



## Paperless Application Instructions



The Town of Cochrane Safety Codes Department has made the commitment to go paperless. Towards this end forms have been developed that can be easily filled out and submitted online. Here are the steps to follow:

### You will need:

1. Internet Explorer, Google Chrome or Firefox. (Microsoft Edge does not work at this time. Safari does not allow all of the features of the forms to work.)
2. PDF reader – [Adobe Reader](#), [Foxit PDF Reader](#), PDF Xchange Editor or some other pdf reader. Whatever reader you use must be made your default pdf reader.

**As always when downloading files from the internet, ensure your security is up to date.**

### About the forms:

The forms are fillable PDFs. You can use your Tab  Button to move from field to field. Fields marked with an asterisk \* and/or red border  **must** be filled in. Other fields are filled in depending on the project type. The red “Reset Form” button clears all the information you have entered. There are links where you can get further information such as fees and land use requirements.

### Filling out the forms:

1. Type in the information. Remember to fill in the required fields. Otherwise you will get a message to complete the form.
2. Read the declaration. Click the check box, type in your name and fill in the application date in the mm,dd,yyyy format.

### Save & Submission

1. If you want to retain the original you can save the document to your desktop.
2. When you have completed all the required information on all applicable applications, email all applications and supporting documents (Drawings, Manufacturer's specs etc) to [safety.codes@cochrane.ca](mailto:safety.codes@cochrane.ca)
3. You've done it!! You will get a confirmation email from our office that we have received the application. If more information is required our staff will inform you of what is needed.