

1. Log in to the Online Permitting Portal and click the "**Open ePlans**" button for the application of interest.

***You will be automatically transferred to the ePlans system (no username of password required)

→ <u>https://eservices.vaughan.ca</u>

2. Now that you are in ePlans, click the "Accept" button to start your <u>Applicant Final Plan</u> <u>Check Response</u> task.

***A new pop-up window will open with 3 steps required to be completed

✓ X 25 11032	8 000 00 A - Vaughan 🗙	+				
\leftrightarrow \rightarrow G	⋒ ==					
VAUGHAN Back to Permitting Portal						
Tasks Files	Status Info Reports	Reviews	25 110328 000 00 A:	Building	g - Single/Semi/Townh	ouse / Single
Refresh Save Settings						
ACTION	TASK		PROJECT		GROUP	0
	▼ Contains		▼ Contains		▼ Contains	
Accept	Applicant Final Plan Check	Response	25 110328 000 00 A		Applicant	



3. In the Step 1 of 3, click the "**Review Comments**" button, which will open a new window, and respond to each comment, then click the "Close Window" button.

pplicant Final Plan Chec	k Response - Google C							
STEP 1 of 3: Re	espond to all comm	ients, as requested	I					
Resolve Review C Unresolved Info Only Files wit	Comments 2 Comments: 1 Comments: 0 h Markups: 0	₽						
P	an Review: Re	eview Comments		Export to	Excel	Import Excel	Responses	
	Revie	w and respond online		Review and re	espond in Excel , t	hen upload your re	sponses.	
×, •=•							_	- 0 >
Dept: Type:	Show All Show All	✓ Status:✓ Cycle:	Show All	 Response: Time:	Show All Show All	~	Search: Enter keyword	Close Window
Refresh					Add Commen	t / Ask Question	Please enter your re	esponses 📀
Ref.#	# 1 Application	Expediter		2/2/25	9:45 PM			l l l l l l l l l l l l l l l l l l l
Resol	Additional for Building Per Plumbing Fer Total: \$1200	ees assessed during p mit Fees: \$1000 ees: \$200	olans review as fol	llows.				
	Responded b I will pay the	by: Test Applicant1 - 2 e fees in the Permittir	/2/25 10:04 PM ng Portal					
Ref.#	# 2 Application	Expediter		2/2/25	9:45 PM		Type your response here.	
Unreso Checklis	Ived Missing TRC	CA Approval						
Coordinator Response: - 2/2/25 11:32 PM Still missing the TRCA Approval. Please submit this missing document.								
	Responded b	by: Test Applicant1 - 2	/2/25 10:04 PM					





4. In the Step 2 of 3, click the "New Files" tab, then click the "Final Verification Documents" button to upload missing documentation.

***The Drawings and Documents folders will be locked at this stage.

X Applicant Fina	Applicant Final Plan Check Response - Google Chrome				
<u></u>					
STEP 2	<mark>2 of 3:</mark> Upload any new or up	odated files into this project			
Version	Upload for: 25 110328 000	00 A 🕜			
Select "Ve Select "Ne	ersioned Files" to upload files as ner ew Files" to upload any additional r	w version updates for files previously sul new file into this project as requested.	bmitted and received.		
Version	ed Files New Files				
Please	e click appropriately for the type o f	files you are uploading.	-		
			Final Verification Documents		
		,			
Uplo	paded files:				
Select	t folder to open file list.				
•	🛑 Drawings (9 - 0 New) 🗢				
	🗀 Documents 🗢				
	Final Verification Documents				

5. In the Step 3 of 3, confirm the application disclaimers, click the "Submit" button, then complete the confirmation.

STEP 3 of 3: Click the "Submit" button below to complete your task					
Confirmation 2	L.				
*I have reviewed and address	essed, including responses where appropriate, all Deficient Ite	ms accessed by clicking on the "Review Comments" button above. *Required			
I have uploaded the reque	ested documentation to the "Final Verification Documents" fo	der. I am ready to complete my assigned task and resubmit and notify Building Standards Department, City of Vaughan. *Required			
		_			
	Confirmation				
	 Completing this task will finish your participation in this step and cannot be undone. 	Submit Close Save for Later			
	Are you sure you want to complete " Applicant Final Plan Check Response " and notify Building Standards Department, City of Vaughan?				
	Continue				