

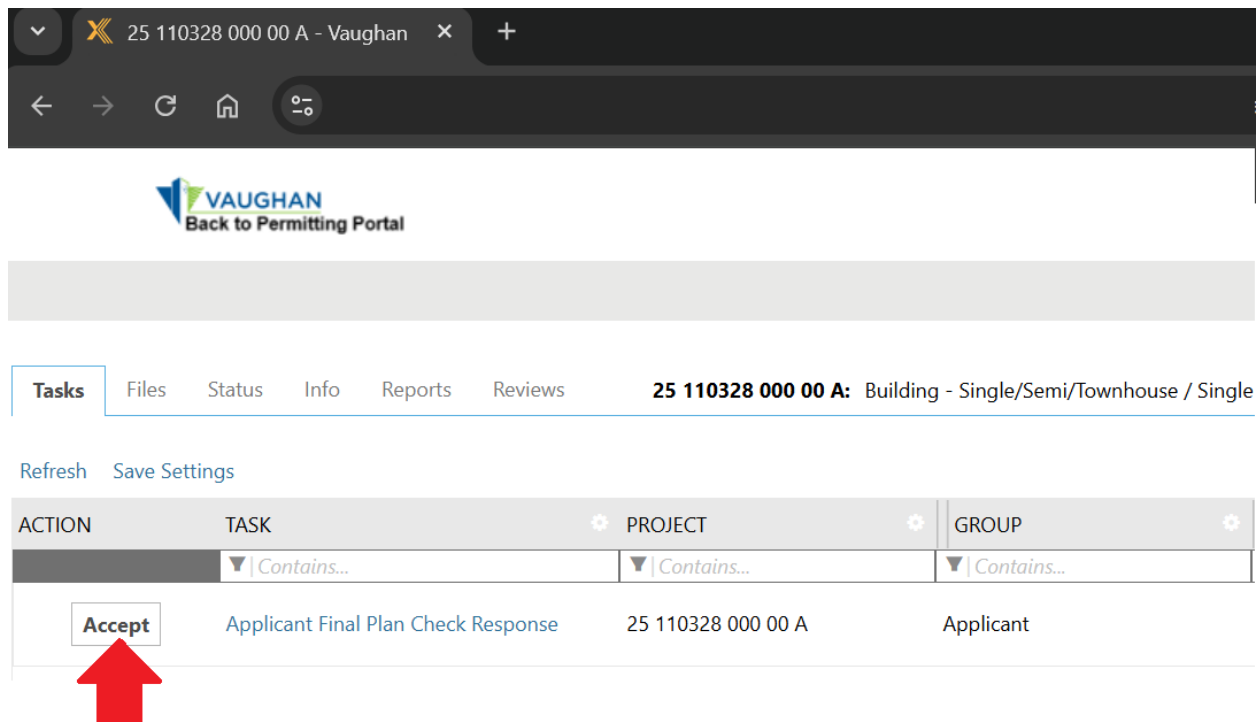
1. Log in to the Online Permitting Portal and click the “**Open ePlans**” button for the application of interest.

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

→ <https://eservices.vaughan.ca>

2. Now that you are in ePlans, click the “**Accept**” button to start your Applicant Final Plan Check Response task.

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



The screenshot shows a web browser window with the Vaughan Building Standards Department logo and the text "Back to Permitting Portal". Below the logo is a navigation bar with tabs for "Tasks", "Files", "Status", "Info", "Reports", and "Reviews". The current view is for the project "25 110328 000 00 A: Building - Single/Semi/Townhouse / Single". There are "Refresh" and "Save Settings" options. A table lists tasks, with the first row highlighted. The "Accept" button is highlighted with a red arrow.


ACTION	TASK	PROJECT	GROUP
<b>Accept</b>	Applicant Final Plan Check Response	25 110328 000 00 A	Applicant

- 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.



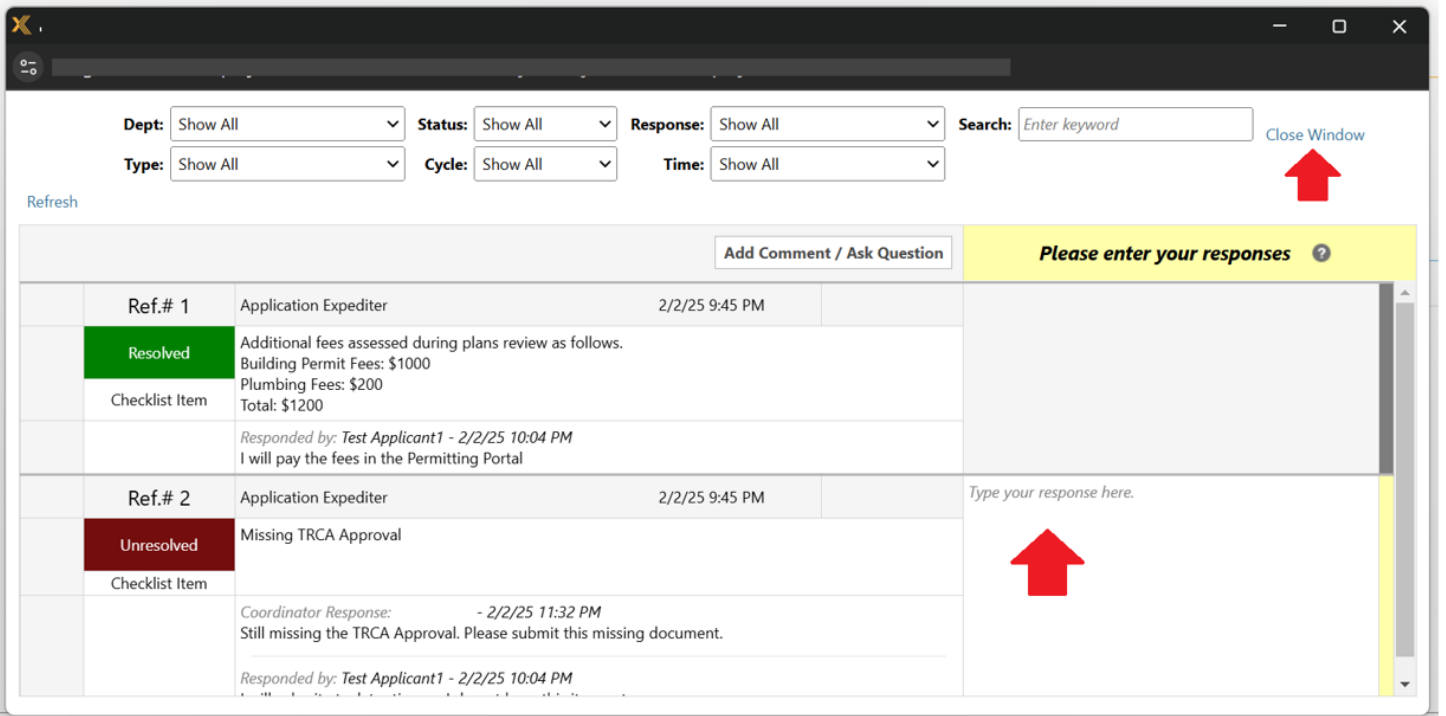
**STEP 1 of 3:** Respond to all comments, as requested

Resolve Review Comments 

 **Unresolved Comments:** 1  
**Info Only Comments:** 0  
**Files with Markups:** 0  
**Plan Review:**


*Review and respond online.*


*Review and respond in Excel, then upload your responses.*



Dept:  Status:  Response:  Search:

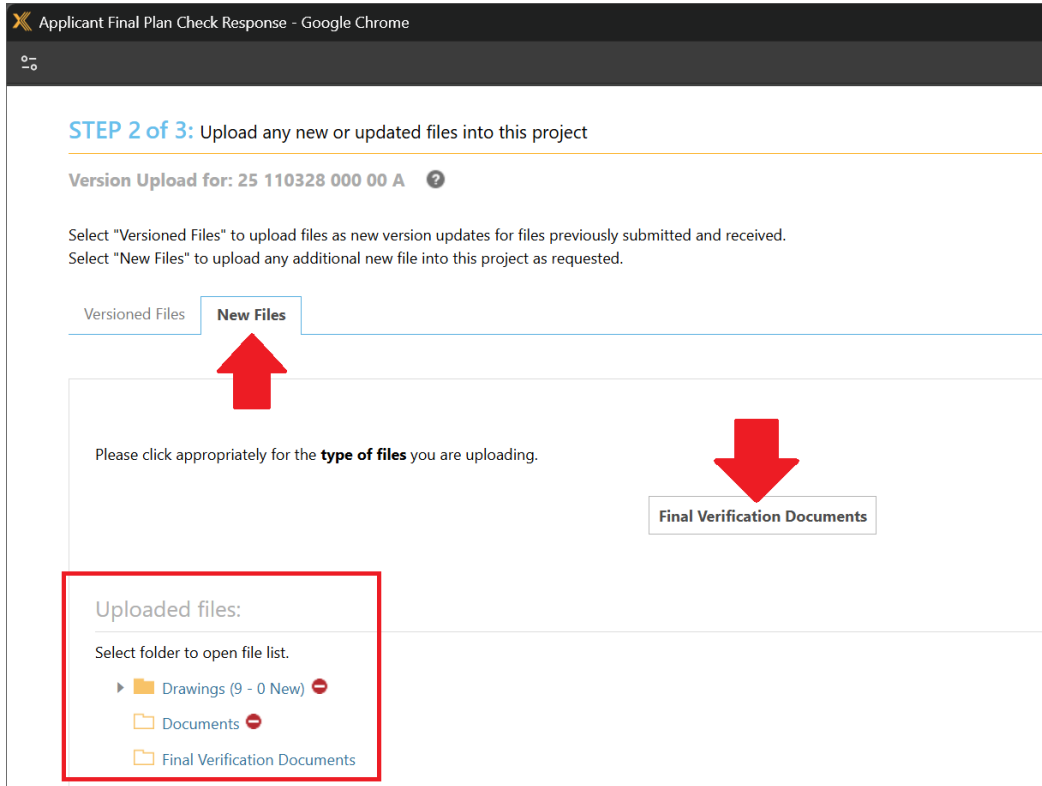
Type:  Cycle:  Time:

Refresh  **Please enter your responses** 

Ref.# 1	Application Expediter	2/2/25 9:45 PM	
Resolved	Additional fees assessed during plans review as follows. Building Permit Fees: \$1000 Plumbing Fees: \$200 Total: \$1200		
Checklist Item	Responded by: Test Applicant1 - 2/2/25 10:04 PM I will pay the fees in the Permitting Portal		
Ref.# 2	Application Expediter	2/2/25 9:45 PM	Type your response here.
Unresolved	Missing TRCA Approval		
Checklist Item	Coordinator Response: - 2/2/25 11:32 PM Still missing the TRCA Approval. Please submit this missing document.		
	Responded by: Test Applicant1 - 2/2/25 10:04 PM		

- 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.



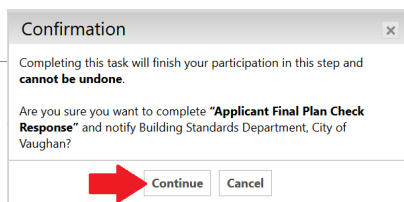
- In the Step 3 of 3, confirm the application disclaimers, click the “Submit” button, then complete the confirmation.

STEP 3 of 3: Click the "Submit" button below to complete your task

Confirmation 



- \*I have reviewed and addressed, including responses where appropriate, all Deficient Items accessed by clicking on the "Review Comments" button above. \*Required
- \*I have uploaded the requested documentation to the "Final Verification Documents" folder. I am ready to complete my assigned task and resubmit and notify Building Standards Department, City of Vaughan. \*Required



Submit Close Save for Later