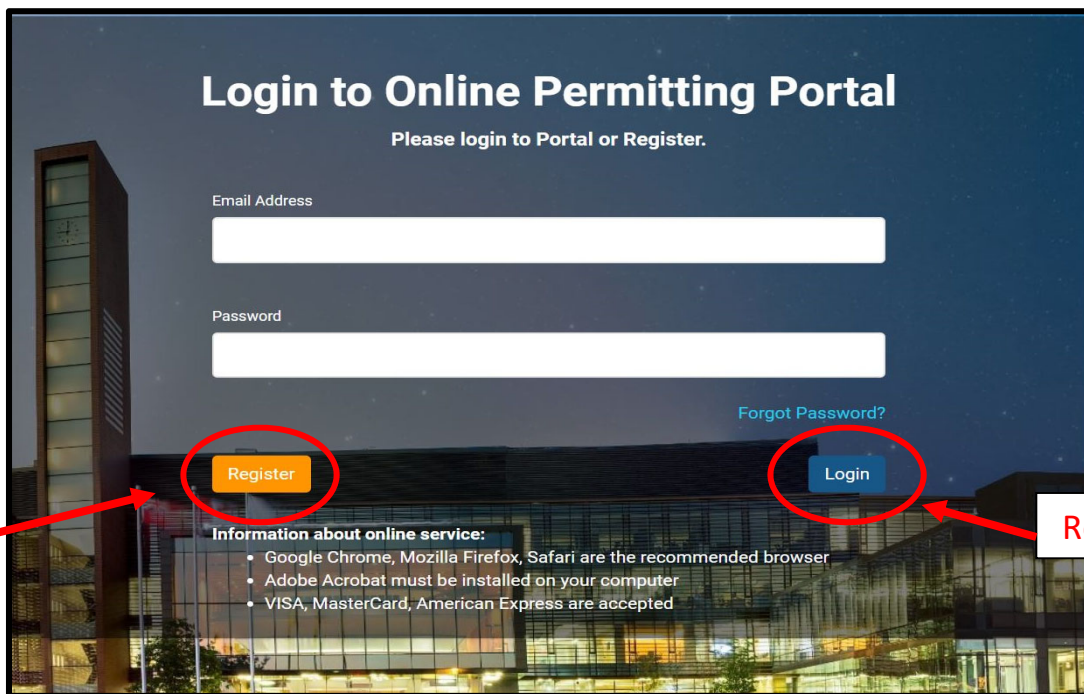
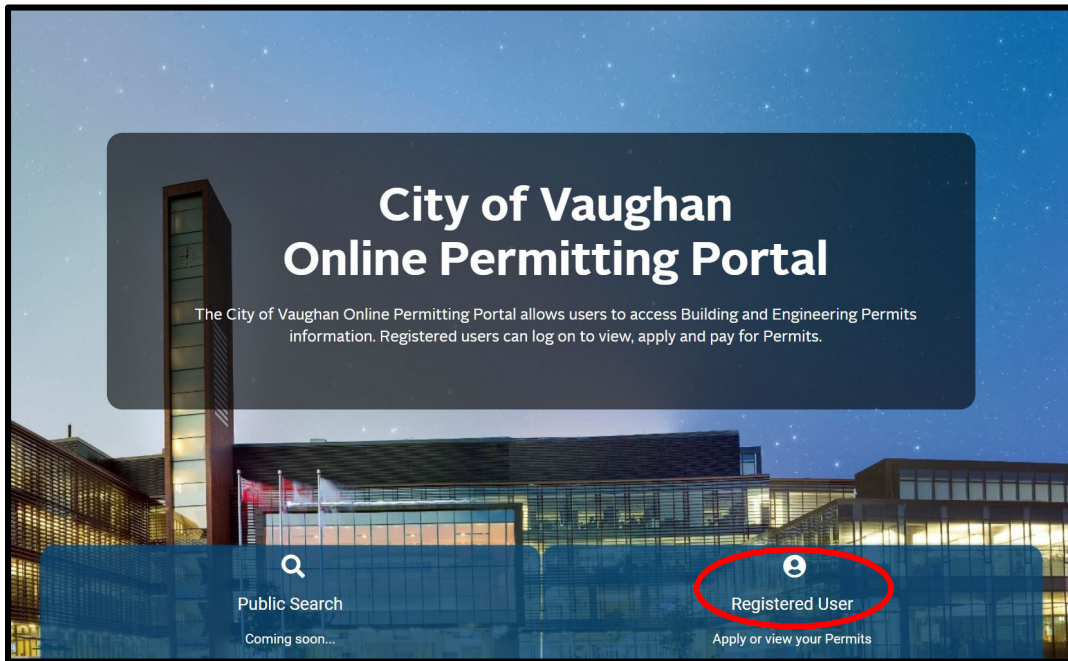


Go to: **DE PORTAL** and select **“Registered User”**



Register Page

Scenario #1 – If you applied for other permits with the City - select “**I have applied for Permit previously**”.

Scenario #2 – If this is your first time applying for a permit - select “**I am applying for the first time**”.

Complete all ***required fields** and select “**Submit**”

Register

Please fill in below information

Please select:

I have applied for a Permit previously. I am applying for the Permit for the first time.

*** Please select: is required**

Scenario #1

Scenario #2

First Name

*** First Name is required**

Last Name

*** Last Name is required**

Email Address

*** Email Address is required**

Confirm Email Address

*** Confirm Email Address is required**

A message will pop up to check for confirmation email with next steps. Select “**Continue**”


Confirmation

Please check your email

Your PIN request has been received. You should receive an email shortly containing the next step. Please check your junk or spam folder if not initially found in your inbox.

Open confirmation email and select “**Click here**” to retrieve PIN verification.

City of Vaughan Online Permitting Portal Registration Inbox x

 **no_reply@vaughan.ca**
to me ▾

Dear Dan,

You recently registered for City of Vaughan Online Permitting Portal. [Click here](#) to complete your registration.

Regards
City of Vaughan

Click **“Verify PIN”**

VAUGHAN Home

PIN Verification

Enter the email address associated with your Portal account

Email Address: john.smith@gmail.com

PIN: 3672652531

Back Verify PIN

Now create your password and select **“Submit”**.

VAUGHAN Home

Set Password

Passwords must contain at least eight characters and characters from three of the following four categories:

- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character (e.g. !, £, \$, #, &).

New Password: [masked]

Confirm Password: [masked]

Back Submit

Password has been confirmed. Select **“OK”**.

Set Password Confirmation

Your password has been successfully set. Please login with your new password.

OK

SUCCESS! REGISTRATION IS NOW COMPLETE!

Login

You will be redirected to the login portal screen. Type in your email address and password and select **“Login”**

Login to Online Permitting Portal
Please login to Portal or Register.

Email Address
john.smith@gmail.com

Password
.....

[Forgot Password?](#)

[Register](#) [Login](#)

Information about online service:

- Google Chrome, Mozilla Firefox, Safari are the recommended browser
- Adobe Acrobat must be installed on your computer
- VISA, MasterCard, American Express are accepted

Under **“My Permits”** section - Select **“Add New Permit”**

VAUGHAN Home Bills My Profile Log out

My Permits
Please use this section to view and manage your permits. Click Add New Permit button to apply for new permits.

You do not have a permit(s) at this moment

[+ Add New Permit](#)

New Application Process - Step 1 - Select Type

Select:

1. **Application Type – Grading & Pool Permit**
2. **Sub Type – Grading**
3. **Work Type –** select the appropriate subdivision category
 - a. Subdivision House – Single
 - b. Subdivision House – Semi
 - c. Freehold Townhouse
4. **Description of Proposed Work –** include short description “subdivision grading”
5. Select **“Continue”**

The screenshot displays the 'New Application' process in the City of Vaughan Online Permitting Portal. At the top, there is a navigation bar with 'Home' and 'My Profile' links, and a 'Log out' button. Below this is a progress bar with 7 steps: 1. Select Type (highlighted in green), 2. Property Details, 3. People Details, 4. Additional Information, 5. Supporting Documents, 6. Fees & Payment, and 7. Complete.

The main content area is titled 'New Application' and includes the instruction 'Please select an application type from the list.' There are three dropdown menus: 'Application Type' (set to 'Grading & Pool Permit'), 'Sub Type' (set to 'Grading'), and 'Work Type'. The 'Work Type' dropdown is open, showing a list of options: 'Subdivision House - Single' (highlighted with a red box), 'Subdivision House - Semi', 'Freehold Townhouse', 'Site Plan Townhouse', 'Infill House', 'Accessory Structure', 'Addition Grading > 40m2', 'Addition Grading < 40m2', and 'Temporary Sales Office'. Red arrows point to the 'Grading & Pool Permit' dropdown, the 'Grading' dropdown, and the 'Subdivision House - Single' option.

Below the dropdowns is the 'Application Details' section with the instruction 'Please provide details for your application.' It features a text input field for 'Description of Proposed Work' containing the text 'subdivision grading'. A red arrow points to this text input. At the bottom of the form, there is a 'Back' button and a 'Continue' button, which is circled in red.

New Application Process - Step 2 - Property Details

Type in property address in the **“Search Address”** field and select **“Search”**

Find the address from the **“Return Results”** field and choose **“Select”** and **“Continue”**

Property Detail
Steps:
1. Type the address (Street Number and Street Name only) in Search Address field and click Search button;
2. Click Select button in Return Result portion;
3. Click Continue button. (Note: Hwy for Highway, for example: Hwy 7, Hwy 400).

Search Address
2141

Return Result
2141 Major Mackenzie Dr., Vaughan ON, L6A1T1

Selected Address
2141 Major Mackenzie Dr., Vaughan ON, L6A1T1

Back

New Application Process Step 3 – People Details

Complete all ***required fields** and **“Continue”**. In most cases for subdivision grading applications, the applicant is the same as the owner.

Same with Applicant? (If No, fill in the following information)
 Yes No
*** Same with Applicant? (If No, fill in the following information) is required**

Rectangular Snip

First Name Last Name Organization

Street No. Street Name Street Type Apt/Unit No.

City Province Postal Code Phone Number(Bus./Home)

Cell No. Email

Copy from prior Permit Save for Later Continue

*(you can select **“Save for Later”** if you wish to save and complete the application at a later time)*

New Application Process Step 4 – Additional Information

Complete all ***required fields** and **“Continue”**.

Additional Information

Please provide additional details for your application.

Disclaimer

A minimum fee of \$100 per permit will be paid through the portal. The outstanding balance will be paid upon completion of pre-application screening. I acknowledge that the permit review will only continue upon full payment of outstanding permit fees.

Yes No

*** A minimum fee of \$100 per permit will be paid through the portal. The outstanding balance will be paid upon completion of pre-application screening. I acknowledge that the permit review will only continue upon full payment of outstanding permit fees. is required**

New Application Process Step 4 - Supporting Documents

To submit site grading plan :

1. From ***Document Type** select **“Site Grading Plan”**
2. Include short description
3. Select **“Browse”** to find your files for upload.
4. Then select **“Upload Document”** and **“Continue”**

Please see pg.14 for Document Upload Requirements.

Supporting Documents

Mandatory supporting documents: (Development Inspection and Lot Grading Forms can be found [here](#))

1. Site Grading Plan **Mandatory document**

You do not have any documents.

Upload New Document

Steps:

1. Select the Document Type and complete the Description;
2. Click the 'browse' button to upload PDF or Drag and Drop the PDF;
3. Click the 'Upload Document' button.

Document Type **1. Select Site Grading**

Description **2. Include description**

Detail

File **3. Browse for file from computer**

Drag a file here or **browse** to upload.

*** File is required**

4. Upload .pdf document **5. Continue**

New Application Process Step 5 - Fees & Payment

Check mark for the permit fee amount then select **“Pay Selected Fees”**

Fees & Payment
 Permit fees are non-refundable
 Click check box and select any unpaid fees and click "Pay Selected Fees" button to make payment

Bill # ^	Fee Details	Total	Payment Status
<input type="checkbox"/> 320940	Grading Permit (Subdivision)	\$100.00 \$100.00	Unpaid
1 total			

Fees selected for payment: No fees selected

If submitting a grading permit for more than one lot – select ‘Save and Submit Later’ to make one payment for all applications submitted.

\$100 minimum fee per permit collected with online submission. The balance to be paid by cheque after pre-application screening. Please contact DEpermits@vaughan.ca for more info.

Save and Submit Later

Application submission is COMPLETE! Select **“Go to Home”** to add additional lots.

Thank You

Your application has been submitted. Please see a summary of your application below.

Application Details

Permit Number:	Permit number will be available once the application is accepted	Type/SubType/Work:	Grading & Pool Permit / Grading / Subdivision House - Single
Address:	2141 Major Mackenzie Drive	Acceptance Date:	
Status:	Online Payment Pending	Issue Date:	
Description:	subdivision grading	Expiry Date:	

You can click 'Go to Home' button to view all your applications.

Go to Home

To add another lot to this submission, from the **My Permits** page - please select **“Add New Permit”**. Follow this process for each additional lot application required.

My Permits
Please use this section to view and manage your permits. Click Add New Permit button to apply for new permits.

Type to filter the table columns...

To add another lot to this submission - select **“Add New Permit”**.

+ Add New Permit

Record ID	Permit Number	Type/SubType/Work	Status	Acceptance Date	Address	Actions
483197	Permit number will be available once the application is accepted	Grading & Pool Permit / Grading / Subdivision House - Single	Online Payment Pending		2141 Major Mackenzie Drive	i Detail

After grading permits & drawings have been submitted for each lot required – you are now ready to process your batch payment.

From the **My Permits** page – select **“Pay Online”**.

Home **Pay Online** My Profile Log out

My Permits
Please use this section to view and manage your permits. Click Add New Permit button to apply for new permits.

Type to filter the table columns...

+ Add New Permit

Record ID	Permit Number	Type/SubType/Work	Status	Acceptance Date	Address	Actions
483183	Permit number will be available once the application is accepted	Grading & Pool Permit / Grading / Subdivision House - Single	Online Payment Pending		2141 Major Mackenzie Drive	i Detail

And select **“Engineering Permits”**

Pay Online
Building Permit **Engineering Permit**

Pay Online

Bill #	Fee Details	Total
<input type="checkbox"/>	> Permit #: 20 105831 000 00 EP - Address: 10 Prestonwood Court	
<input type="checkbox"/>	> Permit #: 20 105833 000 00 EP - Address: 12 Prestonwood Court	
<input type="checkbox"/>	> Permit #: 20 105857 000 00 EP - Address: 1 McMichael Avenue	
<input type="checkbox"/>	> Permit #: 20 105858 000 00 EP - Address: 25 McMichael Avenue	
<input type="checkbox"/>	> Permit #: 20 105859 000 00 EP - Address: 17 McMichael Avenue	
<input type="checkbox"/>	> Permit #: 20 105860 000 00 EP - Address: 2141 Major Mackenzie Drive	

6 total

Fees selected for payment:
No fees selected

Place a ✓ in box for each permit to be paid and **“Pay Selected Fees”**

Pay Online

Bill # ^	Fee Details	Total
<input checked="" type="checkbox"/>	Permit #: 20 105831 000 00 EP - Address: 1 [Redacted]	
<input checked="" type="checkbox"/>	Permit #: 20 105833 000 00 EP - Address: 1 [Redacted]	Rectangular Strip
<input checked="" type="checkbox"/>	Permit #: 20 105857 000 00 EP - Address: 1 McMichael Avenue	
<input checked="" type="checkbox"/>	Permit #: 20 105858 000 00 EP - Address: [Redacted]	
<input checked="" type="checkbox"/>	Permit #: 20 105859 000 00 EP - Address: [Redacted]	
<input checked="" type="checkbox"/>	Permit #: 20 105860 000 00 EP - Address: [Redacted]	
6 total		

Fees selected for payment:

- \$100.00: Bill Number: 320915
Grading Permit (Subdivision) \$100.00
- \$100.00: Bill Number: 320916
Grading Permit (Subdivision) \$100.00
- \$100.00: Bill Number: 320937
Grading Permit (Subdivision) \$100.00
- \$100.00: Bill Number: 320938
Grading Permit (Subdivision) \$100.00
- \$100.00: Bill Number: 320939
Grading Permit (Subdivision) \$100.00
- \$100.00: Bill Number: 320940
Grading Permit (Subdivision) \$100.00

Total Amount: \$600.00

Pay Selected Fees

Please complete ***all required fields***: including billing information and select **“Submit Payment”** This will complete payment of \$100 minimum fee per permit in the batch

Account CITYOFVAUGHN3 is in test mode

PAYMENT INFORMATION

\$650.00 CAD	320900	
VISA		
Name on card		
Card number		
01	2020	Card cvd

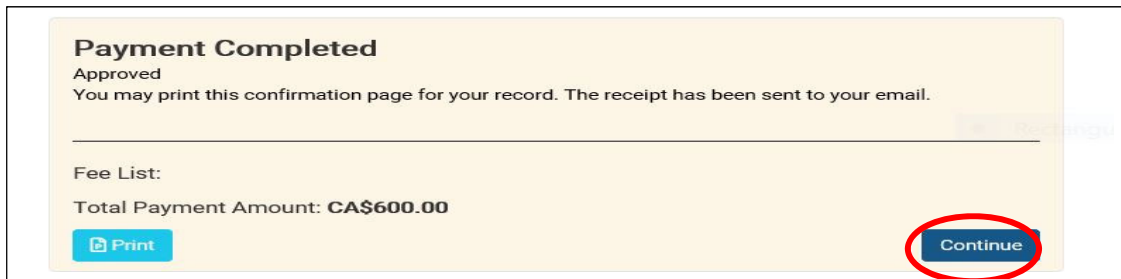
ADDRESS INFORMATION

Name	
Email	Phone number
Address line 1	Address line 2
City	Postal/zip code
Ontario	Canada

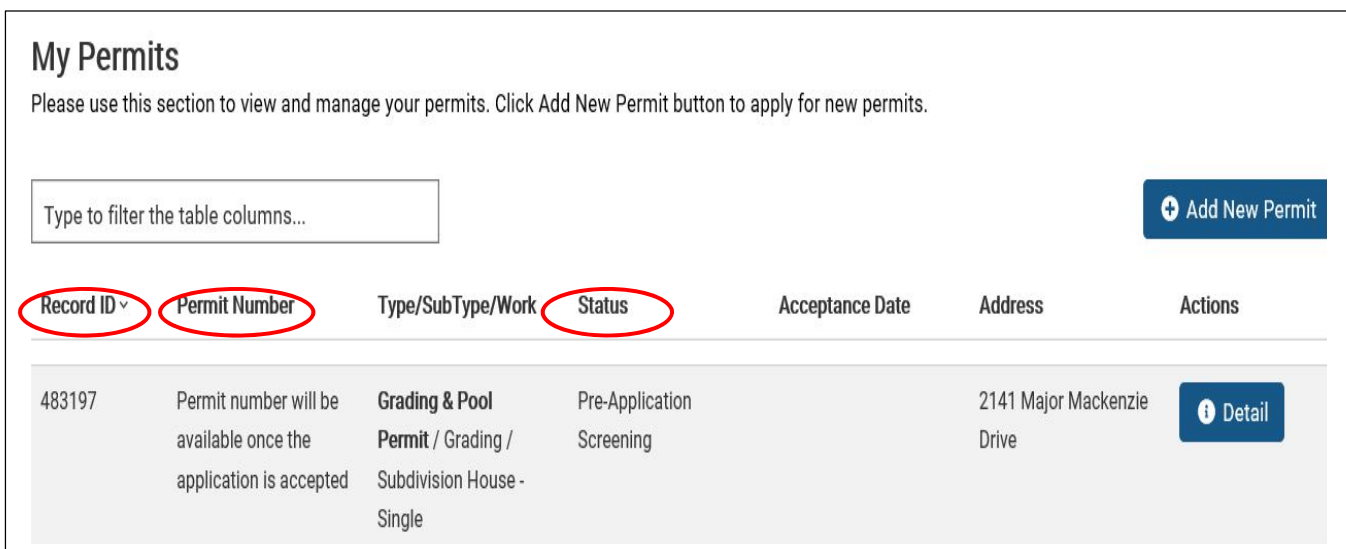
COMMENTS

Submit Payment

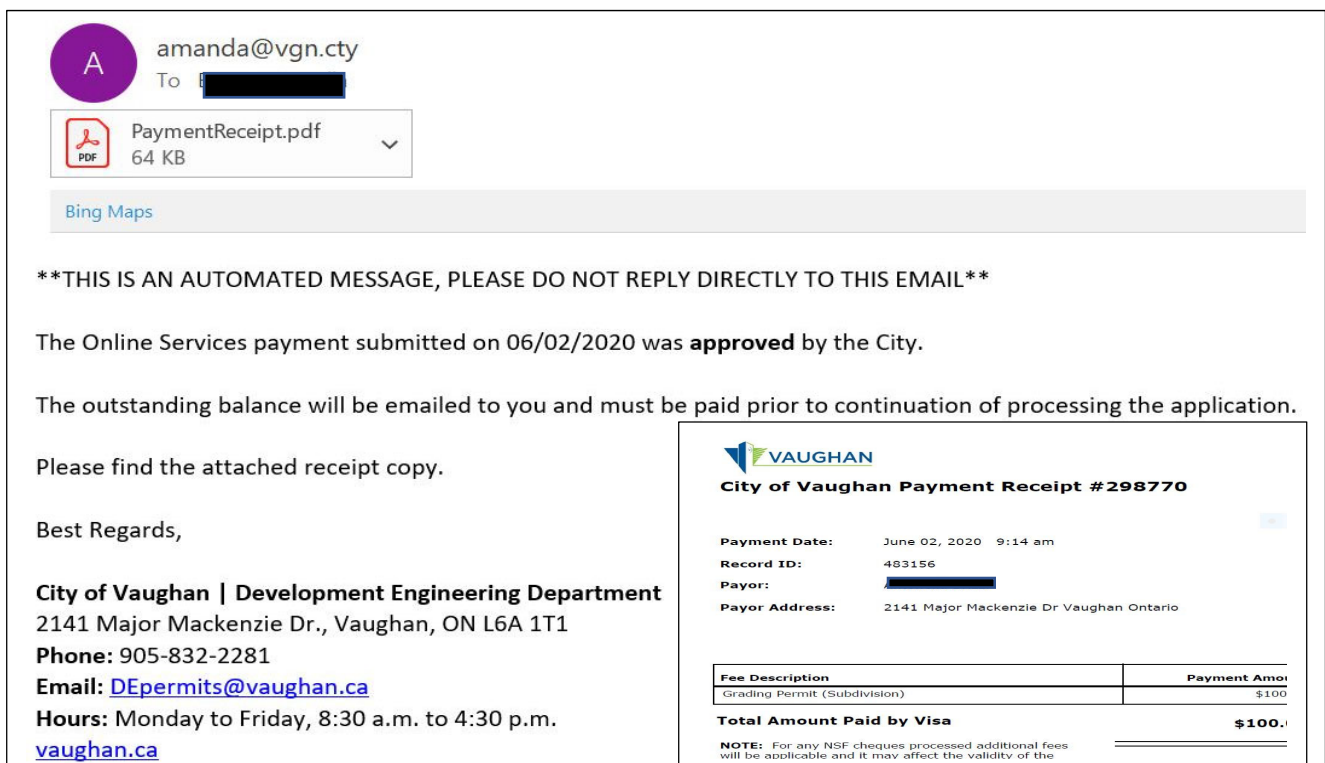
“Payment Completed” window. Select “Continue”



Back on the **“My Permits”** page – notice **Pre-Application Screening** status of the application and **Record ID**. A **permit number** will not be assigned until the application been accepted.



You will also receive a payment confirmation e-mail with pdf receipt attached.



For batch grading permit submissions – individual receipts will be issued per lot grading application submitted. Each application will be assigned a **Record ID** and **permit number**.

Please note: all outstanding fees must be paid prior to the continued review of the application.

Please contact Depermits@vaughan.ca for information.

Congratulations! You have successfully submitted your Pre-Application! Email notification confirming the City's receipt of your application. Pre-application screening is an initial review to confirm permit submission requirements have been met.

Permit Application for 2141 Major Mackenzie Drive



amanda@vgn.cty

To

Bing Maps

****THIS IS AN AUTOMATED MESSAGE, PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL****

The permit application submitted on 06/02/2020 has been **received** by the City and is presently in the pre-application screening process.

Permit Information:

Address: 2141 Major Mackenzie Drive

Best Regards,

City of Vaughan | Development Engineering Department

2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1

Phone: 905-832-2281

When the pre-application screening is complete and application is **accepted** – an email notification is sent. Application is now under review and **permit number** assigned. Please allow 10-15 business days for processing. Deficiencies will be noted by email.

Permit Application for 2141 Major Mackenzie Drive



amanda@vgn.cty

To

Bing Maps

****THIS IS AN AUTOMATED MESSAGE, PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL****

The permit application submitted on 06/02/2020 has been **accepted** by the City and is allocated permit number 20-105874-EP. Permit applications will be reviewed within 10-15 business days.

Permit Information:

Address: 2141 Major Mackenzie Drive

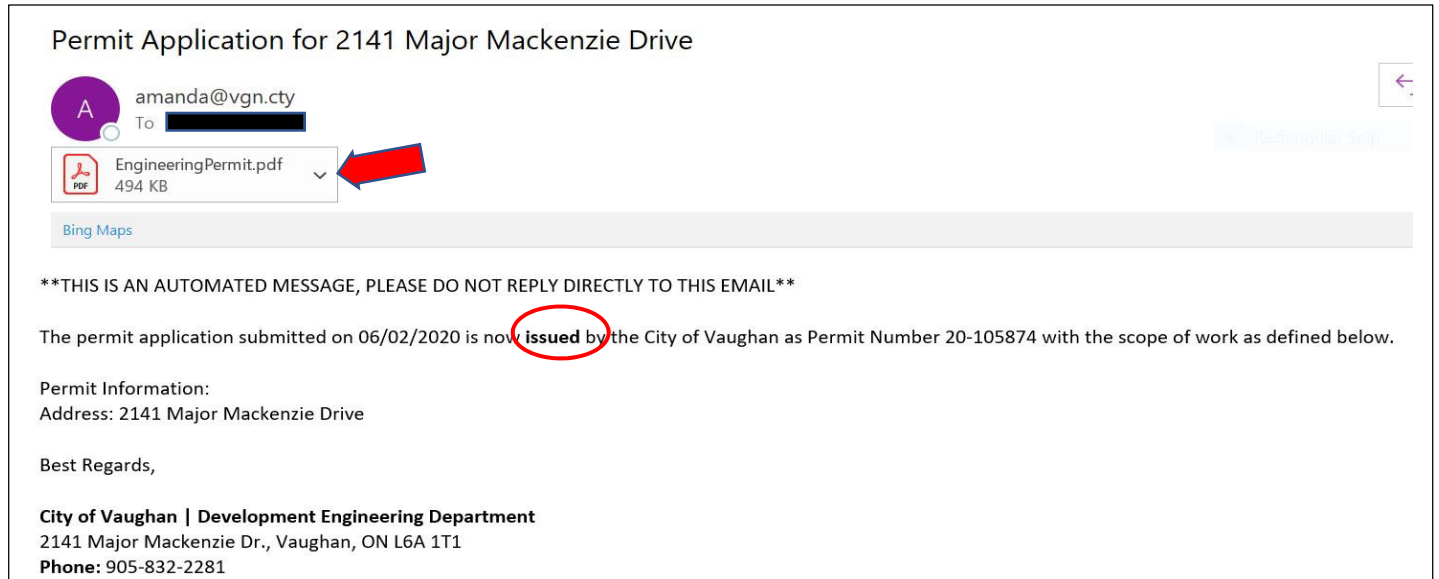
Best Regards,

City of Vaughan | Development Engineering Department

2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1

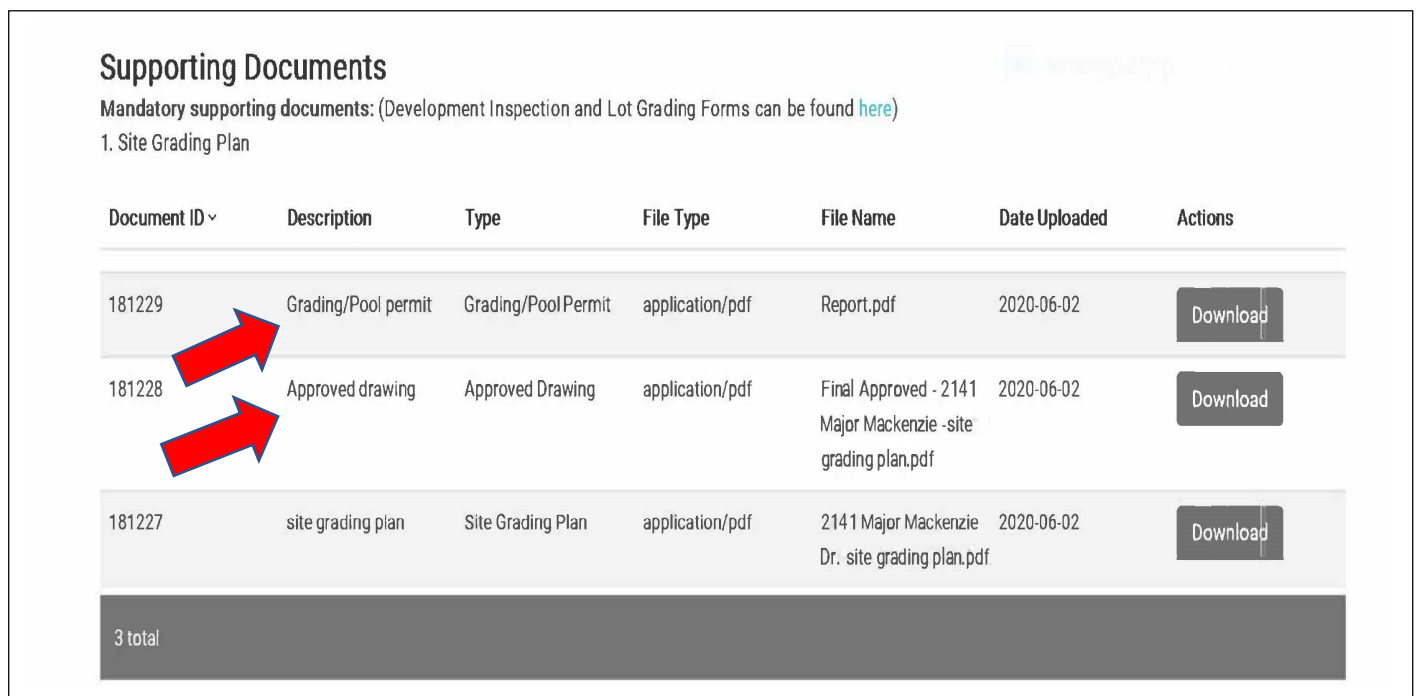
Phone: 905-832-2281

And once the review is complete and grading permit is **issued**, an email notification is sent with permit information attached.



You can now proceed to apply for building permits. Building Standards has digital access to the approved drawings and permit records.

To print a copy of your approved drawings & permit, login to the portal and navigate to **Supporting Documents** section of the specific permit application. Select **“Download”**



Document Upload Requirements

Individual forms, approvals, documents, reports, plan groups (drawings) and specifications to be uploaded individually.

File names of electronic documents for your application must include the name of the form and/or the contents of the electronic document.

Residential Sample (Forms and Files as Applicable)

- Site Grading Plan

Plans and Specifications

- All electronic documents, plans and drawings must be submitted in PDF format, maximum size 200 MB
- Files must not be password protected
- Documents/Drawings containing multiple layers **must be flattened** to a single layer prior to submission
- Documents/Drawings must have no comments. Text placed in the PDF as a comment must be flattened or removed. When rendering drawings to PDF, options for saving text as comments must not be selected.
- Submitted PDF files must be a single layer
- Drawings and Specifications must be in black and white only. Full-colour renderings and photos may be submitted, but only as a supplement to the set of plans
- AutoCAD drawings, Microsoft Word documents, etc., must be converted to PDF format prior to submission.
- The PDF plans/drawings must match the scale and page size of the paper plans/drawings
- Documents must be properly labelled. PDF file names for electronic documents should have an abbreviated description of the documents

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