

Applying for a building warrant

There are two ways to make an application for building warrant to North Lanarkshire Council:

- online through eBuildingStandards.scot; **or**
- the established process of submitting to our office on paper.

Unfortunately these methods of submission are not interchangeable, so please choose the method that will best suit your needs for the full process from application to approval.

To ensure the most efficient handling of your application, we would ask that you take note of the following when making your application:

eBuildingStandards.scot Applications

- When uploading, drawings must be correctly orientated.
- It is essential that uploaded drawings are given their unique reference number, including any revision number.
- You can use the proposal sharing option to allow other nominated parties to participate during the pre-submission process. E.g. clients can make payment, consultants can upload their drawings or reports, etc.
- There is a submission limit of 5mb per drawing/document and 100mb per package. If your submission package exceeds this, after you have lodged your initial submission and received your acknowledgement, you can use the post submission form to upload additional material.
- The post submission form must also be used for amended drawings.
- When using the post submission form, the building warrant reference number issued by us (e.g. 17/0000/NLC) **must** be quoted, rather than the online 12 digit reference given at initial registration. You will receive your reference number with your acknowledgement from us that we have received your application.
- For amended and staged applications it is also necessary to quote the date the original building warrant was granted. This information will be on your building warrant.
- Please note: Although the eBuildingStandards.scot portal provides an electronic means for submitting building warrant applications, we do not have a facility to return approved plans electronically. To enable your application to be approved when the application process is finalised, we will ask that you submit two sets of paper drawings to allow us to issue your building warrant in the most efficient manner.
- The portal should also be used to submit information after warrant approval, such as notification of work starting form, alternative evidence (as agreed by the case officer), Form Q, Completion Certificate submission, etc.

Paper Applications

- Your application should be submitted with the appropriate fee to our office.
- If you provide an email address we will correspond with you electronically, to ensure we provide the most efficient service to you.
- If you choose to progress with a paper application, all drawings and reports must be submitted on paper throughout the process from application to approval.
- All forms can be found at eBuildingStandards.scot