the Application Purpose

Section	Field	Description	Type	Mandatory/Optional	Length	Example
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)	Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act?	Determines if construction is for a new home.	Alphanumeric	Mandatory	3	Restricted to one of the following values: Yes No
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)	Is registration required under the Ontario New Home Warranties Plan Act?	Determines if registration is required.	Alphanumeric	Mandatory	3	Restricted to one of the following values: Yes No
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)	Registration Number	The Tarion builder registration number. This field is required if the registration required field above is set to yes.	Numeric	Conditional (If the answer to both Tarion questions is "Yes" Applicant must provide a Builder Registration Number)	6	4321
H. Declaration of applicant	Applicant Name	The name of the application	Alphanumeric	Mandatory	70	John Smith (if applicant is a corporation, ideally enter name of person submitting application on corporate behalf, if name is not known, enter corporate name)
H. Declaration of applicant	Date Signed	The date the application was signed	Date YYYY-MM-DD	Optional	10	2011-03-14

APPENDIX A. WSDL

This is version 3.1 of the WSDL document, which describes and defines the web service contract.

```
<?xml version="1.0" encoding="UTF-8"?>
<wsdl:definitions name="BuildingPermits"
  targetNamespace="http://tarion.com/enforcement/contract/permit"
  xmlns="http://schemas.xmlsoap.org/wsdl/"
  xmlns:wsdl="http://schemas.xmlsoap.org/wsdl/"
  xmlns:xsd="http://www.w3.org/2001/XMLSchema"
  xmlns:tns="http://tarion.com/enforcement/contract/permit"
  xmlns:enf="http://tarion.com/enforcement/schema/permit"
  xmlns:soap="http://schemas.xmlsoap.org/wsdl/soap/">

  <wsdl:documentation>

    This is a Web service for submission of Building Permit
    information.

  </wsdl:documentation>

  <wsdl:types>
    <xsd:schema
  targetNamespace="http://tarion.com/enforcement/contract/permit">
      <xsd:import
  namespace="http://tarion.com/enforcement/schema/permit"
      schemaLocation="buildingpermits.xsd" />
      <xsd:element name="AuthenticationHeaderRequest"
  type="tns:AuthenticationHeader" />
      <xsd:complexType name="AuthenticationHeader">
        <xsd:sequence>
          <xsd:annotation>
            <xsd:documentation>
              Header for login credentials
            </xsd:documentation>
          </xsd:annotation>
          <xsd:element name="username" type="xsd:string"
        />
          <xsd:element name="password" type="xsd:string"
        />
        </xsd:sequence>
      </xsd:complexType>
    </xsd:schema>
  </wsdl:types>

  <wsdl:message name="AuthenticationHeaderRequest">
    <wsdl:part name="AuthenticationHeader"
  element="tns:AuthenticationHeaderRequest" />
  </wsdl:message>

  <wsdl:message name="submitPermitsRequest">
    <wsdl:part name="BuildingPermits"
  element="enf:buildingPermitsRequest" />
  </wsdl:message>

  <wsdl:message name="submitPermitsResponse">
```

```

        <wsdl:part name="Acknowledgement"
element="enf:buildingPermitsResponse" />
    </wsdl:message>

    <wsdl:portType name="BuildingPermit">
        <wsdl:operation name="opSubmitPermit">
            <wsdl:input name="input"
message="tns:submitPermitsRequest" />
            <wsdl:output name="output"
message="tns:submitPermitsResponse" />
        </wsdl:operation>
    </wsdl:portType>

    <wsdl:binding name="BuildingPermitSOAP" type="tns:BuildingPermit">
        <soap:binding style="document"
            transport="http://schemas.xmlsoap.org/soap/http" />
        <wsdl:operation name="opSubmitPermit">
            <soap:operation

                soapAction="http://tarion.com/enforcement/contract/permit/opSubmitP
ermit" />
            <wsdl:input name="input">
                <soap:header
message="tns:AuthenticationHeaderRequest" part="AuthenticationHeader"
use="literal"/>
                <soap:body use="literal" />
            </wsdl:input>
            <wsdl:output name="output">
                <soap:body use="literal" />
            </wsdl:output>
        </wsdl:operation>
    </wsdl:binding>

    <wsdl:service name="BuildingPermit">
        <wsdl:port name="BuildingPermitSOAP"
binding="tns:BuildingPermitSOAP">
            <soap:address
location="http://localhost:8080/Enforcements/BuildingPermit" />
        </wsdl:port>
    </wsdl:service>
</wsdl:definitions>

```

Appendix B. XSD

This is version 3.1 of the XSD document, which describes the message structure of the building permit(s) document.

We highly recommend, before submitting an XML formatted file, you verify the file against the Schema using a tool such as DecisionSofts XML Schema Validator (<http://xmltools.corefiling.com/schemaValidate/>). This program will report any formatting errors in the XML file.

```

<?xml version="1.0" encoding="UTF-8"?>
<xsd:schema xmlns:xsd="http://www.w3.org/2001/XMLSchema"
    targetNamespace="http://tarion.com/enforcement/schema/permit"
xmlns="http://tarion.com/enforcement/schema/permit"
    elementFormDefault="qualified">

```

```
<xsd:complexType name="ContactNameType">
  <xsd:sequence>
    <xsd:element name="lastName" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="50" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="firstName" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="20" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="corporation" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="75" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
  </xsd:sequence>
</xsd:complexType>

<xsd:complexType name="ContactOtherType">
  <xsd:sequence>
    <xsd:element name="emailAddress" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="320" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="telephoneNumber" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="25" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="faxNumber" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="25" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="cellNumber" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="25" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
  </xsd:sequence>
</xsd:complexType>

<xsd:complexType name="ProjectInformationType">
```

```
<xsd:sequence>
  <xsd:element name="buildingNumberStreetName">
    <xsd:simpleType>
      <xsd:restriction base="xsd:string">
        <xsd:maxLength value="50" />
      </xsd:restriction>
    </xsd:simpleType>
  </xsd:element>
  <xsd:element name="unitNumber" minOccurs="0">
    <xsd:simpleType>
      <xsd:restriction base="xsd:string">
        <xsd:maxLength value="12" />
      </xsd:restriction>
    </xsd:simpleType>
  </xsd:element>
  <xsd:element name="lotCon" minOccurs="0">
    <xsd:simpleType>
      <xsd:restriction base="xsd:string">
        <xsd:maxLength value="25" />
      </xsd:restriction>
    </xsd:simpleType>
  </xsd:element>
  <xsd:element name="municipality">
    <xsd:simpleType>
      <xsd:restriction base="xsd:string">
        <xsd:maxLength value="75" />
      </xsd:restriction>
    </xsd:simpleType>
  </xsd:element>
  <xsd:element name="postalCode" minOccurs="0">
    <xsd:simpleType>
      <xsd:restriction base="xsd:string">
        <xsd:maxLength value="15" />
      </xsd:restriction>
    </xsd:simpleType>
  </xsd:element>
  <xsd:element name="planNumberOtherDesc" minOccurs="0">
    <xsd:simpleType>
      <xsd:restriction base="xsd:string">
        <xsd:maxLength value="75" />
      </xsd:restriction>
    </xsd:simpleType>
  </xsd:element>
  <xsd:element name="projectEstValue" minOccurs="0">
    <xsd:simpleType>
      <xsd:restriction base="xsd:string">
        <xsd:maxLength value="20" />
      </xsd:restriction>
    </xsd:simpleType>
  </xsd:element>
  <xsd:element name="areaOfWork" minOccurs="0">
    <xsd:simpleType>
      <xsd:restriction base="xsd:string">
        <xsd:maxLength value="65" />
      </xsd:restriction>
    </xsd:simpleType>
  </xsd:element>
</xsd:sequence>
</xsd:complexType>
```

```
<xsd:complexType name="ApplicantAddressType">
  <xsd:sequence>
    <xsd:element name="streetAddress">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="40" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="unitNumber" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="12" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="lotCon" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="25" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="municipality">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="75" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="postalCode" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="15" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="province">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="2" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
  </xsd:sequence>
</xsd:complexType>

<xsd:complexType name="AddressType">
  <xsd:sequence>
    <xsd:element name="streetAddress" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="40" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
    <xsd:element name="unitNumber" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:maxLength value="12" />
        </xsd:restriction>
      </xsd:simpleType>
    </xsd:element>
  </xsd:sequence>
</xsd:complexType>
```

```

        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
<xsd:element name="lotCon" minOccurs="0">
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="25" />
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
<xsd:element name="municipality" minOccurs="0">
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="75" />
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
<xsd:element name="postalCode" minOccurs="0">
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="15" />
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
<xsd:element name="province" minOccurs="0">
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="2" />
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
</xsd:sequence>
</xsd:complexType>

<xsd:complexType name="HeaderType">
    <xsd:sequence>
        <xsd:element name="applicationNumber" minOccurs="0">
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:maxLength value="25" />
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="permitNumber">
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:maxLength value="25" />
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="datePermitIssued" type="xsd:string" />
        <xsd:element name="dateRecv" type="xsd:string" minOccurs="0" />
    </xsd:sequence>
</xsd:complexType>

<xsd:element name="rollNumber" type="xsd:string"
    minOccurs="0" />
<xsd:element name="applicationSubmittedTo"
type="xsd:integer"
    minOccurs="0" />
</xsd:sequence>
</xsd:complexType>

```

```

<xsd:complexType name="ApplicantType">
  <xsd:sequence>
    <xsd:element name="applicantIs" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:pattern
value="((O|o)(W|w)(N|n)(E|e)(R|r))|((A|a)(G|g)(E|e)(N|n)(T|t))" />
          </xsd:restriction>
        </xsd:simpleType>
      </xsd:element>
      <xsd:element name="contactName" type="ContactNameType"
minOccurs="0" />
      <xsd:element name="address" type="ApplicantAddressType" />
      <xsd:element name="contactOther" type="ContactOtherType"
minOccurs="0" />
    </xsd:sequence>
  </xsd:complexType>

<xsd:complexType name="OwnerType">
  <xsd:sequence>
    <xsd:element name="contactName" type="ContactNameType"
minOccurs="0" />
    <xsd:element name="address" type="AddressType" minOccurs="0"
/>
    <xsd:element name="contactOther" type="ContactOtherType"
minOccurs="0" />
  </xsd:sequence>
</xsd:complexType>

<xsd:complexType name="BuilderType">
  <xsd:sequence>
    <xsd:element name="contactName" type="ContactNameType"
minOccurs="0" />
    <xsd:element name="address" type="AddressType" minOccurs="0"
/>
    <xsd:element name="contactOther" type="ContactOtherType"
minOccurs="0" />
  </xsd:sequence>
</xsd:complexType>

<xsd:complexType name="PurposeType">
  <xsd:sequence>
    <xsd:element name="applicationPurpose" minOccurs="0">
      <xsd:simpleType>
        <xsd:restriction base="xsd:string">
          <xsd:pattern
value="((N|n)(E|e)(W|w))|((A|a)(D|d)(D|d)(I|i)(T|t)(I|i)(O|o)(N|n))|((
A|a)(L|l)(T|t)(E|e)(R|r)(A|a)(T|t)(I|i)(O|o)(N|n))|((D|d)(E|e)(M|m)(O|o)(L|
l)(I|i)(T|t)(I|i)(O|o)(N|n))|((C|c)(O|o)(N|n)(D|d)(I|i)(T|t)(I|i)(O|o)(N|n)
(A|a)(L|l))|((R|r)(E|e)(V|v)(O|o)(K|k)(E|e)(D|d))|((C|c)(A|a)(N|n)(C|c)(E|e)
)(L|l)(L|l)(E|e)(D|d))" />
          </xsd:restriction>
        </xsd:simpleType>
      </xsd:element>
      <xsd:element name="proposedUse" minOccurs="0">
        <xsd:simpleType>
          <xsd:restriction base="xsd:string">

```

```

        <xsd:maxLength value="35" />
    </xsd:restriction>
</xsd:simpleType>
</xsd:element>
<xsd:element name="currentUse" minOccurs="0">
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="35" />
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
<xsd:element name="description" minOccurs="0">
    <xsd:simpleType>
        <xsd:restriction base="xsd:string">
            <xsd:maxLength value="150" />
        </xsd:restriction>
    </xsd:simpleType>
</xsd:element>
</xsd:sequence>
</xsd:complexType>

<xsd:complexType name="TarionType">
    <xsd:sequence>
        <xsd:element name="newHome">
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:pattern
value="((Y|y)(E|e)(S|s))|((N|n)(O|o))" />
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="registrationRequired">
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:pattern
value="((Y|y)(E|e)(S|s))|((N|n)(O|o))" />
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="registrationNumber" minOccurs="0">
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:maxLength value="6" />
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
    </xsd:sequence>
</xsd:complexType>

<xsd:complexType name="DeclarationType">
    <xsd:sequence>
        <xsd:element name="applicantName">
            <xsd:simpleType>
                <xsd:restriction base="xsd:string">
                    <xsd:maxLength value="70" />
                </xsd:restriction>
            </xsd:simpleType>
        </xsd:element>
        <xsd:element name="dateRecv" type="xsd:string" minOccurs="0"
/>

```



```
        </xsd:sequence>
    </xsd:complexType>

    <xsd:complexType name="BuildingPermitType">
        <xsd:sequence>
            <xsd:element name="header" type="HeaderType" />
            <xsd:element name="projectInformation"
type="ProjectInformationType" />
            <xsd:element name="applicant" type="ApplicantType" />
            <xsd:element name="owner" type="OwnerType" minOccurs="0" />
            <xsd:element name="builder" type="BuilderType" minOccurs="0"
/>
            <xsd:element name="purpose" type="PurposeType" minOccurs="0"
/>
            <xsd:element name="tarion" type="TarionType" />
            <xsd:element name="declaration" type="DeclarationType" />
        </xsd:sequence>
    </xsd:complexType>

    <xsd:element name="buildingPermitsRequest">
        <xsd:complexType>
            <xsd:sequence>
                <xsd:element name="buildingPermit"
type="BuildingPermitType"
                    maxOccurs="unbounded" />
            </xsd:sequence>
        </xsd:complexType>
    </xsd:element>

    <xsd:element name="buildingPermitsResponse">
        <xsd:complexType>
            <xsd:sequence>
                <xsd:element name="status" type="xsd:string" />
                <xsd:element name="confirmationNumber"
type="xsd:string" />
            </xsd:sequence>
        </xsd:complexType>
    </xsd:element>
</xsd:schema>
```

APPENDIX C. Sample Request Message

Sample XML Request Message: (Mandatory fields are marked in **Bold**).

```
<buildingPermitsRequest xmlns="http://tarion.com/enforcement/schema/permit">
<buildingPermit>
  <header>
    <applicationNumber>1234567890123456789012345</applicationNumber>
    <permitNumber>1234567890123456789012345</permitNumber>
    <datePermitIssued>2010-11-01</datePermitIssued>
    <dateRecv>2010-09-10</dateRecv>
    <rollNumber>1234567890</rollNumber>
    <applicationSubmittedTo>1234567</applicationSubmittedTo>
  </header>
  <projectInformation>
    <buildingNumberStreetName>1248 Bloor St E.</buildingNumberStreetName>
  <unitNumber>45</unitNumber>
  <lotCon>45</lotCon>
  <munipality>TORONTO</munipality>
  <postalCode>M6A2G5</postalCode>
  <planNumberOtherDesc>Other description</planNumberOtherDesc>
  <projectEstValue>100,000.00</projectEstValue>
  <areaOfWork>40,000 sq.ft</areaOfWork>
</projectInformation>
  <applicant>
    <applicantIs>OWNER</applicantIs>
    <contactName>
      <lastName>Van Gogh</lastName>
      <firstName>Vincent</firstName>
      <corporation>Tarion</corporation>
    </contactName>
    <address>
      <streetAddress>1 Yonge St</streetAddress>
      <unitNumber>123456789012</unitNumber>
      <lotCon>12345</lotCon>
      <munipality>TORONTO</munipality>
      <postalCode>12345-0054</postalCode>
      <province>ON</province>
    </address>
    <contactOther>
      <emailAddress>yahoo@yahoo.com</emailAddress>
      <telephoneNumber>(416)-458-7898</telephoneNumber>
      <faxNumber>(416)-458-7000 x 4733</faxNumber>
      <cellNumber>+43 (1) 545 5155 - 0</cellNumber>
    </contactOther>
  </applicant>
  <owner>
    <contactName>
      <lastName>Van Rijn</lastName>
      <firstName>Rembrandt</firstName>
      <corporation>Oil Painting Corporation</corporation>
    </contactName>
    <address>
      <streetAddress>1 Yonge St</streetAddress>
      <unitNumber>123456789012</unitNumber>
      <lotCon>12345</lotCon>
      <munipality>Toronto</munipality>
      <postalCode>M6S 1E3</postalCode>
      <province>ON</province>
    </address>
    <contactOther>
      <emailAddress>rembradt@oilpaintings.com</emailAddress>
      <telephoneNumber>4164587000</telephoneNumber>
      <faxNumber>4164587000</faxNumber>
      <cellNumber>4164587000</cellNumber>
    </contactOther>
  </owner>
  <builder>
    <contactName>
```

```
<lastName>Monet</lastName>
<firstName>Claude</firstName>
<corporation>Oil Painting Corporation</corporation>
</contactName>
<address>
  <streetAddress>1 Yonge St</streetAddress>
  <unitNumber>123456789012</unitNumber>
  <lotCon>12345</lotCon>
  <municipality>1234567890123456789012345</municipality>
  <postalCode>M6S 1E3</postalCode>
  <province>ON</province>
</address>
<contactOther>
  <emailAddress>monet@oilpaintings.com</emailAddress>
  <telephoneNumber>4164587000</telephoneNumber>
  <faxNumber>4164587000</faxNumber>
  <cellNumber>4164587000</cellNumber>
</contactOther>
</builder>

<purpose>
  <applicationPurpose>NEW</applicationPurpose>
  <proposedUse>12345678901234567890123456789012345</proposedUse>
  <currentUse>12345678901234567890123456789012345</currentUse>
  <description>French Fries factory with Oil Painting
gallery</description>
</purpose>

<tarion>
  <newHome>TBD</newHome>
  <registrationRequired>YES</registrationRequired>
  <registrationNumber>123456</registrationNumber>
</tarion>
<declaration>
  <applicantName>Vincent Van Gogh</applicantName>
  <dateRecv>2010-09-10</dateRecv>
</declaration>
</buildingPermit>
</buildingPermitsRequest>
```

APPENDIX D. Sample Response Message

```
<ns2:buildingPermitsResponse
xmlns:ns2="http://tarion.com/enforcement/schema/permit"
xmlns:ns3="http://tarion.com/enforcement/contract/permit">
  <ns2:status>success</ns2:status>
  <ns2:confirmationNumber>544</ns2:confirmationNumber>
</ns2:buildingPermitsResponse>
```

APPENDIX E. CSV record definition

The CSV format for Building Permit Application information submission is defined below. Each MBPA information file can contain multiple permit records. Each record should be separated by new line character. The separator is defined as a coma ',' and therefore any field, which contains this character should be enclosed by double quotes ex: "10,000". Building Permit Application information files submitted to Tarion should contain only permit records. There is an exception for the following headers in the first line of data:

```
Header Application Number,Header Permit Number,Header Date Permit Issued,Header Date Received,Header Roll number,Header Application submitted to:,Project Building Number and Street Name,Project Unit number,Project Lot/con.,Project Municipality,Project Postal Code,Project Plan number/other description,Project value est. $,Project Area of work (m2),Applicant Applicant is: Owner or Authorized Agent of Owner,Applicant Last name,Applicant First name,Applicant Corporation or Partnership,Applicant Street address,Applicant Unit number,Applicant Lot/con.,Applicant Municipality,Applicant Postal Code,Applicant Province,Applicant E-mail,Applicant Telephone number,Applicant Fax,Applicant Cell number,Owner Last name,Owner First name,Owner Corporation or partnership,Owner Street address,Owner Unit number,Owner Lot/con.,Owner Municipality,Owner Postal Code,Owner Province,Owner E-mail,Owner Telephone number,Owner Fax,Owner Cell number,Builder Last name,Builder First name,Builder Corporation or partnership,Builder Street address,Builder Unit number,Builder Lot/con.,Builder Municipality,Builder Postal Code,Builder Province,Builder E-mail,Builder Telephone number,Builder Fax,Builder Cell number,Purpose Application Purpose,Purpose Proposed use of building,Purpose Current use of building,Purpose Description of proposed work,Tarion New Home,Tarion Registration Required,Tarion Registration Number,Declaration Applicant Name,Declaration Date Recv
```

The CSV record layout is designed so that it maps to XML document as specified by XML schema.

Sample record:

```
123,12345678,2010-09-10,2010-09-10,12345,23,1 Yonge St,23,5B,TOR,M6A
2G1,Plan number 7,"104,000.00",100 sq
meters,OWNER,Bond,James,Corporation,1 Bloor St,2200,Lot 3,TOR,M6S
1E3,ON,yahoo@yahoo.com,4166302515,,,Templar,Simon,Corporation,67 Gerrard
St,,,TOR,M6S 1E3,ON,yahoo@yahoo.com,4169601125,,,,,1 Yonge St,4,Lot
1,TOR,M6S 1E3,ON,yahoo@yahoo.com,,,CONDITIONAL,Residential,None,There
is no description of proposed work as this is classified
information,YES,YES,666,Simon Templar,2010-09-10
```

1. Any field that contains commas should be enclosed with double quotes. For example, 10,000 would be sent as "10,000"
2. If a file has less than the requisite 63 columns, the file will be rejected. If a field has no value, then leave it blank and add a comma to separate that column from the next. (I.e. each row should have 62 commas separating the 63 values!)
3. Municipality can contact the Enforcement Department for a sample CSV spreadsheet.

APPENDIX F. Date Formats

The following are acceptable date formats for XML and comma delimited (CSV) MBPA information files:

YYYY-MM-DD

YYYY/MM/DD

MM-DD-YYYY

MM/DD/YYYY

MM-DD-YY

MM/DD/YY

M-D-YY

M/D/YY

M-D-YYYY

M/D/YYYY

DD-MMM-YY*

DD/MMM/YY*

*Where MMM is one of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec)

APPENDIX G. Chart of Common Errors

Error Message	Meaning	Action
Document submitted isn't a well formed XML or CSV conversion was not successful	The file is missing the required number of columns	Check file against the data elements chart in Section 6 to ensure all columns are present. Note: If a file has been manually corrected and the Header-Application Number column contains no data, re-saving may drop this column. You can correct this by using acceptable headers or by adding a comma before every line of data using a Notepad program.
[Field Name] is a required value	The value in the specified field is required information for submission	The field is one of the mandatory fields specified in the Data Elements chart in Section 6. Complete the missing information and re-submit the file.
The [Field Name] is required and must be [X] characters or less.	The value entered in the specified field is too long and is required information for submission	The information is either missing or exceeds the character length specified in the Data Elements chart in Section 6. Enter or correct the missing information and re-submit the file.

Error Message	Meaning	Action
The [Field Name] must be [X] characters or less.	The value entered in the specified field is too long	The information exceeds the character length specified in the Data Elements chart in Section 6. Correct the information and re-submit the file.
The [Field Name] is a required value and must be in one of the specified formats	The date value in the specified field is not in an acceptable format and is required information for submission	Refer to Appendix F for acceptable date formats. Complete/correct the missing information and re-submit the file.
The [Field Name] must be in one of the specified formats	The date value in the specified field is not in an acceptable format.	Refer to Appendix F for acceptable date formats. Correct the information and re-submit the file.
The 'Applicant Is' field must only be 'owner' or 'agent'	The value can only be one of the listed values	Correct the information to read as one of the listed values and re-submit the file.
The 'Purpose Of Application' field must only be 'new', 'addition', 'alteration', 'demolition', 'conditional', 'revoked', or 'canceled'.	The value can only be one of the listed values	Correct the information to read as one of the listed values and re-submit the file.
The 'Is proposed construction for a new home as defined in the Ontario New Home Warranty Plan Act?' is required and must only be 'yes' or 'no'.	The value is required information for submission and can only be one of the listed values	Complete/correct the information to read as one of the listed values and re-submit the file.
The 'Is registration required under the Ontario New Home Warranties Plan Act?' is required and must only be 'yes' or 'no'.	The value is required information for submission and can only be one of the listed values	Complete/correct the information to read as one of the listed values and re-submit the file.
Error detected: cvc-elt.1: Cannot find the declaration of element 'Workbook'.	The file is in the wrong format	The file has been saved as XML through Excel which will not generate the necessary schema. If you are saving a file through Excel please save it as Comma Delimited (CSV) and then upload the file.
Upload was not completed, please verify that the file does not exceed allowable limit	The file you are attempting to upload is too large to process.(over 100kB)	It may be necessary to break up the file information into several smaller submissions. Note: This error will be displayed while attempting to load the file.

Error Message	Meaning	Action
The file you are trying to submit is not valid for this submission and was not accepted.	The file does not have the file extension .csv or .xml and is in the wrong format.	Only CSV or XML format files can be accepted by the system. Please ensure your file is in one of these formats. Note: If using Excel to create your spreadsheet, save the file as Comma Delimited (CSV), trying to create an XML through this program will not upload the information properly. Note: This error will be displayed while attempting to load the file.
Failed to process document. Document may not have correct structure.	XML parsing has failed, this could be due to XML not adhering to XML schema	Ensure that your generated data matched the XML schema laid out in Appendix B. Note: XML/webservice only
Document contains errors preventing building permit(s) from being properly parsed and saved, these errors were not detected during validation phase.	The file contains one or more data problems. Ex: invalid data types, field length exceeding maximum, null values in mandatory fields.	Ensure the data being generated corresponds with the Data Elements chart in Section 6. Note: XML/webservice only