

Completion Submission (Single Submission - Householder, Non-Domestic etc)

This guide is to assist a householder or agent when making a completion submission for an individual house application (single house, extension, alterations). The guide will outline the process of making the submission and the method of submitting any additional certification (Electrical Certificates, Fire Detection Installation Certificate, Gas Safe etc) for the application.

Note: The City of Edinburgh Council do not administer this website and any issues relating to the online system should be reported to Scottish Government eBuilding Standards via the support section of their website.

1. Create an account on the ebuildingstandards website using the link below:

<https://www.ebuildingstandards.scot/eBuildingStandardsClient/>

2. Once the account is created login and enter the eBuilding Standards section as highlighted below:

Getting started
You will need an account to get started. To create your account click on the 'Create an Account' button below.
Once you are set up, just scroll down to find out how to get started on your application. If you need assistance you can download our user guide (below), or visit our Support tab located in the top-right corner of the site.

[Download User Guide PDF](#) (355Kb, requires Adobe Reader)

and/or the Client-to-Pay option. The available payment options for your Authority are shown on the 'Proposal Summary' page before you start your application. **If you cannot pay using these methods, please contact your Authority BEFORE submitting your application (details available [here](#))**

How do I start an application?

You should be able to make an application in 6 steps:

1. Finding out what you need to apply for

There are many things that you can apply for on this site, and knowing what you need is the first step. If you're not familiar with the planning or building application processes, you can find out more from [mygov.scot](#).

1. We would always recommend talking to your Authority about this as they will be deciding upon your application.
2. If you're not familiar with the planning or building application processes, you can find out more from [mygov.scot](#).
3. Both the ePlanning and eBuildingStandards portals have a "Which Form Wizard" that can help you find the form that you need to complete. The wizards can be accessed by going to the respective portal, and selecting the "Which form Wizard" button on the left hand menu.

Please note in many instances, you may need to obtain more than one permission if you're looking to undertake building works. For example, you may need to obtain Planning Permission or make a

Will I need a Location / Block Plan for my application?

You will need a **Location or Block Plan** for many Planning and Building applications. For more information on minimum requirements for location plans for planning applications plans click [here](#).

If you do not yet have a plan, you can buy one through our approved suppliers.

We have chosen these suppliers because they:

- use Ordnance Survey data,
- offer a range of scales and plan types,
- are competitively priced and easy to use,
- offer dedicated customer service support, and
- offer compliant plans for Scottish Planning and Building Standards applications.

Just click on one of the logos below to go to a partner site to create and purchase a plan.

Why choose emapsite?

3. For the first submission you will need to create a proposal. Note this is not creating a new application and is only available for you to view within your account. Also, once the proposal is created you can use this again for future submissions relating to this property.

eBuildingStandards.scot

Logout Accessibility Help Sitemap Support

My Proposals

My Proposals shows all the proposals you have access to.

Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.

Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.

Please note that all submitted applications will be deleted 90 days after they are submitted to comply with Data Protection legislation.

New Proposal

Active Deleted

Show Proposals

All
I Manage
I Can Edit

Sort By

No Proposals
No Proposals to display
In order to create a new Proposal, click on the New Proposal link at the top of the page and complete the Create a New Proposal wizard.

Need Help?

- Complete the details requested when making the 'New Proposal'. Once you reach the screen requesting which form to select click on the 'select forms from a list'.

- Select the form 'Completion Certificate'

- Complete this stage by selecting 'Add Form' then on the next page check the details and finish by selecting 'Complete Proposal'. For future submissions you will enter the proposal and in the 'Draft Forms' section you need to 'Add Additional Forms' and repeat step 5.

7. Now the proposal is made the next step is to complete the form. To do so, select the form from the front page of the proposal as below.

Standards.scot

Proposal Summary

Delete Proposal | New Proposal

Summary Need Help ?

Multi Plot TEST
Multi Plot TEST
[Edit Proposal Details](#)

Status: Active
Primary Contact: [REDACTED]
Date Started: 04/08/2020
Proposal Reference: 500305833

Local Authority Need Help ?

City of Edinburgh Council
Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG

planning.support@edinburgh.gov.uk

The authority accepts payments by:

- Online by Credit/Debit Card

Site Location

[REDACTED]
[Change Address](#)

Hints and Tips

- How do I submit revised drawings?
- How do I submit additional documents such as revised drawings, reports, and electrical certificates, to my application?
- My application is still shown in draft despite me paying the fee?

Draft Forms Need Help ?

complete the proposal on the form.

Completion Certificate

[Add Additional Forms](#)

Submitted Forms Need Help ?

Submitted forms are automatically removed from the site 90 days after the submission date.

Name	Submission Date
No Submitted Forms	

8. Complete the form by entering the details required in each section.

eBuilding Standards.scot

Application Summary

Completion Certificate Need Help ?

The following items must be completed before you can submit your application. Your progress is saved at each step.

View the Building Standards Customer Journey which includes information on what documentation to include with your application here

Online Reference: [REDACTED]

Item	Status
Main Details	incomplete
Supporting Documentation	incomplete
Email Notification	incomplete
Declaration	incomplete

[Back to Proposal Summary](#)

Local Authority Need Help ?

City of Edinburgh Council
Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG

planning.support@edinburgh.gov.uk

The authority accepts payments by:

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Help

[Preview Completion Certificate](#)
PDF opens in a new window.

[Form Guide \(PDF opens in a new window\)](#)
Download this document for guidance on completing this specific form. The link will open a new window.

9. In the 'Main Details' section when you are entering the address of the proposal, **you must use the address of the application.**

10. Complete the remainder of the questions and save the details.

11. To add additional certification for the application, enter the 'Supporting Documentation' section of the form.

Building Standards.scot

Application Summary

Completion Certificate [Need Help ?](#)

The following items must be completed before you can submit your application. Your progress is saved at each step.
View the Building Standards Customer Journey which includes information on what documentation to include with your application here
Online Reference: 500305833-001

Item	Status
Main Details	complete
Supporting Documentation	incomplete
Email Notification	incomplete
Declaration	incomplete

[Back to Proposal Summary](#)

Local Authority [Need Help ?](#)

City of Edinburgh Council
Waveley Court 4 East Market Street G.2 Edinburgh EH8 8BG

✉ planning.support@edinburgh.gov.uk

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Help

[Preview Completion Certificate](#)
PDF opens in a new window

[Form Guide \(PDF opens in a new window\)](#)

12. On the first page select 'Yes' as you do intend to provide supporting documents.

13. Next select 'Add document Details' then select 'upload' on the next screen.

14. Once you reach the screen below ensure you input the information in the following format:

- 'Document Type' – Other
- 'Unique Drawing Reference Number' – Certificate name
- 'Description' – What is the certificate for

By doing the above you will ensure that the documentation is named correctly, and the surveyor will be able to locate it in our system.

An asterisk (*) indicates required fields.

Upload Document [Need Help ?](#)

Please complete or modify the details listed below as appropriate.

Document Type: * [?](#)

Unique Drawing Reference Number:

Revision Number:

Description: *
Max 500 characters 479 characters remaining

Attach File: * Domestic Electrical Work.pdf

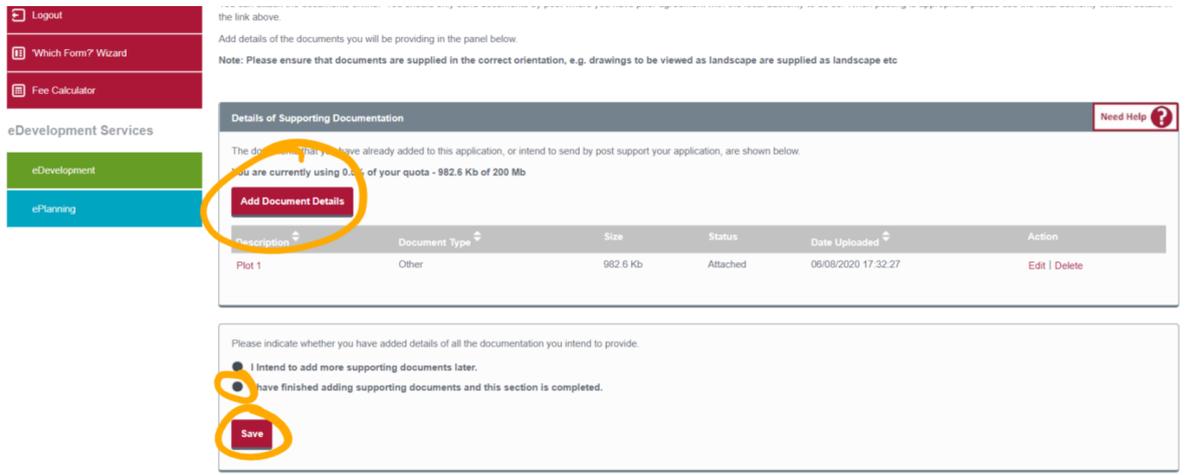
Please ensure that documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.

Paper Size [?](#)

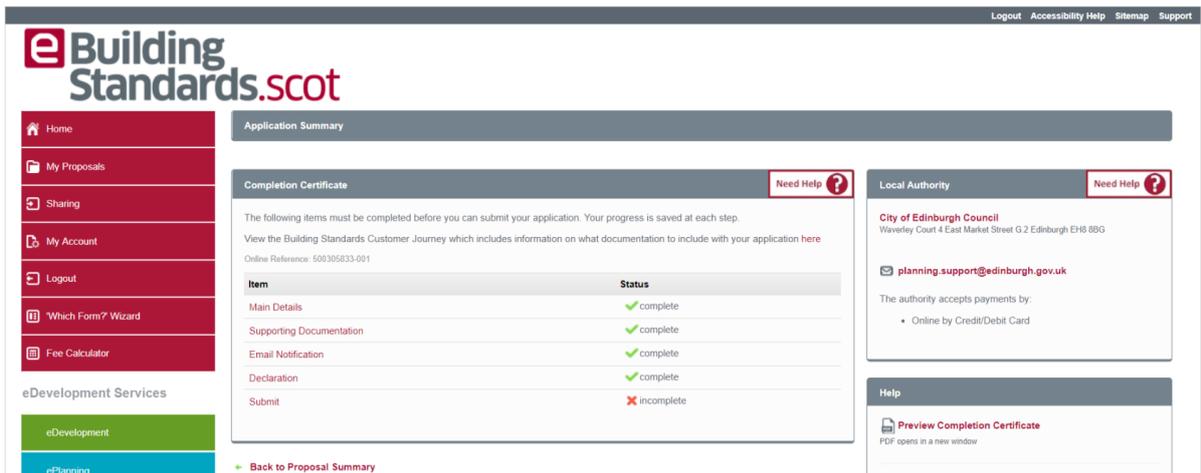
Your document may be printed by the local authority. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.

I have read and followed these instructions. I will not be able to proceed unless the document meets this specification. You are reminded that you have previously accepted the Terms and Conditions relating to this site, and in continuing to utilise this site, you must ensure adherence to those Terms and Conditions including the governance of Copyright and publication.

- Once uploaded, you can add the additional documents by selecting 'Add Document Details' or complete by selecting 'I have finished adding documents and this section is completed' then 'Save'



- Next complete the 'Email Notification' and 'Declaration' sections so that the top four items now have a green tick as below.



- Finally ensure that you complete the submission by selecting the 'Submit' section to complete the application.

