

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

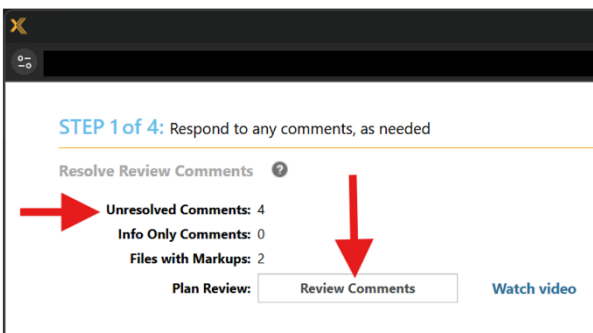
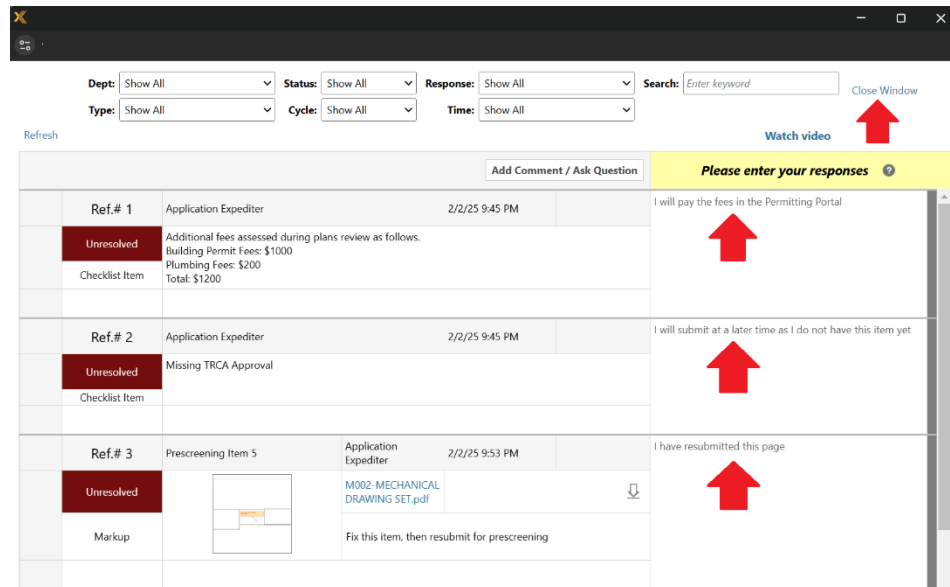
\*\*\*You will be automatically transferred to the ePlans system (no username or password required)

→ <https://eservices.vaughan.ca>

2. Now that you are in ePlans, click the “**Accept**” button to start your Pre-Application Response task or the Applicant Respond and Resubmit task to:
  - A. Respond to comments and deficiencies
  - B. Resubmit or version/superseded files
  - C. Upload brand new files that were not submitted before

\*\*\*A new pop-up window will open with 4 steps required to be completed

3. In the Step 1 of 4, click the “**Review Comments**” button, which will open a new window, and respond to each comment, then click the “Close Window” button. (click “Watch Video” for instructions)

Ref.#	Application Expediter	Date/Time	Response
Ref.# 1	Application Expediter	2/2/25 9:45 PM	I will pay the fees in the Permitting Portal
Unresolved	Additional fees assessed during plans review as follows: Building Permit Fees: \$1000 Plumbing Fees: \$200 Total: \$1200		
Ref.# 2	Application Expediter	2/2/25 9:45 PM	I will submit at a later time as I do not have this item yet
Unresolved	Missing TRCA Approval		
Ref.# 3	Prescreening Item 5	Application Expediter 2/2/25 9:53 PM	I have resubmitted this page
Unresolved	M002-MECHANICAL DRAWING SET.pdf		
Markup	Fix this item, then resubmit for prescreening		

4. In the Step 2 of 4, you must choose one of the two options available to version/supersede a deficient file with a newer version of the same drawing. (click “Watch Video” for instructions)

**Option A:**

- i. Click the “**Yes**” button to version/supersede a deficient drawing file with an updated version that is named the SAME.
- ii. Click the “**Drawings**” folder, then click “**Browse For Files**”, then find the updated version of the deficient drawing you wish to version/supersede.

Example:

Upload M002-Architectural Drawing Set.pdf file to replace the deficient M002-Architectural Drawing Set.pdf file.

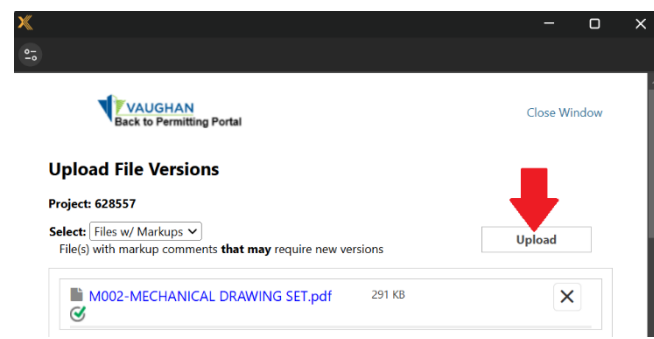
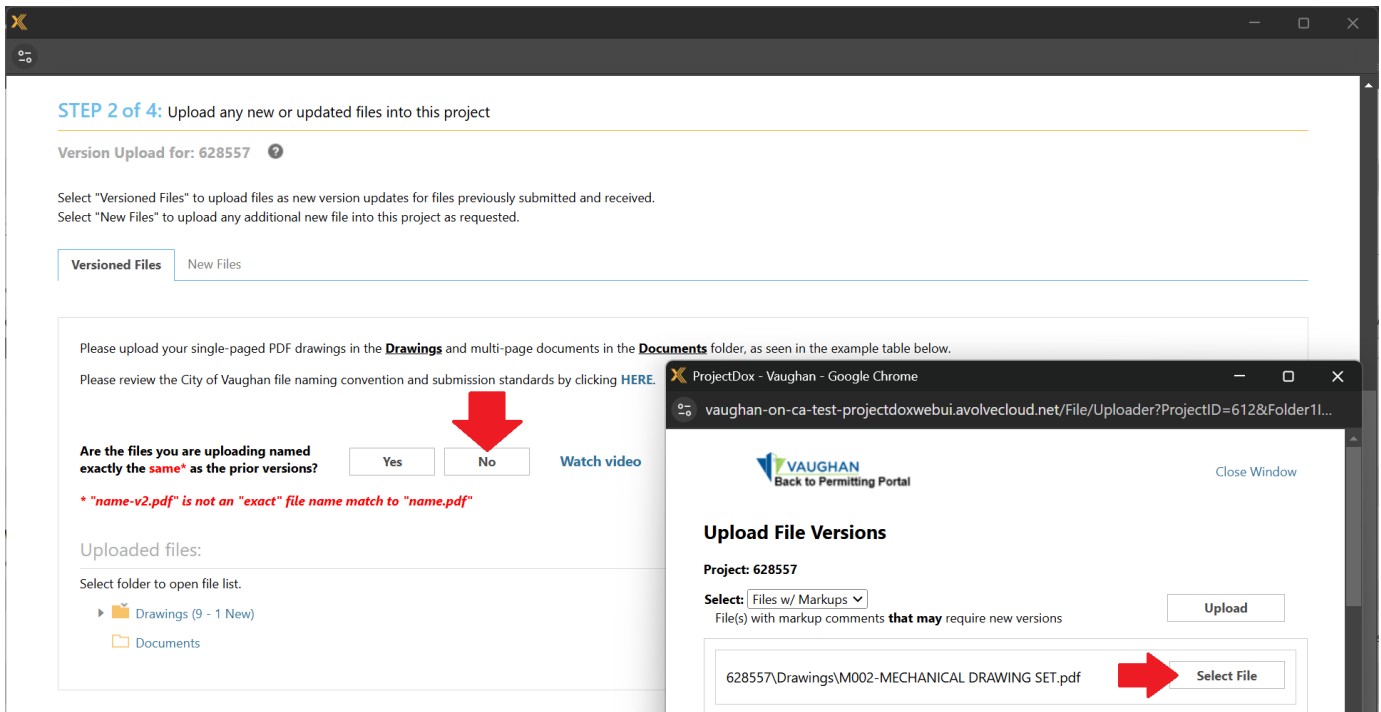
If you select the “Yes” button, the file name MUST BE THE SAME.



**Option B:**

- i. Click the **“No”** button to version/supersede a deficient drawing file with an updated version that is NOT named the same.
- ii. ePlans will display a new window with files containing markups for you to select and supersede/replace.
- iii. Click on the file of interest, then navigate to your windows file system and select the updated drawing file, then click **“Upload”**.
- iv. ePlans will automatically rename your file to match the original.

Example:

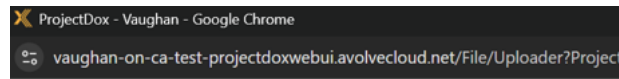
Upload updated M002-Mechanical Drawing Set-2nd-version.pdf file to replace the deficient M002-Mechanical Drawing Set.pdf file.



- Orange** files are **new uploads**
- Blue** files are **new version uploads**
- Red** files appear to be same as previously uploaded (**will likely be discarded**)
-  Ready to start upload
-  Remove, fix, re-select to start upload.

Please be patient with uploads as this may take several minutes to complete.

Note: if you are paying for building permit fees via credit card through the Online Permitting Portal, please click on “Vaughan, Back to Permitting Portal” symbol to return to Permitting Portal.



### Upload File Versions

5. In the Step 3 of 4, **confirm the application disclaimers.**

6. In the Step 4 of 4, click the “**Submit**” button, then complete the confirmation.

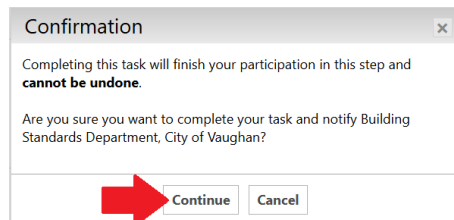
**STEP 3 of 4:** Check all to confirm you have completed this task and are now ready to submit

Confirmation 



- \*I have reviewed all deficiencies, addressed them and responded to all comments by clicking the “Review Comments” button above. **\*Required**
- \*I uploaded the revised drawings and/or documents addressing ALL deficiencies, and I am ready to complete my assigned task and resubmit for further review. **\*Required**

**STEP 4 of 4:** Click the “Submit” button below to complete your task



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