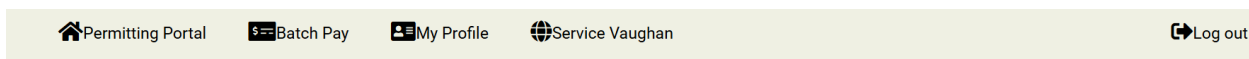


1. Log in to the Online Permitting Portal and submit your permit application

→ <https://eservices.vaughan.ca>

2. Click the “Open ePlans” button (button shown only after Minimum Permit Fee is paid)

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



## Permitting Portal

Permitting Portal allows to Apply/View/Pay Building and Engineering Permits and Building Services (Compliance Letters, Title Restrictions & Request for information). If you are looking to apply for Development Planning Applications, then click [HERE](#) to navigate to the Planning Portal.

### My Permits / Services

Please use this section to submit and manage your permits & services (Compliance Letters, Title Restrictions & Request for information). Click the **Add New** button to apply.

For questions or inquiries please contact the [Building Standards Department](#) at 905-832-8510 or [Development Engineering](#) at 905-832-2281 during regular business hours.

+ Add New

Record ID	Permit/Application #	Type/SubType/Work	Status	Submitted On	Address	Actions
628557	Permit/Application number will be available once the application is accepted	Building - Single/Semi/Townhouse / Single Detached Dwelling / New	Online Attachment Pending	2025-01-28	2141 Major Mackenzie Drive	<span style="border: 1px solid #0056b3; padding: 2px 5px; color: white;">i Detail</span> <span style="border: 1px solid #0056b3; padding: 2px 5px; color: white; margin-left: 5px;">📄 Open ePlans</span>

3. Now that you are in ePlans, click the “Accept” button to start your task to Upload and Submit drawings and documents to the City for plan review.

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

- In the Step 1 of 3 of your Upload and Submit task, click the **“Drawings”** button to upload drawings, and click the **“Document”** button to upload documents.
- Click the **“Browse For Files”** button to be navigate to your local computer to select the drawings or document to be uploaded.
- Click **“Start Upload”** to upload the files selected form your local computer.

\*\*\*Critical information: Drawings must be submitted as single-page PDFs and must follow the File Naming Convention in order to avoid delays in processing the permit application.

Applicant Upload and Submit - Google Chrome

**STEP 1 of 3:** Select and upload your drawing and supporting document files into this project, as required

File Upload for: 628557

Please upload your **single-page drawing** in the **DRAWINGS** folder and your **multi-page documents** in the **DOCUMENTS** folder, as seen in the example table below.  
Please review the City of Vaughan [file naming convention](#) and [submission standards](#) by clicking [HERE](#).

**File Naming Convention & Upload Folder Examples**

Discipline	File Naming Convention	Upload Folder
ARCHITECTURAL / SITE PLAN	A001-Site Plan.pdf A201-Ground Floor Level 2 Key Plans.pdf	DRAWINGS
ELECTRICAL	E202-P2 Parking Plan.pdf	DRAWINGS
MECHANICAL	M327-4TH Floor Mechanical Plan.pdf	DRAWINGS
STRUCTURAL	S501-Beam Schedule.pdf	DRAWINGS
SHORING and EXCAVATION	SH201-Excavation Shoring Plans Notes Details.pdf	DRAWINGS
SITE SERVICING	SS101-Site Servicing And Grading.pdf	DRAWINGS
SPRINKLER	SP301-Sprinkler.pdf	DRAWINGS
FIRE ALARM	FA401-Fire Alarm.pdf	DRAWINGS
FORMS	Plumbing Data Form, Applicant Authorization, Schedule 1, etc.	DOCUMENTS
SUPPORTING DOCUMENTS	Roof Truss, Floor Joist, Specifications, Energy efficiency calculations, etc.	DOCUMENTS
APPROVAL DOCUMENTS	TRCA, MTO, Site Plan Approval Documents, etc.	DOCUMENTS

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

Uploaded files:

Select folder to open file list.

- Drawings (4 - 4 New)
- Documents

ProjectDocx - Vaughan - Google Chrome

VAUGHAN Back to Permitting Portal

Folder: 628557:Drawings

or drag files into area below.

Total: 0 / 7

<input checked="" type="checkbox"/>	A001-Architectural Drawing Set.pdf	262 KB	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	A011-Architectural Drawing Set.pdf	256 KB	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	M001-MECHANICAL DRAWING SETv2.pdf	293 KB	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	M002-MECHANICAL DRAWING SET.pdf	290 KB	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	S001-Structural Drawing Set.pdf	524 KB	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	S002-Structural Drawing Set.pdf	3 MB	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	S003-Structural Drawing Set.pdf	549 KB	<input checked="" type="checkbox"/>

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.

7. In the Step 2 of 3 of your Upload and Submit task, **confirm the application disclaimers.**
8. In the Step 3 of 3 of your Upload and Submit task, click the **“Submit”** button.


\*\*\*ePlans is a turn-based system between applicants and city staff to submit, review and resolve permit drawings and documentation in an efficient manner.

**STEP 2 of 3:** Check all to confirm you have completed this task and are now ready to submit

### Confirmation

<input type="checkbox"/>	*I have reviewed my drawings and documents for compliance with Vaughan Building Permit ePlans Submission Standards. <b>*Required</b>
<input checked="" type="checkbox"/>	*I have uploaded my drawings and documents to the appropriate <b>Folders</b> . <b>*Required</b>
<input checked="" type="checkbox"/>	*I acknowledge that the top right corner of all drawings must be reserved for the City of Vaughan's electronic approval stamp. I left the top right corner completely blank on all drawings (with exception of the border) and supporting documents. <b>*Required</b>

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



### Confirmation

Completing this task will finish your participation in this step and **cannot be undone.**

Are you sure you want to complete **“Upload and Submit”**?

