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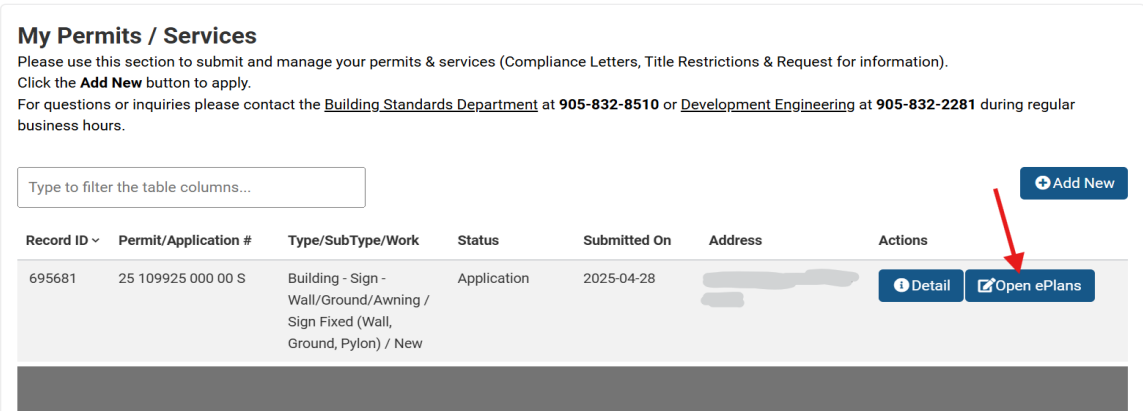
Note: Example snapshots are from a test building permit submission only.

How To Steps

Step 1 - Open in Project Dox

Log into Vaughan's Online Permitting Portal.
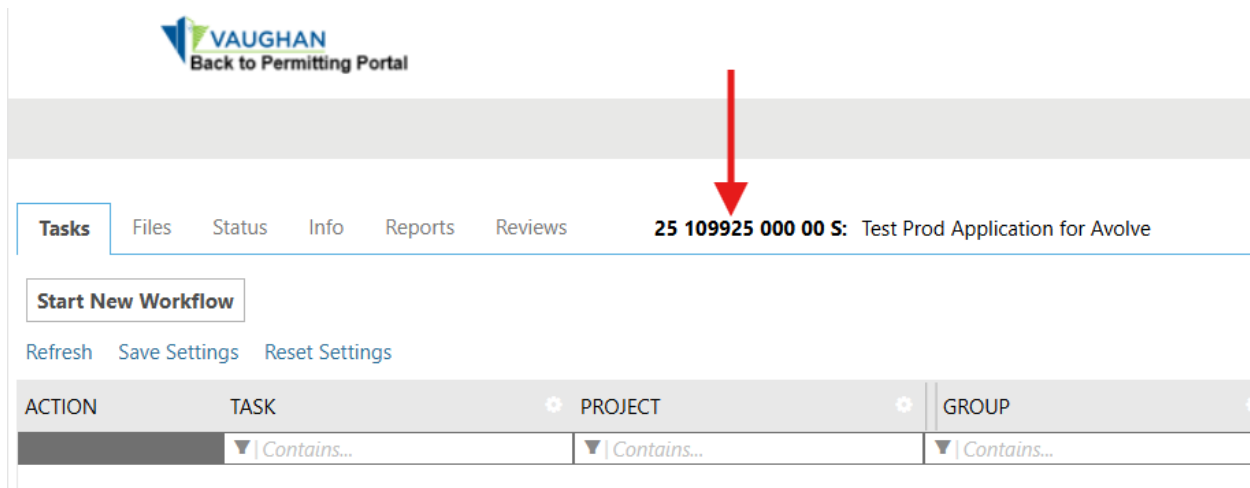Open specific building permit ePlans (Project Dox software)

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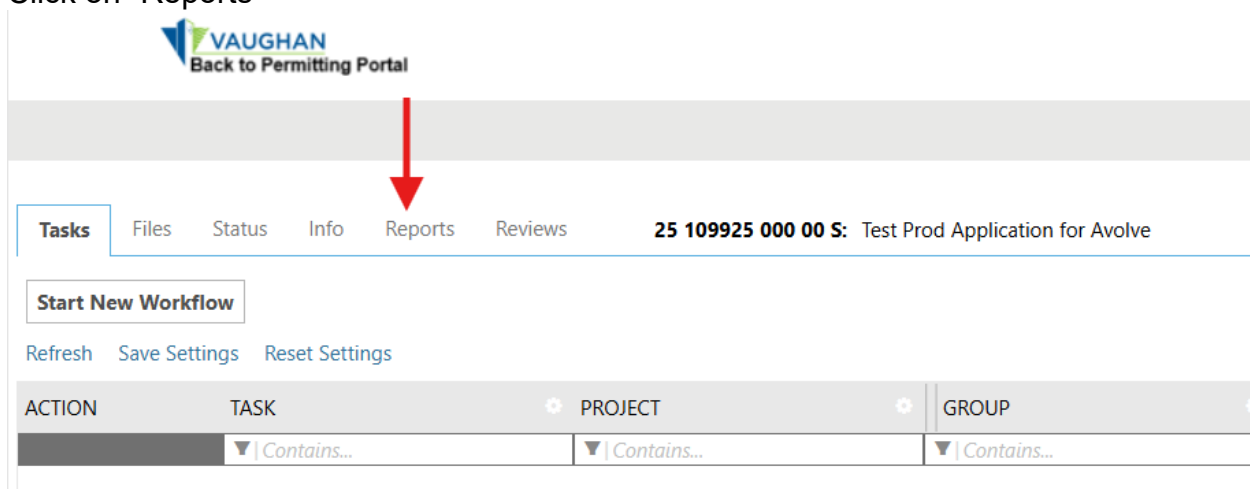
Record ID ⌄	Permit/Application #	Type/SubType/Work	Status	Submitted On	Address	Actions
695681	25 109925 000 00 S	Building - Sign - Wall/Ground/Awning / Sign Fixed (Wall, Ground, Pylon) / New	Application	2025-04-28		ⓘ Detail ☑ Open ePlans

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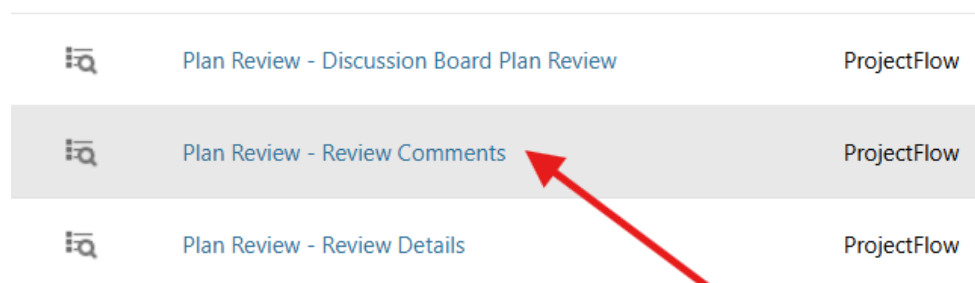
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Step 2 - Click on "Reports"
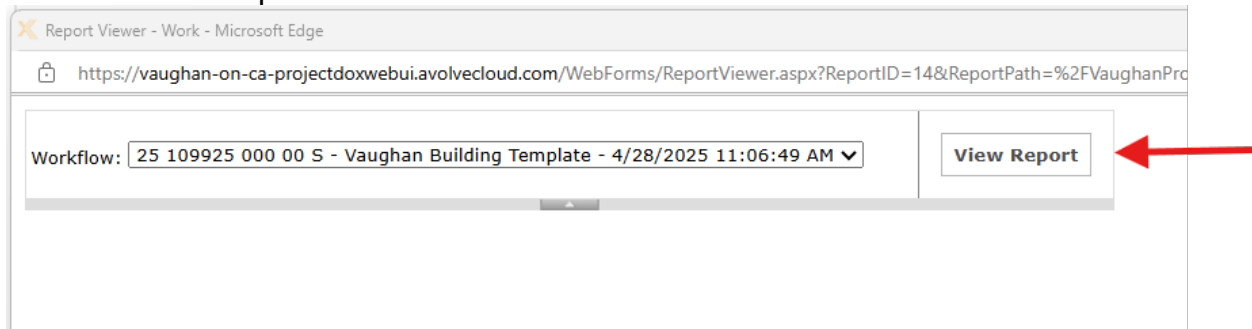
Click on "Reports"

Step 3 - Click on "Plan Review Comments" and "View Report"
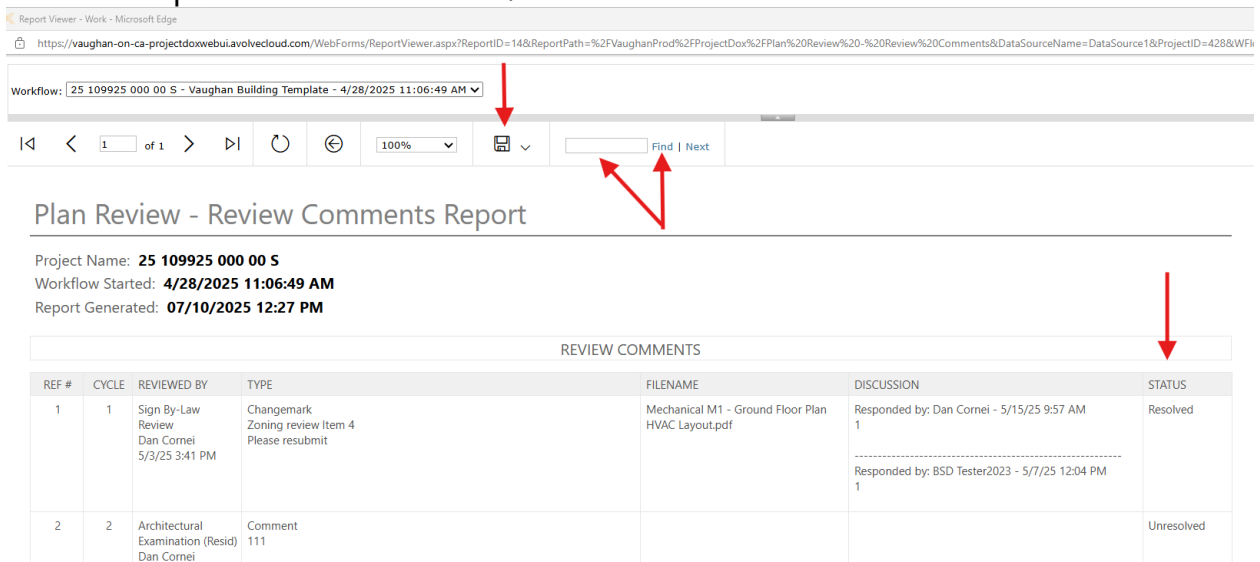
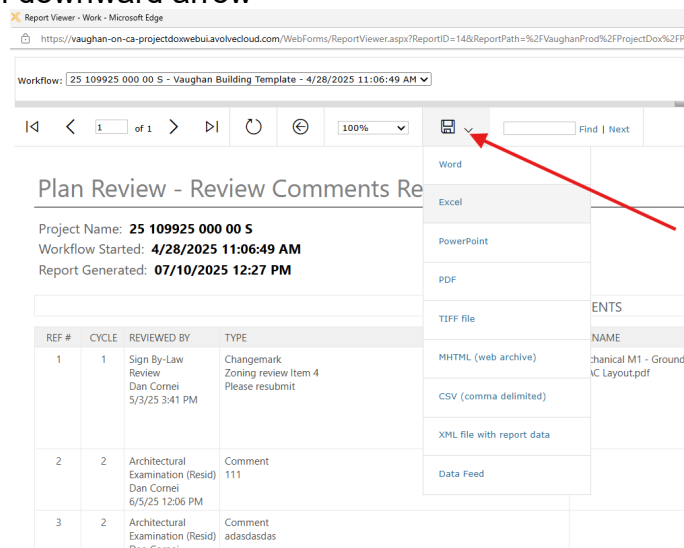Click on "Plan Review Comments"

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.

Step 6 - Choose a Digital Location to Save

Choose a digital location to save the document.

Disclaimer

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