

How Online Permitting Portal Users Can View and Save Project Dox Comments

General and Limitations

To view comments made by reviewers prior to all reviewers completing their task, please follow the steps below.

The review comments will be to the date/time that you view/save the comments outside of Project Dox software.

The applicant cannot submit a response to the review comments in Project Dox until all reviews are complete, and the file is assigned to the applicant for their response.

Information in the Manual is general in nature, for convenience only, and can change without notice. The in-progress review comments are not to be relied upon for all review comments or building permit workflow.

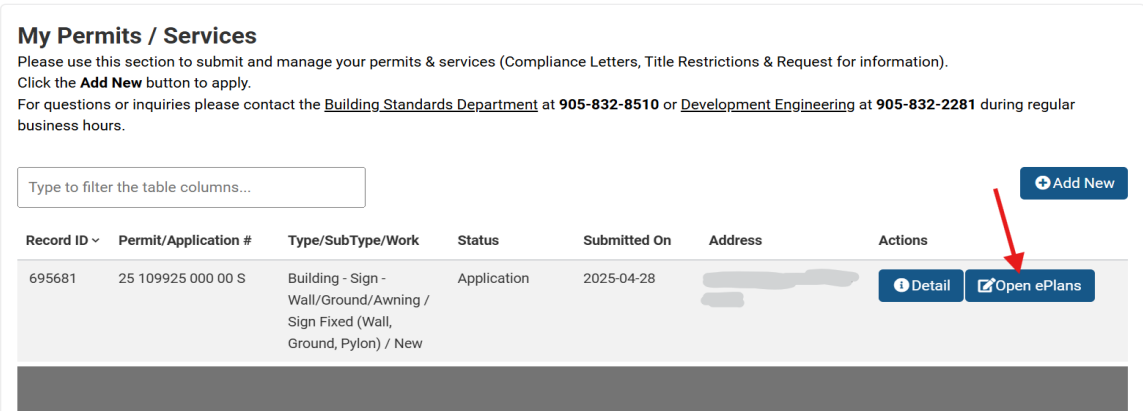
Note: Example snapshots are from a test building permit submission only.

How To Steps

Step 1 - Open in Project Dox

Log into Vaughan's Online Permitting Portal.

Open specific building permit ePlans (Project Dox software)



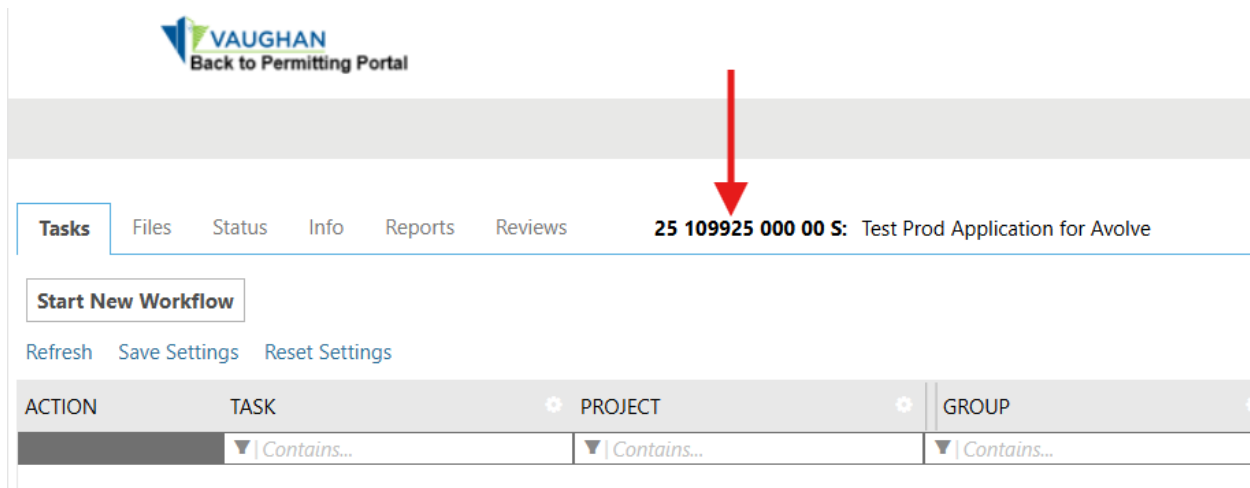
My Permits / Services

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.

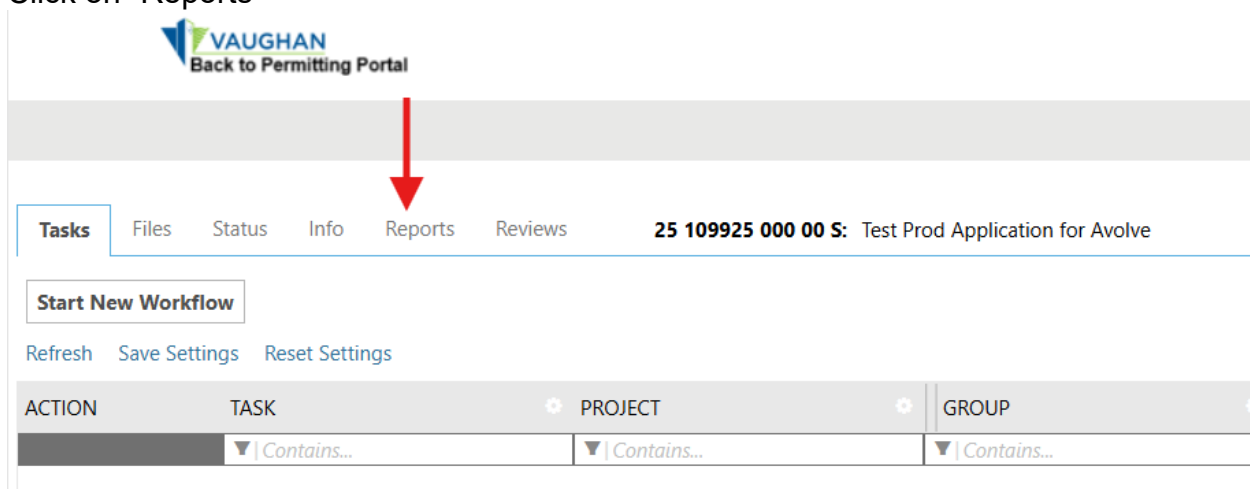
Type to filter the table columns...

Record ID	Permit/Application #	Type/SubType/Work	Status	Submitted On	Address	Actions
695681	25 109925 000 00 S	Building - Sign - Wall/Ground/Awning / Sign Fixed (Wall, Ground, Pylon) / New	Application	2025-04-28	[REDACTED]	Detail Open ePlans



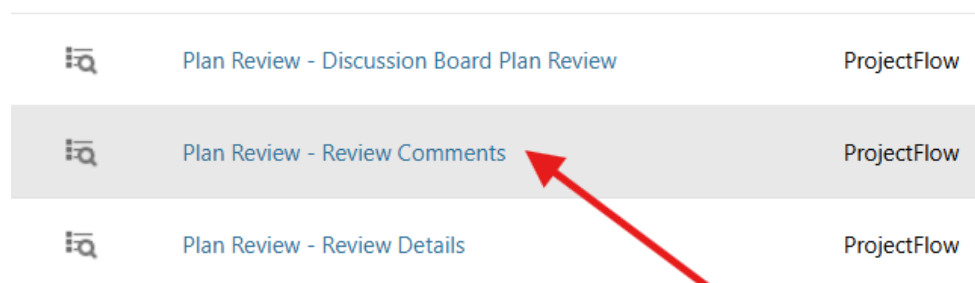
Step 2 - Click on “Reports”

Click on “Reports”

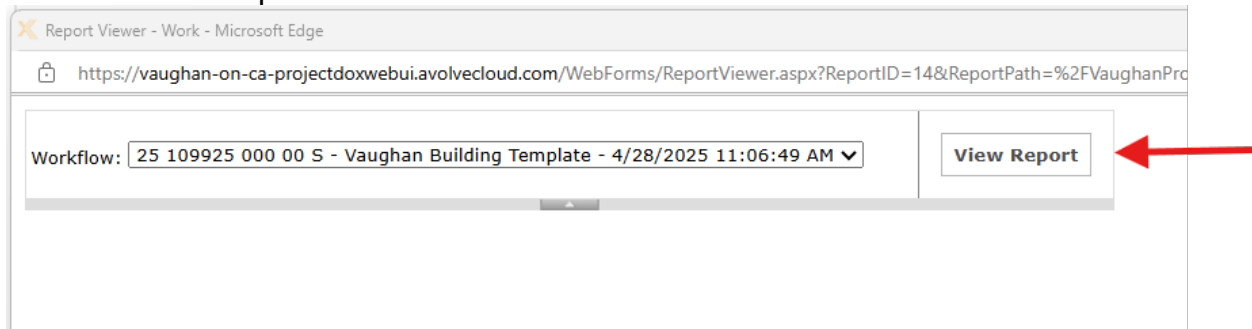


Step 3 - Click on “Plan Review Comments” and “View Report”

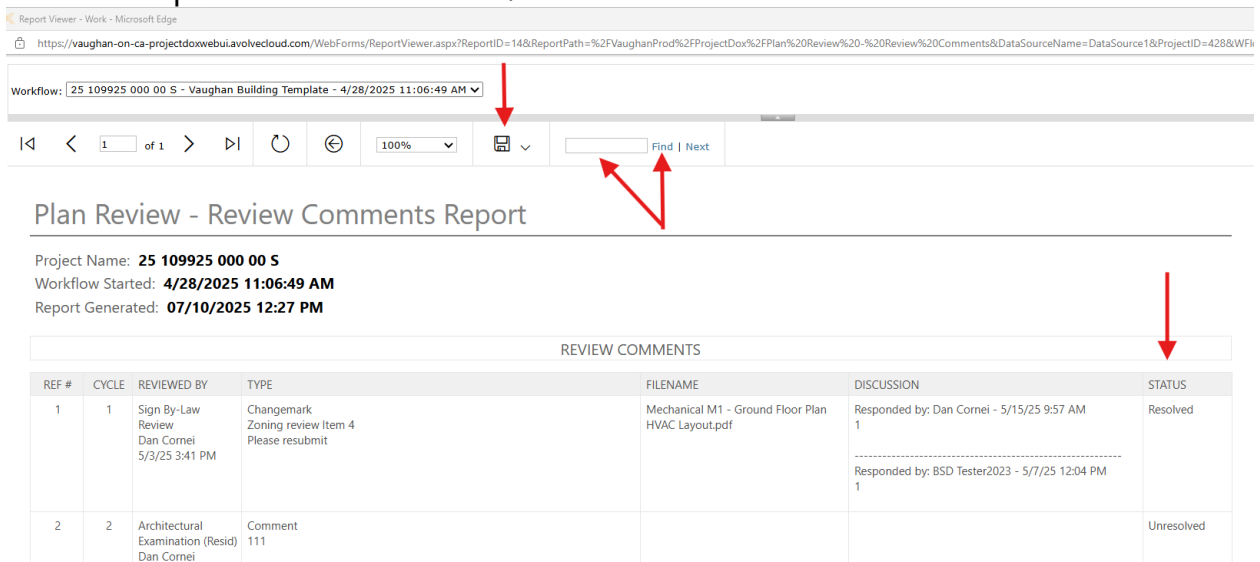
Click on “Plan Review Comments”



Click on “View Report”

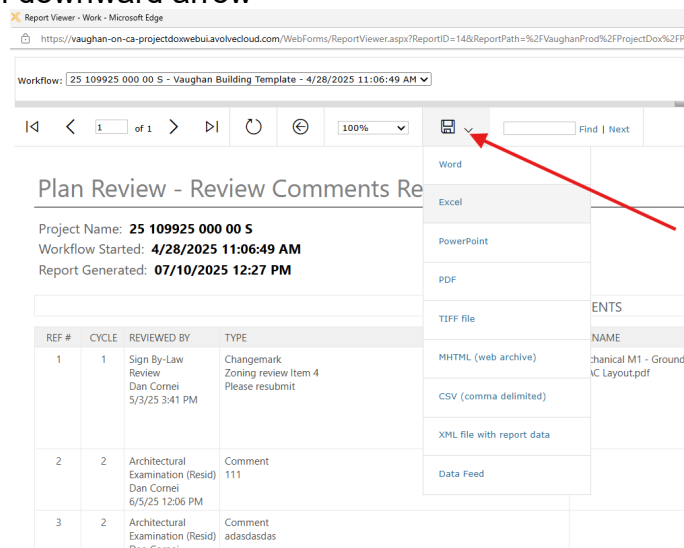


You can view the report as a list, filter through “Find”, or “Save” to a different format.
Note: the report is static to this date/time.



Step 4 - Click on “Save” Icon

Click on “Save” icon downward arrow



Step 5 - Choose Document Format Type

Choose format type to save comments.

Report Viewer - Work - Microsoft Edge

https://vaughan-on-ca-projectdoxwebui.avolvedcloud.com/WebForms/ReportViewer.aspx?ReportID=14&ReportPath=%2FVaughanProd%2FProjectDox%2FP

Workflow: 25 109925 000 00 S - Vaughan Building Template - 4/28/2025 11:06:49 AM

Plan Review - Review Comments Re

Project Name: 25 109925 000 00 S
Workflow Started: 4/28/2025 11:06:49 AM
Report Generated: 07/10/2025 12:27 PM

REF #	CYCLE	REVIEWED BY	TYPE
1	1	Sign By-Law Review Dan Cornei 5/3/25 3:41 PM	Changemark Zoning review Item 4 Please resubmit
2	2	Architectural Examination (Resid) Dan Cornei 6/5/25 12:06 PM	Comment 111
3	2	Architectural Examination (Resid) Dan Cornei	Comment adasdasdas

Word
Excel
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

ENTS
NAME
chanical M1 - Ground
IC Layout.pdf

Step 6 - Choose a Digital Location to Save

Choose a digital location to save the document.

What do you want to do with Plan Review - Review Comments.pptx?

Open Save as Save

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