

**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 of password required)

# → <a href="https://eservices.vaughan.ca">https://eservices.vaughan.ca</a>

- 2. Now that you are in ePlans, click the "Accept" button to start your <u>Pre-Application</u> <u>Response</u> task or the <u>Applicant Respond and Resubmit</u> 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  - B. Resubmit or version/superseded files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)

STEP 1 of 4: Respond to any com	ments, as needed	
Resolve Review Comments 2	_	
Uncertained Commenter A		
Info Only Comments: 0		
Files with Madaman 2		
ries with Markups. 2		
	- torus Community	14/-4

								- 0
Dep	t: Sho	w All	✓ Status	Show All 🗸	Response:	Show All	~	Search: Enter keyword Close Window
Тур	e: Sho	w All	~ Cycle	Show All 🗸	Time:	Show All	~	<b></b>
esh								Watch video
						Add Comme	ent / Ask Question	Please enter your responses 🛛 🕢
Ret	f.# 1	Application Expedite	er		2/2/25	9:45 PM		I will pay the fees in the Permitting Portal
Unre	solved	Additional fees asse Building Permit Fees Plumbing Fees: \$200	ssed during :: \$1000 )	plans review as follows.				1
		10001.91200						
Ret	f.# 2	Application Expedito	۲		2/2/25	9:45 PM		I will submit at a later time as I do not have this item yet
Unre	solved	Missing TRCA Appro	oval					
Check	list Iten	1						
Ret	f.# 3	Prescreening Item 5		Application Expediter	2/2/25	9:53 PM		I have resubmitted this page
Unre	solved			M002-MECHANI DRAWING SET.pr	CAL df		Ū	1
Ma	irkup		1	Fix this item, the	n resubmit f	or 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**4.** In the Step 2 of 4, you must choose one of the two options available to version/supersede a deficient file with a newer version of the same drawing.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 <u>M002-Architectural Drawing Set.pdf</u> file to replace the deficient <u>M002-Architectural</u> <u>Drawing Set.pdf</u> file.

### If you select the "Yes" button, the file name MUST BE THE SAME.

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sion Upload for: 628557 🔮		×		- 0
ct "Versioned Files" to upload files as new version updates for files previously s ct "New Files" to upload any additional new file into this project as requested.	ubmitted and received.	0 -0		
rsioned Files		VAUC Back to F	GHAN Permitting Portal	Close Window
		Folder: 628557\Draw	vings	
Please upload your single-paged PDF drawings in the <b>Drawings</b> and multi-page Please review the City of Vaughan file naming convention and submission stan	e documents in the <b>Documents</b> dards by clicking <b>HERE</b> .	Browse For Files	or drag files into area below.	Start Upload
		Total:		0 / 1
Are the files you are uploading named exactly the same* as the prior versions? Yes No	Watch video	M002-MECHA	NICAL DRAWING SET.pdf	291 KB 🗙
"name-v2.pdf" is not an "exact" file name match to "name.pdf"				
Please click appropriately for the <b>type of files</b> you are uploading. Watch v	rideo		Orange files are new uploads Blue files are new version uploads Red files appear to be same as previously upload	led ( <b>will likely be discarded</b> )
	Drawings	Documents	C Ready to start unload	
			<ul> <li>Ready to start upload</li> <li>Remove, fix, re-select to start upload.</li> </ul>	
Uploaded files:				
Select folder to open file list.				
Drawings (9 - 1 New)				



## **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 <u>M002-Mechanical Drawing Set-2nd-version.pdf</u> file to replace the deficient <u>M002-Mechanical Drawing Set.pdf</u> file.

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	STEP 2 of 4: Upload any new or updated files into this project	
	Version Upload for: 628557	
	Select "Versioned Files" to upload files as new version updates for files previously submitted and received. Select "New Files" to upload any additional new file into this project as requested.	
	Versioned Files New Files	
	Please upload your single-paged PDF drawings in the <b>Drawings</b> and multi-page documents in the <b>Docs</b>	<b>iments</b> folder, as seen in the example table below.
	Please review the City of Vaughan file naming convention and submission standards by clicking HERE.	🗶 ProjectDox - Vaughan - Google Chrome 🛛 🗖 🗙
		vaughan-on-ca-test-projectdoxwebui.avolvecloud.net/File/Uploader?ProjectID=612&Folder1I
	Are the files you are uploading named exactly the same* as the prior versions? Yes No Watch video	Close Window
	* "name-v2.pdf" is not an "exact" file name match to "name.pdf"	· Back to remitting Fortai
	Unloaded files:	Upload File Versions
	Select folder to open file list	Project: 628557
	Drawings (9 - 1 New)	Select: Files w/ Markups V
	Documents	rite(s) with markup comments that may require new versions
		628557\Drawings\M002-MECHANICAL DRAWING SET.pdf Select File
		· · · · · · · · · · · · · · · · · · ·
«	- 0 X	
	VAUGHAN Close Window	Orange files are new uploads
	Back to Permitting Portal	Red files appear to be same as previously uploaded (will likely be discarded)
	Upload File Versions	
	Project: 628557	🐼 Ready to start upload
	Select: Files w/ Markups V	A Remove, fix, re-select to start upload.
	File(s) with markup comments <b>that may</b> require new versions	_



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.



- 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



STEP 4 OF 4. Click the Submit button below to complete your task					
	Submit	Save for Later			
	Confirmation	×			
	Completing this task will finish your participation in this step and cannot be undone. Are you sure you want to complete your task and notify Building Standards Department, City of Vaughan?				
	Continue Cancel				

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