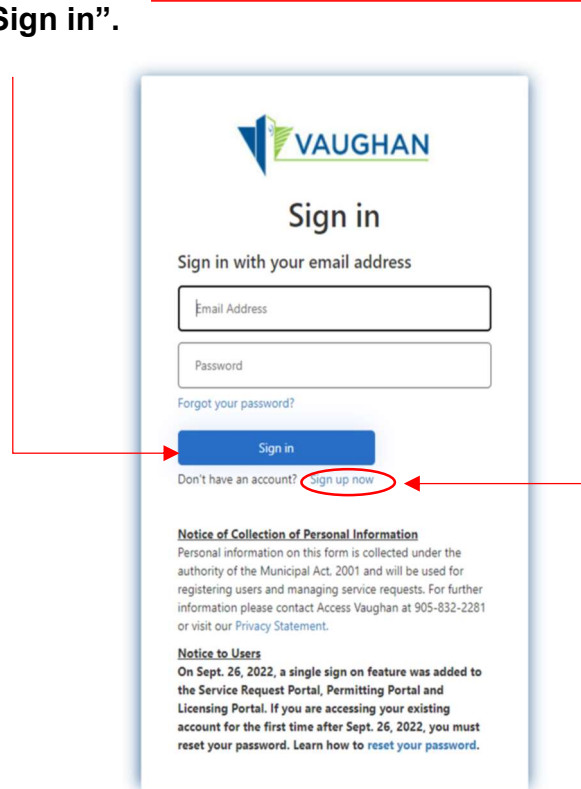


How do I submit a Permit?

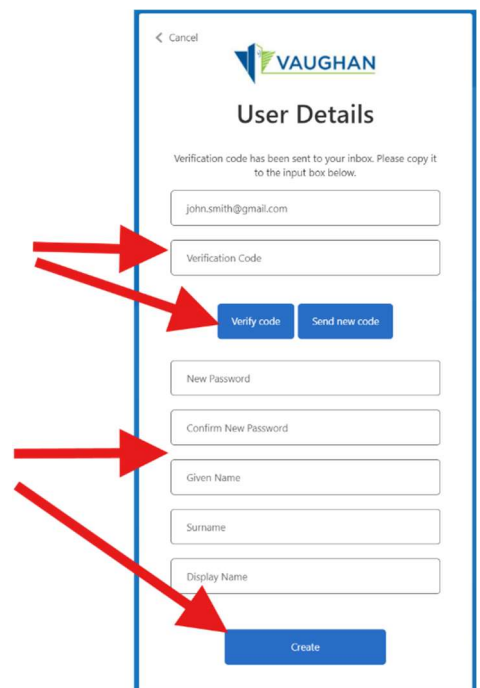
You need to be a registered user to apply for an application. Click on the [City of Vaughan Online Permitting portal](#) link and **”Sign Up”**. If you are a returning user, enter your e-mail address and password and select **”Sign in”**.



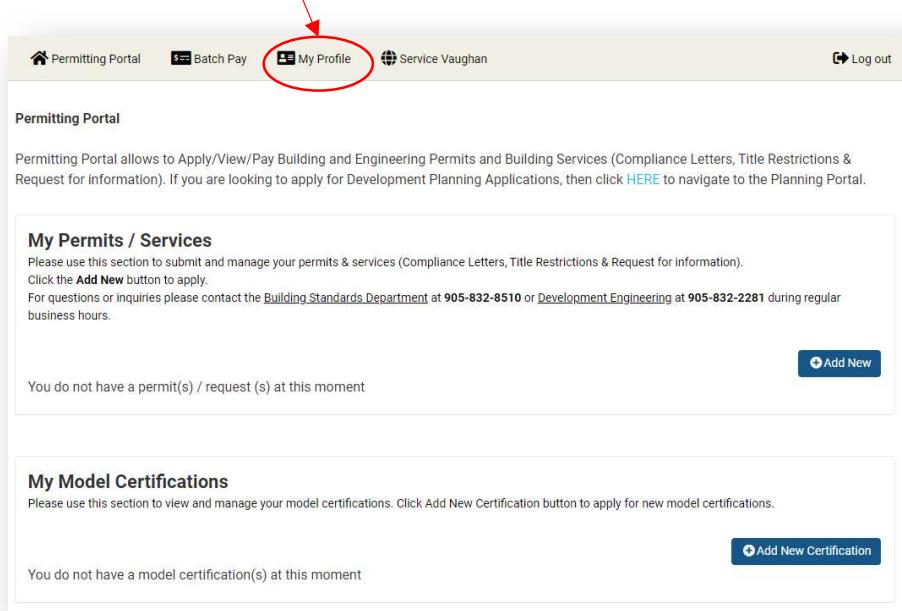
When registering as a new user, please click the “Send verification code” first. You will receive an email with the verification code.

Put the code in the “Verification Code” field, then click “Verify code”.

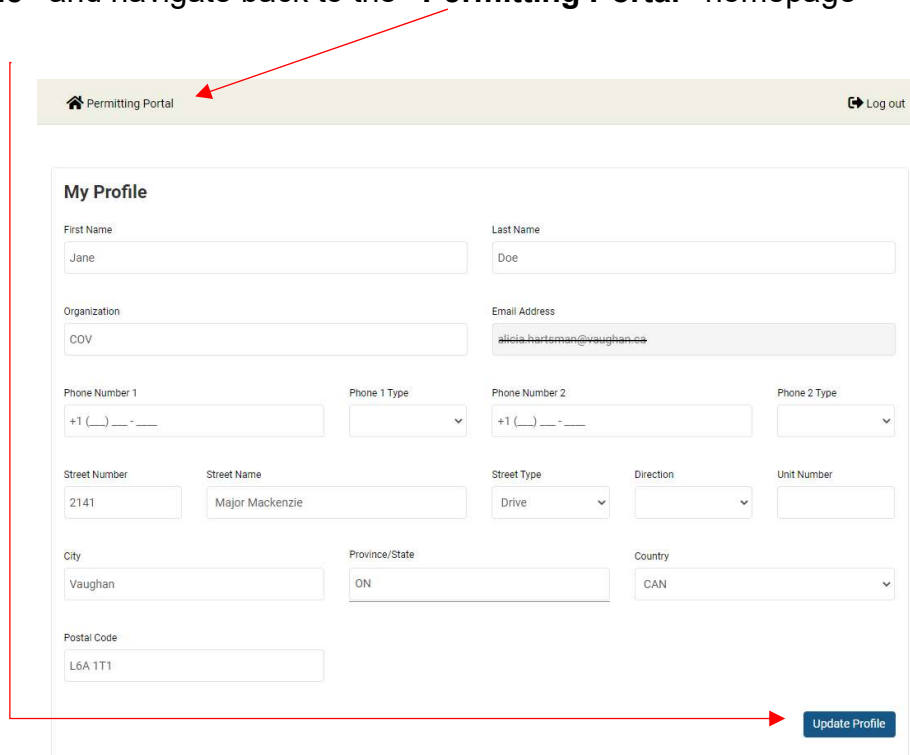
Once that is done, please fill the rest of the fields and click “Create”.



Once signed-in, navigate to the **“My Profile”** tab on the Permitting Portal homepage



Once in the **“My Profile”** screen, complete your contact information in full, then select **“Update Profile”** and navigate back to the **“Permitting Portal”** homepage



To apply for a permit select **“Add New”** under the **“My Permits / Services”** section

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.



Record ID	Permit/Application #	Type/SubType/Work	Status	Submitted On	Address	Actions
628365	Permit/Application number will be available once the application is accepted	Building - Single/Semi/Townhouse / Single Detached Dwelling / New	Online Attachment Pending	2024-10-22	2141 Major Mackenzie Drive	Detail Open ePlans
628364	Permit/Application number will be available once the application is accepted	Building - Single/Semi/Townhouse / Single Detached Dwelling / New	Online Attachment Pending	2024-10-22	2141 Major Mackenzie Drive	Detail Open ePlans

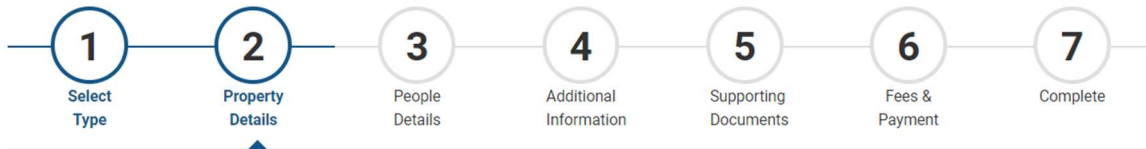
New Application Process - Step 1 - Select Type

Select **“Application Type”**, **“Sub-Type”**, **“Work Type”** and enter the **“Description of Proposed work”** as applicable for your specific application, then click **“Continue”**.

The screenshot shows a 7-step process flow: 1. Select Type, 2. Property Details, 3. People Details, 4. Additional Information, 5. Supporting Documents, 6. Fees & Payment, 7. Complete. Red arrows point from steps 1, 4, and 6 to the 'New Application' form. The form has two sections: 'New Application' and 'Application Details'. In the 'New Application' section, 'Application Type' is set to 'Building - Single/Semi/Townhouse'. The 'Sub Type' dropdown is open, showing options: Block Townhouse, Semi-Detached Dwelling, Single Detached Dwelling (highlighted), Stacked Townhouse, and Street Townhouse. The 'Work Type' field is empty with a red asterisk indicating it is required. In the 'Application Details' section, the 'Description of Proposed Work' field is empty with a red asterisk indicating it is required. The 'Model Certification Number' field is also empty. At the bottom, there are 'Cancel' and 'Continue' buttons. A red arrow points from the 'Continue' button back to the 'Description of Proposed Work' field.

New Application Process - Step 2 - Property Details

Type in the address of the property in the “**Search Address**” field and select “**Search**”. Find the address from the “Return Result” field and choose “**Select**” and then select “**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 


 Search

Return Result


2141 Major Mackenzie Drive , Vaughan  Select

2141 Teston Road , Vaughan Bldg A  Select

Selected Address

2141 Major Mackenzie Drive , Vaughan  Remove

Unit Number (for Multi Unit Building)

 Continue

Back

*Please note, when entering the address in the “**Search Address**” field, do not include a street type (i.e., Street or St., Road or Rd., etc.) only the street number and/or name are required

New Application Process Step 3 - People Details

To add a contact, select **“Add Contact”** then select **“Continue”**. Additionally, if you need to remove/change the role of a contact assigned to a submitted permit application you can make this change by selecting **“Remove Contact”** or **“Assign Additional Role”** then select **“Continue”**.

People Details
Please enter People information by selecting **Add Contact** if different from the Applicant.

Contact ID	Role	Name	Address	Phone	Actions
147646	Applicant	BSD (Dan Admin)	2141 MAJOR MACKENZIE DR VAUGHAN ON L1H 2R3	(647)123-4567	Remove Contact Assign Additional Role
147646	Owner	BSD (Dan Admin)	2141 MAJOR MACKENZIE DR VAUGHAN ON L1H 2R3	(647)123-4567	Remove Contact Assign Additional Role
147646	Online User	BSD (Dan Admin)	2141 MAJOR MACKENZIE DR VAUGHAN ON L1H 2R3	(647)123-4567	Assign Additional Role

3 Result(s)

Buttons: Save for Later, Continue, Add contacts

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

Add contacts
Please fill in people information

Email Address <input type="text"/> * Email Address is required	Phone Number <input type="text"/> * This input field is required.
First Name <input type="text"/> * This input field is required.	Last Name <input type="text"/> * This input field is required.
Organization Name <input type="text"/>	Role <input type="text"/> * This input field is required.
Unit Type <input type="text"/>	Unit <input type="text"/>
Street # <input type="text"/> * This input field is required.	Street Name <input type="text"/> * This input field is required.
Street Type <input type="text"/> * This input field is required.	City <input type="text"/> * This input field is required.
Province <input type="text"/> * This input field is required.	Postal Code <input type="text"/> * This input field is required.
Country <input type="text"/> * This input field is required.	

Buttons: Cancel, Submit

Complete the “Assign a role for contact selected” page (and assign their role from the drop down) then select “Submit”

Assign a role for contact selected

First Name: Dan
Last Name: Admin
Organization Name: BSD
Email Address: zettabyte15@yahoo.com
Address: 2141 MAJOR MACKENZIE DR

Role:
Agent
Applicant
Builder
Owner

Street #: 2141
Street Name: Major Mackenzie
Street Type: Drive
Direction: E
Unit Type: Unit Type
Unit: 12

City: Vaughan
Province: Ontario
Country: CAN
Postal Code: L1H 2R3

Phone Number: (647) 123 - 4567 ____

[Back](#) [Submit](#)

New Application Process Step 4 - Additional Information

Complete all * required fields, declarations and disclaimers, then select “Continue”.



Additional Information

Please provide additional details for your application.

Purpose of application

Purpose of application Proposed use of building

* This input field is required. * This input field is required.

Current use of building

* This input field is required.

Submission Declaration - Building Permit Application

The applicant acknowledges that they have reviewed the mandatory application scenarios found [HERE](#).

Yes No

* This input field is required.

The applicant acknowledges that they have filled out all mandatory fillable forms which will be uploaded to the ePlan solution after the non-refundable Minimum Permit Fee is made. The fillable forms can be found [HERE](#).

Yes No

* This input field is required.

The applicant acknowledges that their unlocked grey scaled PDF documents and drawings are named per File Naming Convention listed [HERE](#).

Yes No

* This input field is required.

The applicant acknowledges that the Minimum Permit Fee is **NON-REFUNDABLE** and must be made prior to gaining access to the ePlan solution used for uploading documents and drawings for plan review.

Yes No

* This input field is required.

The applicant acknowledges that this is a **building permit** submission. If you do not wish to submit for a building permit do not continue with this submission. Minimum Non-refundable Permit Fee applies after this point.

Yes No

* This input field is required.

Declaration of applicant

I declare that:

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Yes No

* This input field is required.

Disclaimer

The owner/applicant acknowledges that development charges are applicable to all development and construction activities that create new residential units or non-residential gross floor area. Development charges are calculated and payable at the prevailing rate at the time of permit issuance. All eligible development charge credits will be reviewed at the time of the development charge calculation and incorporated, if applicable.

Yes No

* This input field is required.

→
→

Then select “Continue”
 (You can select “Save for Later” if you wish to save and complete at a later time)

New Application Process Step 5 – Supporting Documents (Review Requirements)

Please review all documentation on this page as there are certain requirements that must be met in order to submit the application and to gain access to the **ePlans** portal for drawings and documentation upload and plan review.

Click “**Continue**” once you have reviewed the information.




Supporting Documents

Please make sure to review what documents are mandatory for your application scenario by clicking [HERE](#).

All mandatory fillable forms need to be filled out prior to upload to the ePlans Portal. Building Permits fillable forms can be found [HERE](#).

Please ensure your unlocked grey scale pdf documents are named per ePlans Portal File Naming Convention and adhere to the application Submission Standards, as listed [HERE](#).

Access to ePlans Portal is provided after the Non-Refundable Minimum Permit fee is made. 


Permitting Portal manual can be found [HERE](#).

ePlans Portal manual can be found [HERE](#).

For questions or inquiries please contact the Building Standards Department at **905-832-8510** during regular business hours.

Required Schedules:
Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

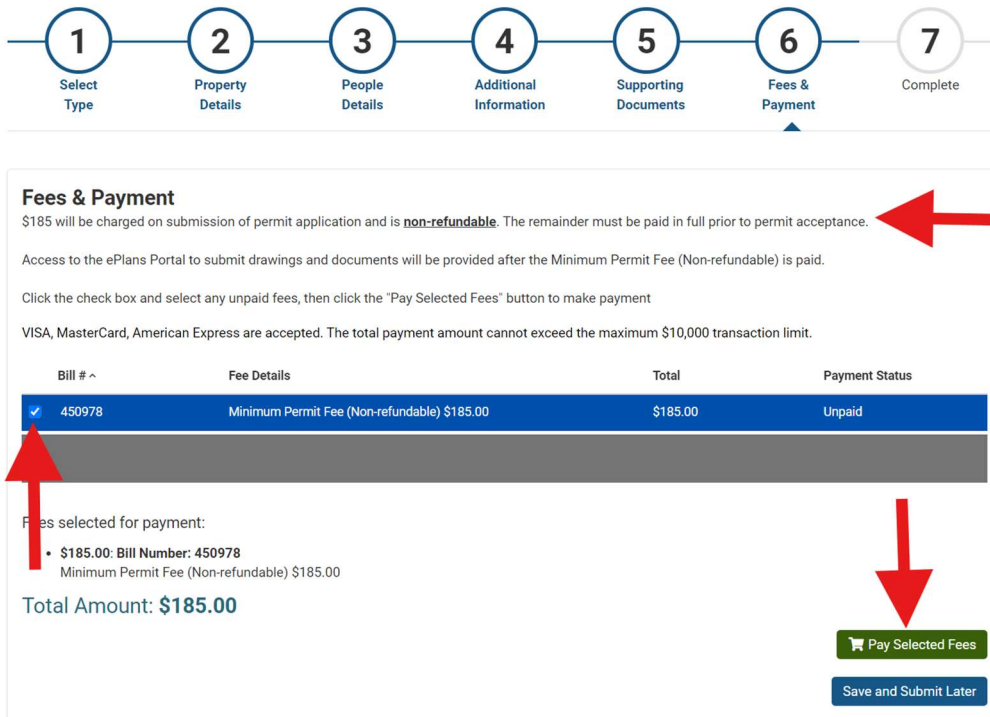
You do not have any document(s) at this moment



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

New Application Process Step 6 - Fees & Payment

Check mark the minimum payment fee amount and then select **“Pay Selected Fees”**. Please be aware that the Minimum Permit Fee is non-refundable and it is required to be paid before access to ePlans is provided to upload drawings and documents for the plan review stage.



Fees & Payment

\$185 will be charged on submission of permit application and is **non-refundable**. The remainder must be paid in full prior to permit acceptance.

Access to the ePlans Portal to submit drawings and documents will be provided after the Minimum Permit Fee (Non-refundable) is paid.

Click the check box and select any unpaid fees, then click the “Pay Selected Fees” button to make payment

VISA, MasterCard, American Express are accepted. The total payment amount cannot exceed the maximum \$10,000 transaction limit.

Bill # ^	Fee Details	Total	Payment Status
<input checked="" type="checkbox"/> 450978	Minimum Permit Fee (Non-refundable) \$185.00	\$185.00	Unpaid

Fees selected for payment:

- \$185.00: Bill Number: 450978
Minimum Permit Fee (Non-refundable) \$185.00

Total Amount: \$185.00

A shopping cart window will appear to enter your credit card information to complete the minimum payment fee.

Complete the following fields then select **“Submit Payment”**:

- **Name on the card**
- **Credit Card Number**
- **Month**
- **Year**
- **CVC**

PAYMENT INFORMATION

\$185.00 CAD	450978	
VISA		
Name on card		
Card number		
01	2024	Card cvd

COMMENTS

A “**Payment Completed**” window will prompt you to “**Print**” your receipt and select “**Continue**”

Payment Completed
 Approved. Transaction ID:10004509, Bank Auth Number:TEST, Card Type:VI, Name:John Smith, Order Number:450978, Transaction Date:10/22/2024 9:30:53 AM
 You may print this confirmation page for your record. The receipt has been sent to your email.

Fee List:

- \$185.00 : Bill Number: 450978
 Minimum Permit Fee (Non-refundable) \$185.00

Total Payment Amount: **\$185.00**

Print
Continue

You will also receive a confirmation e-mail with a receipt of your payment attached indicating the **Record ID** number of your Application.

City of Vaughan Online Permitting Portal Payment Receipt Inbox x

no_reply@vaughan.ca
 to me

“THIS IS AN AUTOMATED MESSAGE ? PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL”

The Online Services payment submitted on 04/26/2020 was **approved** by the City.

The outstanding balance will be emailed to you and must be paid prior to continuation of processing the application.

Please find the attached receipt copy.

Best Regards,

City of Vaughan | Building Standards Department
 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1

Phone: 905-832-8510
 Inspection Services: 905-832-8511
 City of Vaughan: 905-832-2281
 Fax: 905-832-8558

Email: buildingstandards@vaughan.ca
vaughan.ca

Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

City of Vaughan Payment Receipt #10000041

Payment Date: April 26, 2020 1:11 pm
Record ID: 483731
Payor: Home (Dan Test-Two)
Payor Address: 0 Teston Rd Vaughan Ontario

Fee Description	Payment Amount
Minimum Permit Fee	184.00
Total Amount Paid by Visa	164.00

NOTE: For any NSF cheques processed additional fees will be applicable and it may affect the validity of the associated application or permit.

New Application Process Step 7 – Complete & Navigate to ePlans

Your Application has now been submitted. You will now be required to navigate to ePlans to upload your drawings and documents for plan review.

Select “**Go to Home**” and click the “**Open ePlans**” button to access ePlans.

Please review the ePlans Manuals & Submission Standards document for uploading drawings and documents for plans review, including possible resubmissions.



Thank You

Your application has been submitted and a summary can be found below.

Please be aware that you must upload the required PDF documents and drawings in the ePlans Portal for the pre-screening review to start.

To access the ePlans Portal, please navigate to the Permitting Portal homepage and click the **Open ePlans** button associated with the application submitted.

Application Details

Permit Number	Permit/Application number will be available once the application is accepted	Type/SubType/Work	Building - Sign - Billboard / Sign Billboard / New
Address	2141 Major Mackenzie Drive	Submitted On	2025-01-28
Status	Online Attachment Pending	Issue Date	
Description		Expiry Date	

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

[Go to Home](#)

You can view your submissions on the **“My Permits / Services”** page. A **Record ID** number is assigned to your Application.

A **Permit Number** will be assigned once your permit has been processed which is tracked under **“Status”**.

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.

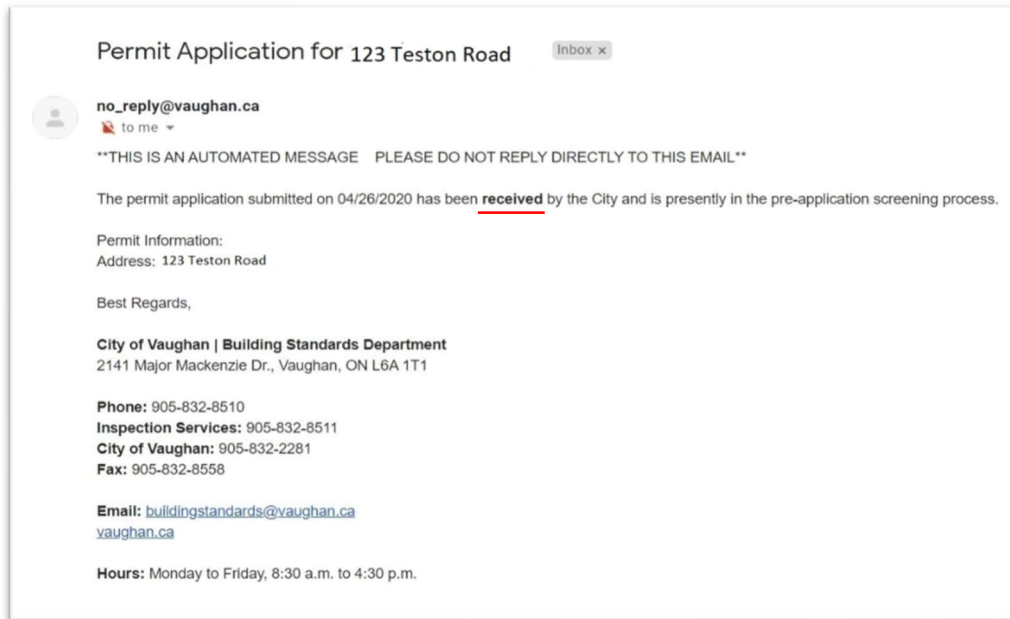
Type to filter the table columns... [Add New](#)

Record ID	Permit/Application #	Type/SubType/Work	Status	Submitted On	Address	Actions
599781	Permit/Application number will be available once the application is accepted	Building - Single/Semi/Townhouse / Single Detached Dwelling / New	Online Payment Pending	2023-03-17	2141 Major Mackenzie Drive	Detail

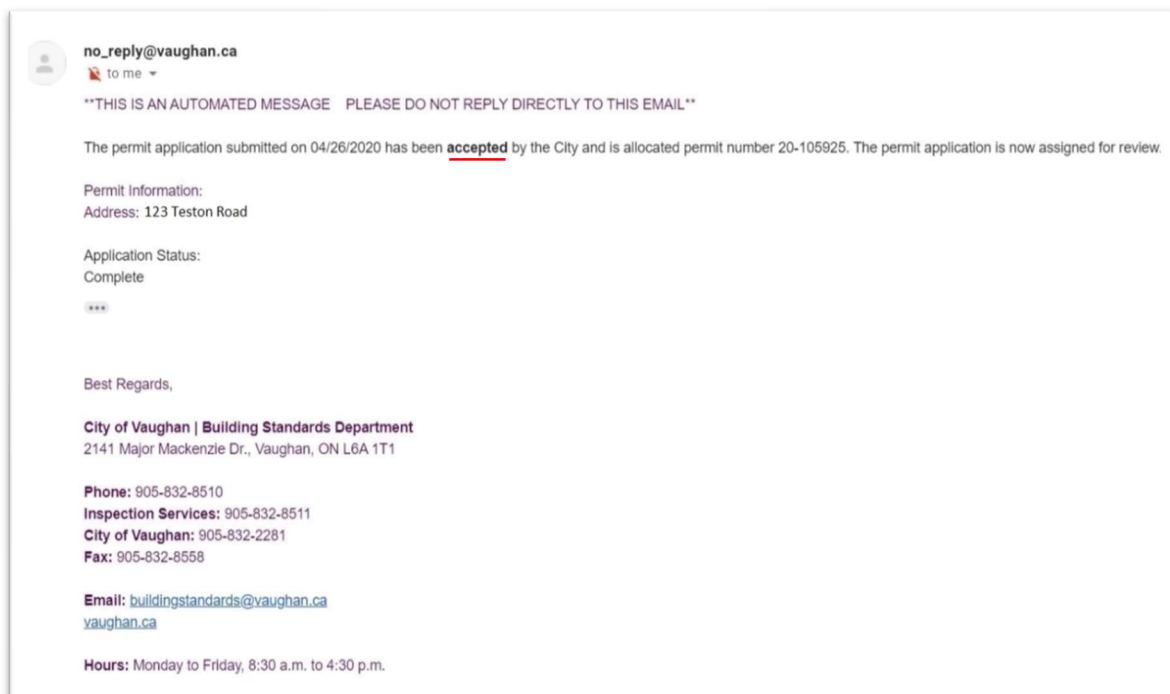
Permit Details

Permit Number	Permit/Application number will be available once the application is accepted	Type/SubType/Work	Building - Single/Semi/Townhouse / Single Detached Dwelling / New
Address	2141 Major Mackenzie Drive	Submitted On	2023-03-17
Status	Online Payment Pending	Issue Date	
Description	0909	Expiry Date	

You will receive an e-mail confirming the City's receipt of your application



Upon acceptance of the Pre-Application screening, you will receive another confirmation email indicating that your Application is now assigned for review.



Once the review is complete and your Building Permit has been issued, you will receive a confirmation email with the Building Permit information attached.

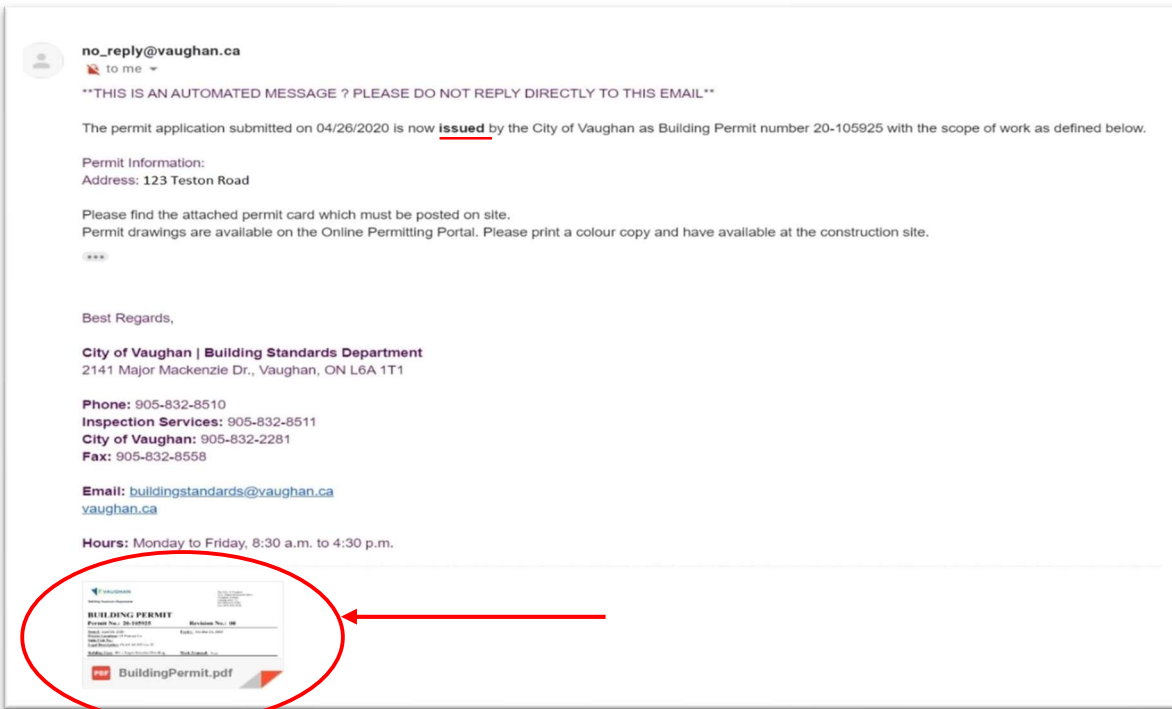


Figure 24

To print a copy of your approved drawings you will need to login to the portal and navigate to the **Supporting Documents** section of the Permit Application. Drawings must be printed in colour and kept on site with the Permit card for Inspector to view.

If you need to make a revision to an issued permit, please select **“Create Revision”** under the **“Record Details”** section and continue through to completion

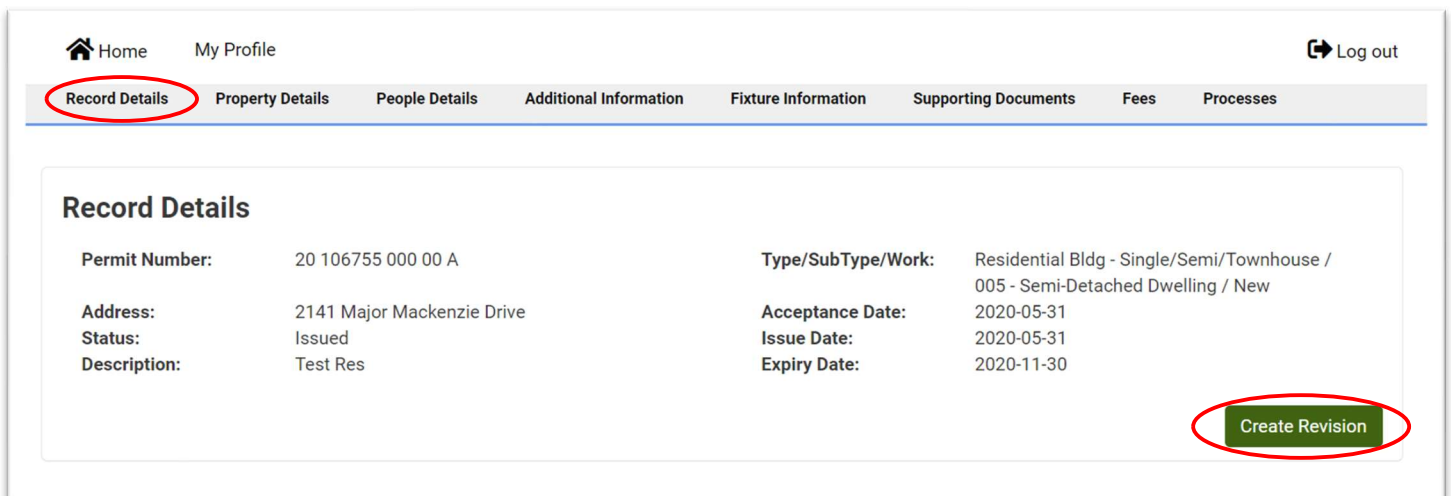


Figure 25