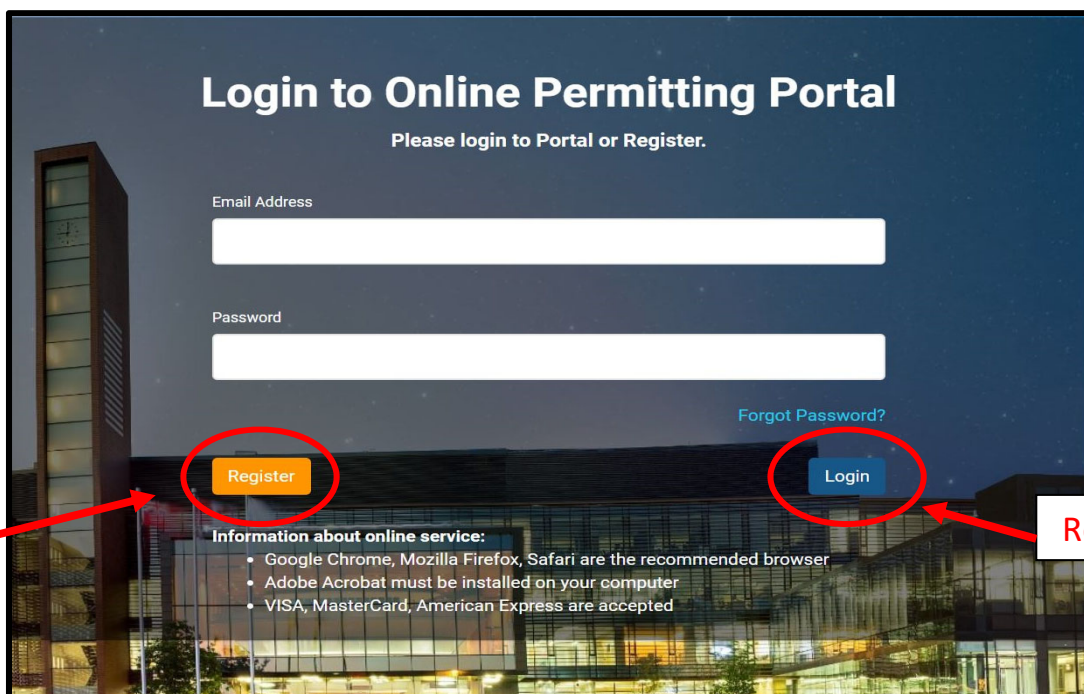
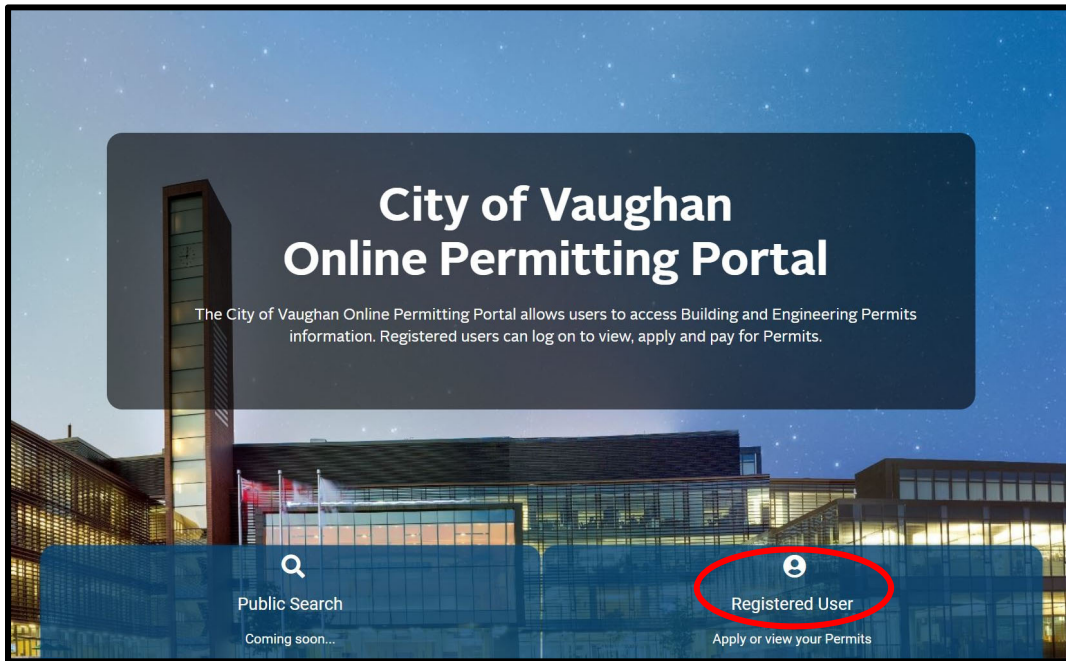


**Before beginning your permit application, please ensure that you review all permit requirements listed on the [Development Engineering](#) website.**

Go to: <https://eservices.vaughan.ca> and select “Registered User”

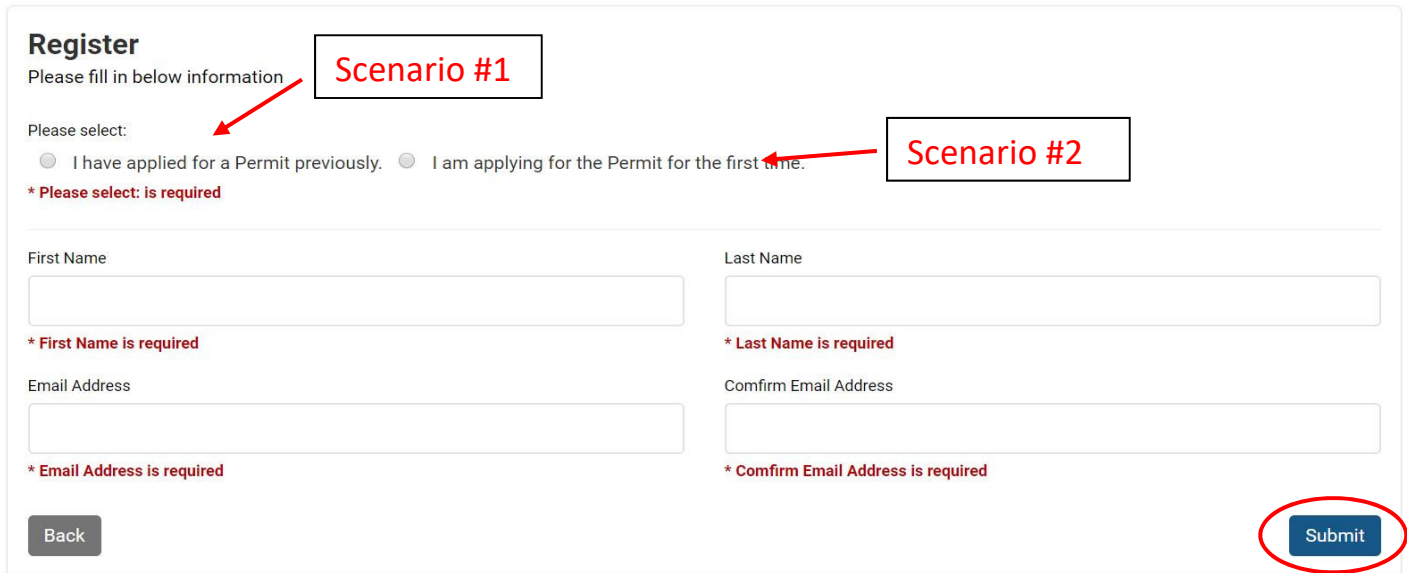


## Register Page

**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”**.

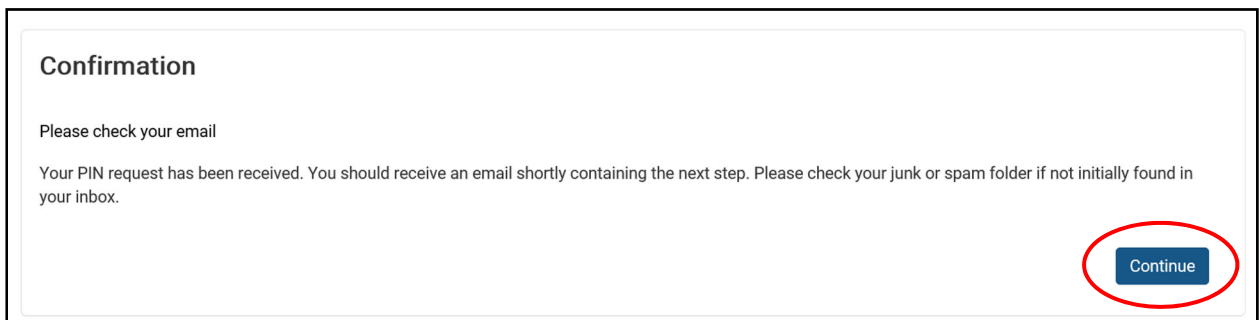
Complete all **\*required fields** and select **“Submit”**



The screenshot shows the 'Register' form with the following elements:

- Register** header and instruction: 'Please fill in below information'.
- Two radio button options for selection:
  - Scenario #1**: 'I have applied for a Permit previously.' (indicated by a red box and arrow).
  - Scenario #2**: 'I am applying for the Permit for the first time.' (indicated by a red box and arrow).
- A red asterisk note: **\* Please select: is required**.
- Four text input fields:
  - First Name**: Required (indicated by a red asterisk note: **\* First Name is required**).
  - Last Name**: Required (indicated by a red asterisk note: **\* Last Name is required**).
  - Email Address**: Required (indicated by a red asterisk note: **\* Email Address is required**).
  - Confirm Email Address**: Required (indicated by a red asterisk note: **\* Confirm Email Address is required**).
- Buttons: **Back** and **Submit** (the Submit button is circled in red).

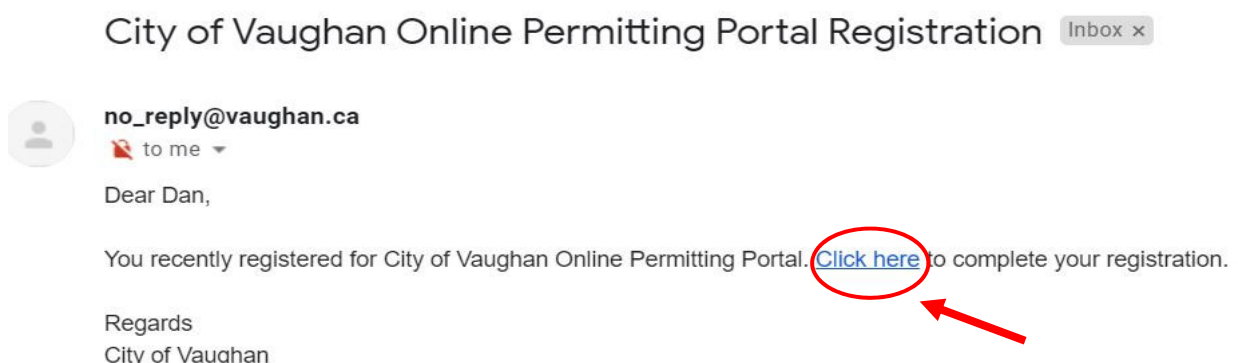
A message will pop up to check for confirmation email with next steps. Select **“Continue”**



The screenshot shows a 'Confirmation' message box with the following content:

- Confirmation** header.
- Text: 'Please check your email'.
- Text: '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.'
- A **Continue** button (circled in red).

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



The screenshot shows an email from 'no\_reply@vaughan.ca' with the following content:

- Header: 'City of Vaughan Online Permitting Portal Registration' (with an 'Inbox x' tag).
- Sender: 'no\_reply@vaughan.ca'.
- Text: 'Dear Dan,'.
- Text: 'You recently registered for City of Vaughan Online Permitting Portal. [Click here](#) to complete your registration.' (The 'Click here' link is circled in red and has a red arrow pointing to it).
- Text: 'Regards, City of Vaughan'.

Click **“Verify PIN”**

VAUGHAN Home

**PIN Verification**  
Enter the email address associated with you Portal account

Email Address: john.smith@gmail.com

PIN: 3672652531

Back Verify PIN

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

VAUGHAN Home

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**

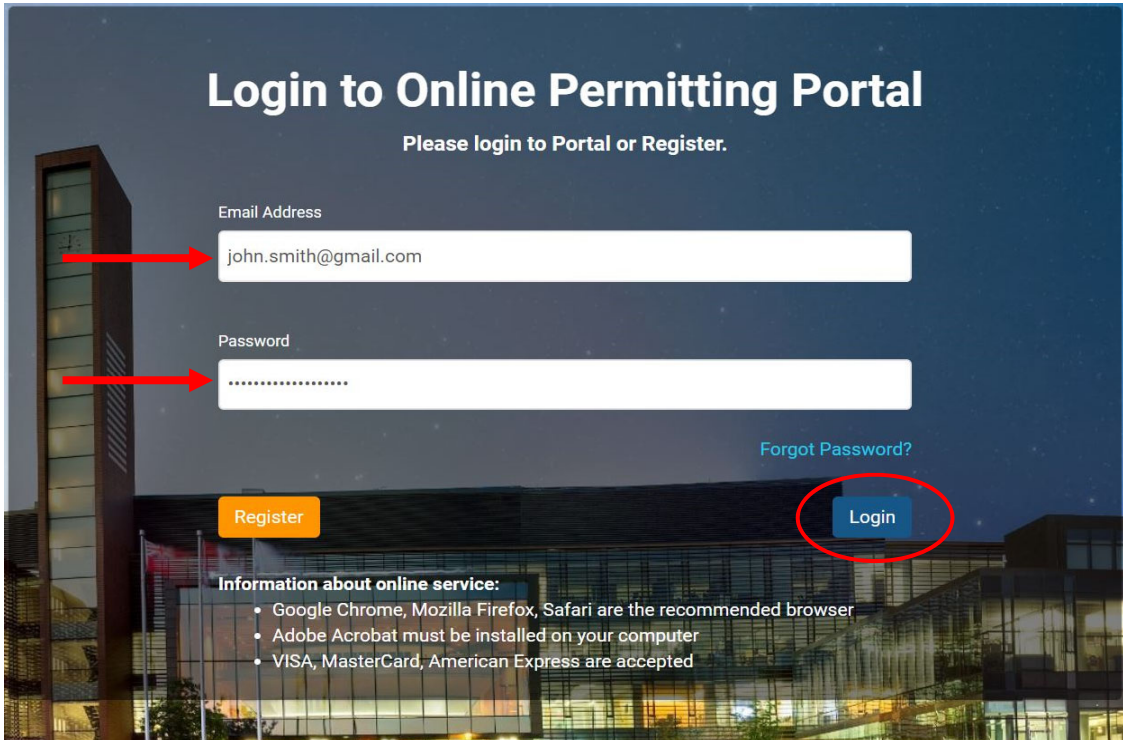
Your password has been successfully set. Please login with your new password.

OK

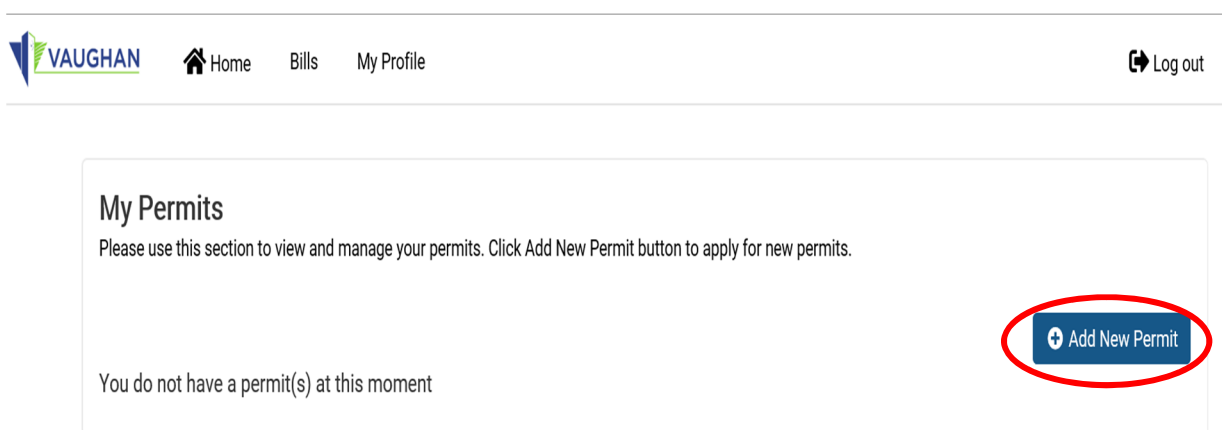
**SUCCESS! REGISTRATION IS NOW COMPLETE!**

## Login

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



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



## New Application Process - Step 1 - Select Type

Select the required “**Application Type**” “**Sub Type**” and “**Work Type**” and include a description of proposed work. Select “**Continue**”

Home My Profile Log out

1 Select Type 2 Property Details 3 People Details 4 Additional Information 5 Supporting Documents 6 Fees & Payment 7 Complete

### New Application

Please select an application type from the list.

Application Type: Grading & Pool Permit Sub Type: Pool Work Type: Inground

### Application Details

Please provide details for your application.

Description of Proposed Work

\* Description of Proposed Work is required

Model Certification Number (for Repeat Housing) Unit Number (for Multi Unit Building)

Cancel Continue

Be sure to include a short description of your proposed work

## 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 Remove Continue

Do not include street type (i.e. Drive, Street etc.) Only street number and/or name are required.

**Please note: If your area is unassumed and your property's grading has NOT been certified – the drawing for the proposed work **MUST** be **REVIEWED** and **STAMPED** by the subdivision Developer's engineering consultant. Please be advised that the consultant may charge a fee for this review and stamp.**

**Applicants are advised to contact [depermits@vaughan.ca](mailto:depermits@vaughan.ca) to confirm lot grading certification prior to submitting permit application.**

## New Application Process Step 3 – People Details

Complete all **\*required fields** and **“Continue”**. An Agent Authorization form is required if the property owner is not the applicant. The Agent Authorization form can be found on the [Development Engineering website](#). The form will be submitted along with the other required documents and drawings.

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street No.	Street Name	Street Type	Apt/Unit No.
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
City	Province	Postal Code	Phone Number(Bus./Home)
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
Cell No.	Email		
<input type="text"/>	<input type="text"/>		

*(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 may differ based on permit type selected.

**TRCA** **If 'yes' [TRCA approval](#) is required for permit application**

---

Is this property within TRCA Regulated Area?

Yes  No

**\* Is this property within TRCA Regulated Area? is required**

---

**Tree Removal** **If 'yes' tree removal permit may be required. Please contact [Parks & Forestry](#)**

---

Does the construction activity associated with this permit application require the removal or cutting of trees with a diameter of 20 cm or greater?

Yes  No

**\* Does the construction activity associated with this permit application require the removal or cutting of trees with a diameter of 20 cm or greater? is required**

---

**Disclaimer** **For inground pool permits only.**

---

I acknowledge that a \$2000 security deposit is a requirement for an inground pool permit. Upon completed construction and satisfactory inspections, the security deposit refund shall be issued by cheque to the appropriate party. Please refer to the Swimming Pool Fence Enclosure Agreement for more information.

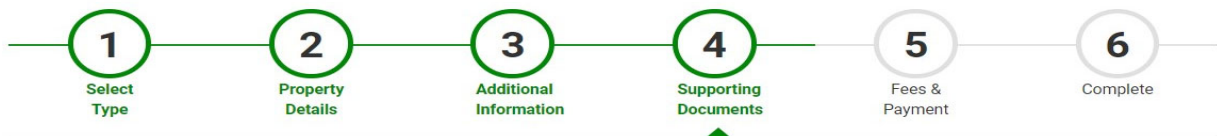
Yes  No

**\* I acknowledge that a \$2000 security deposit is a requirement for an inground pool permit. Upon completed construction and satisfactory inspections, the security deposit refund shall be issued by cheque to the appropriate party. Please refer to the Swimming Pool Fence Enclosure Agreement for more information. is required**

## New Application Process Step 4 - Supporting Documents

All fillable forms & requirements for your application can be found by clicking [“here”](#). You will be re-directed to the Development Engineering website where you can download, complete and save the forms to your computer for upload to the portal.

When you are ready to submit your documents - select the **“\*Document Type”** to find the name of the form that matches your file for upload. **See “Document Upload” requirements on pg. 18 of this manual** – including description standards.



**Supporting Documents**  
All fillable forms need to be filled out prior to upload to this section. Building Permits fillable forms can be found [here](#).  
You do not have any document(s) at this moment

**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:   
Description:   
\* Document Type is required

Detail:

Click 'here' to access fillable forms and permit requirements from DE website

File  
Drag a file here or browse to upload.  
\* File is required

Upload Document  
Back Save for Later Continue

Select **“Browse”** to find your files for upload.

Then select **“Upload Document”** and **“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 checked="" type="checkbox"/> 320900	Pool Enclosure Permit Fee	\$650.00	\$650.00	Unpaid
1 total				

Fees selected for payment:

- \$650.00: Bill Number: 320900  
Pool Enclosure Permit Fee \$650.00

**Total Amount: \$650.00**

Pay Selected Fees  
Save and Submit Later

A shopping cart window will appear to enter your credit card information to complete the minimum payment fee. **\*Complete all required fields:** including billing information and select **“Submit Payment”**

Account CITYOFVAUGHN3 is in test mode

PAYMENT INFORMATION

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

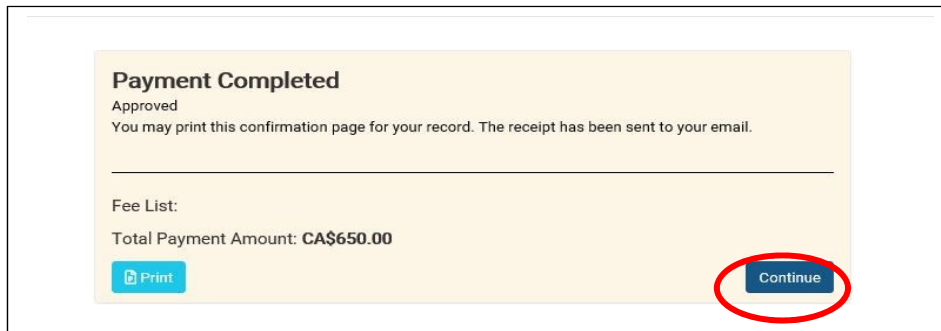
ADDRESS INFORMATION

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

COMMENTS

**Submit Payment**

**“Payment Completed” window. Select “Continue”**




You will also receive a payment confirmation e-mail with pdf receipt attached. Make note of the application **Record ID** number.

City of Vaughan Online Permitting Portal Payment Receipt

← Reply ↶ Reply All → Forward ⋮

Fri 5/29/2020 8:22 PM

 PaymentReceipt.pdf  
 64 KB

Bing Maps + Get more add-ins

The Online Services payment submitted on 05/29/2020 was **approved** by the City.

Payment of \$2000 security deposit will be required once the pre-application screening is complete. A notification email will be sent advising of required payment. The security deposit must be paid in order to proceed with the review of the application.

Please find the attached receipt copy.

Best Regards,

**City of Vaughan | Development Engineering Department**  
 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1  
**Phone:** 905-832-2281  
**Email:** [DEpermits@vaughan.ca](mailto:DEpermits@vaughan.ca)  
**Hours:** Monday to Friday, 8:30 a.m. to 4:30 p.m.  
[vaughan.ca](http://vaughan.ca)

**VAUGHAN**

**City of Vaughan Payment Receipt #298735**

**Payment Date:** May 29, 2020 8:20 pm

**Record ID:** 483138

**Payor:**

**Payor Address:** 2141 Major Mackenzie Dr Vaughan Ontario

Fee Description	Payment Amou
Pool Enclosure Permit Fee	\$650.
<b>Total Amount Paid by Visa</b>	
	<b>\$650.0</b>

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

A \$2000 security deposit is required for inground pool permits.  
 Please see pg. 14 of this guide for instructions.

Payment Status is confirmed as **Paid**. Select **“Continue”**.

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

Thank you. All initial fees are paid in full. The remainder must be paid in full prior to permit acceptance for Building Permit.

Bill # ^v	Fee Details	Total	Payment Status
320900	Pool Enclosure Permit Fee	\$650.00	Paid
1 total			

[Continue](#)

Application submission is **COMPLETE!** Select **“Go to Home”**

**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 / Pool / Inground

**Address:** 528 Avenue  
**Acceptance Date:**  
**Status:** Pre-Application Screening  
**Issue Date:**  
**Description:** pool  
**Expiry Date:**

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

[Go to Home](#)

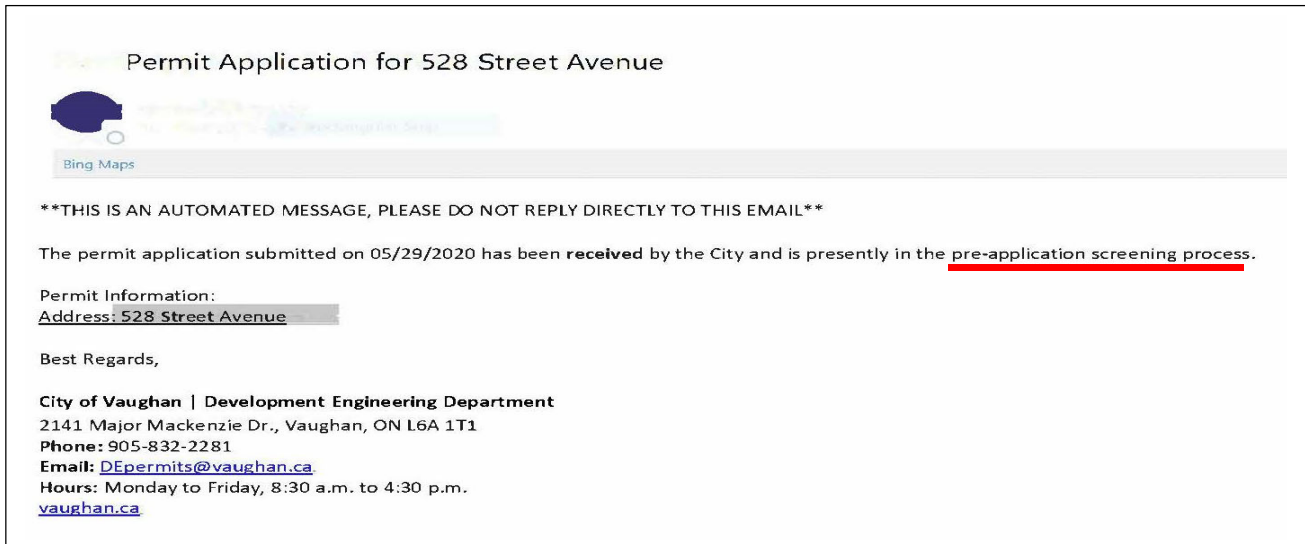
You will be re-directed to the **“My Permits”** page. A **permit number** will not be assigned until the application been accepted. The **Status** column shows current status.

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

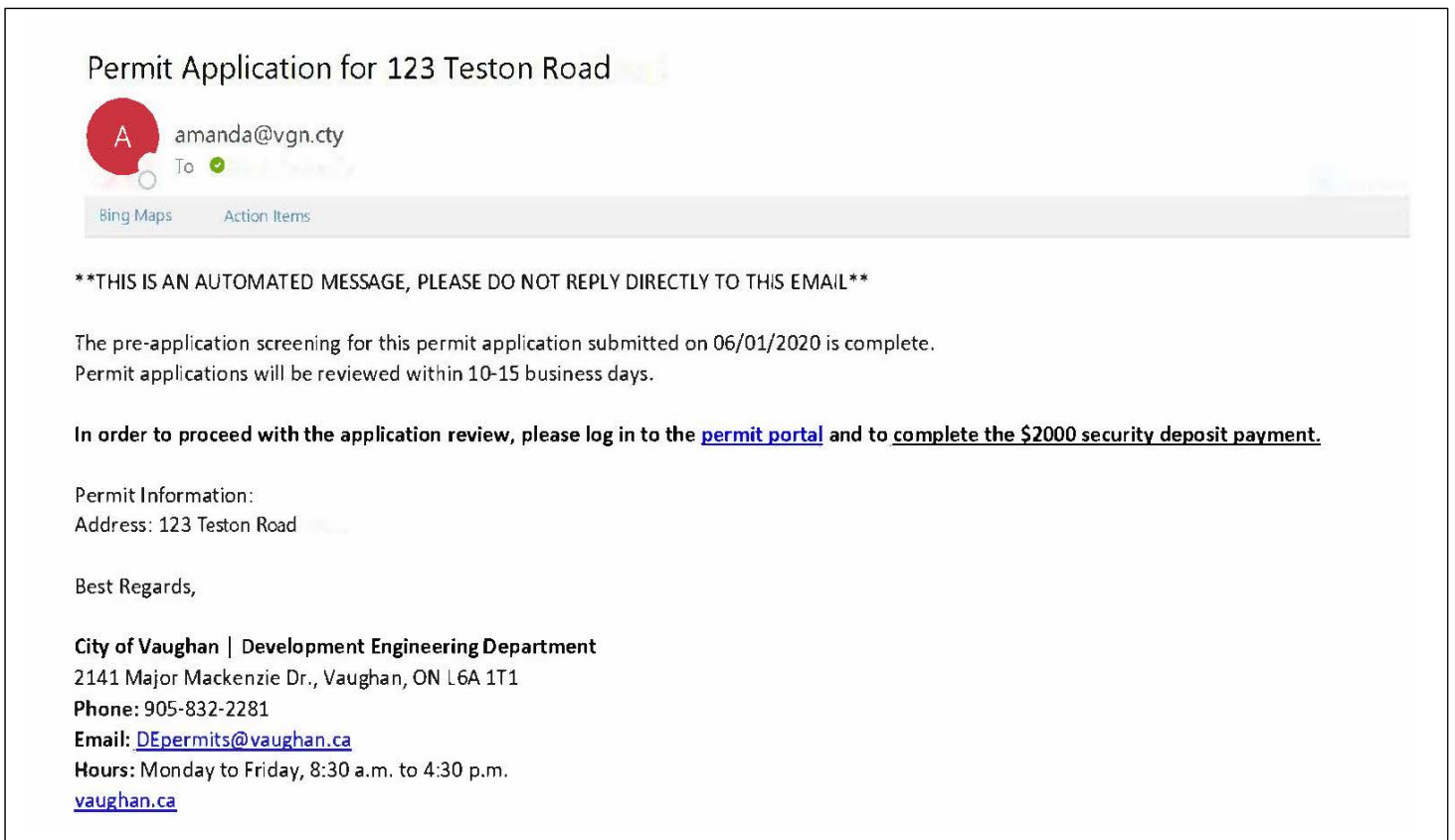
Type to filter the table columns... [+ Add New Permit](#)

Record ID v	Permit Number	Type/SubType/Work	Status	Acceptance Date	Address	Actions
483138	Permit number will be available once the application is accepted	Grading & Pool Permit / Pool / Inground	Pre-Application Screening		528 Avenue	<a href="#">Detail</a>

**Congratulations!** You have successfully submitted your Pre-Application! You will receive an email confirming the City's receipt of your application. Pre-application screening is an initial review to ensure that permit submission requirements have been met.



When the pre-application screening is complete, you will receive a confirmation email indicated that your application is now under review. Please allow 10-15 business days for processing. You will be contacted by email with any deficiencies.



Once the review is complete and grading/pool permit is issued, a confirmation email will be received with permit information attached.

Permit Application for 528 Street Avenue

amanda@vg  
To

EngineeringPermit.pdf  
495 KB

**This is your permit card.  
Print and display it during your construction.**

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

The permit application submitted on 05/29/2020 is now **issued** by the City of Vaughan as Permit Number 20-105817 with the scope of work as defined below.

Permit Information:  
Address: 528 Street Avenue

Best Regards,  
Development Engineering Department

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.

### Supporting Documents

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

1. Pool Fence Enclosure Details
2. Site Grading Plan
3. Swimming Pool Agreement
4. TRCA approval, if applicable
5. Agent Authorization, if applicable

Document ID	Description	Type	File Type	File Name	Date Uploaded	Actions
181216	Grading/Pool permit	Grading/Pool Permit	application/pdf	Report.pdf	2020-06-01	Download
181215	Site Grading Plan	Site Grading Plan	application/pdf	Teston Rd 123 - pool site grading plan	2020-06-01	Download
181214	agreement	Swimming Pool Agreement	application/pdf	Pool Agreement	2020-06-01	Download

## Supplementary information for pool permits

When the pre-application screening is complete, you will receive an email notification advising that the pool security deposit is now required. Click on “[permit portal](#)” to complete transaction.

Permit Application for 123 Teston Rd

 amanda@vgn.cty  
To:   

Bing Maps Action Items

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

The pre-application screening for this permit application submitted on 06/01/2020 is complete. Permit applications will be reviewed within 10-15 business days.

In order to proceed with the application review, please log in to the [permit portal](#) and to complete the \$2000 security deposit payment.

Permit Information:  
Address: 123 Teston Rd

Best Regards,

City of Vaughan | Development Engineering Department  
2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1  
Phone: 905-832-2281  
Email: [DEpermits@vaughan.ca](mailto:DEpermits@vaughan.ca)  
Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.  
[vaughan.ca](http://vaughan.ca)

**Click here to log into portal and complete transaction.**

From your permit homepage – select “Detail”

Home Pay Online My Profile Log out

Type to filter the table columns... Add New Permit

Record ID	Permit Number	Type/SubType/Work	Status	Acceptance Date	Address	Actions
483173	20 105850 000 00 EP	Grading & Pool Permit / Pool / Inground	Application	2020-06-01	123 Teston Road	<a href="#">Detail</a>

Select “Fees”.

Home My Profile Log out

Record Details Property Details People Details Additional Information Fixture Information Supporting Documents **Fees** Processes

### Record Details

Permit Number:	20 105850 000 00 EP	Type/SubType/Work:	Grading & Pool Permit / Pool / Inground
Address:	123 Teston Rd	Acceptance Date:	2020-06-01
Status:	Application	Issue Date:	
Description:	in ground pool	Expiry Date:	



Check mark for the “LC Security Amount” and 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

[Next Step](#)

Bill # ^		Total	Payment Status
320933	Pool Enclosure Permit Fee	\$650.00	Paid
<input checked="" type="checkbox"/> 320934	LC Security Amount	\$2,000.00	Unpaid
2 total			

Fees selected for payment:

- \$2,000.00: Bill Number: 320934  
LC Security Amount \$2,000.00

**Total Amount: \$2,000.00**

Then click here

[Pay Selected Fees](#)

A shopping cart window will appear to enter your credit card information to complete the minimum payment fee. **\*Complete all required fields:** including billing information and select “Submit Payment”

Account CITYOFVAUGHN3 is in test mode

PAYMENT INFORMATION

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

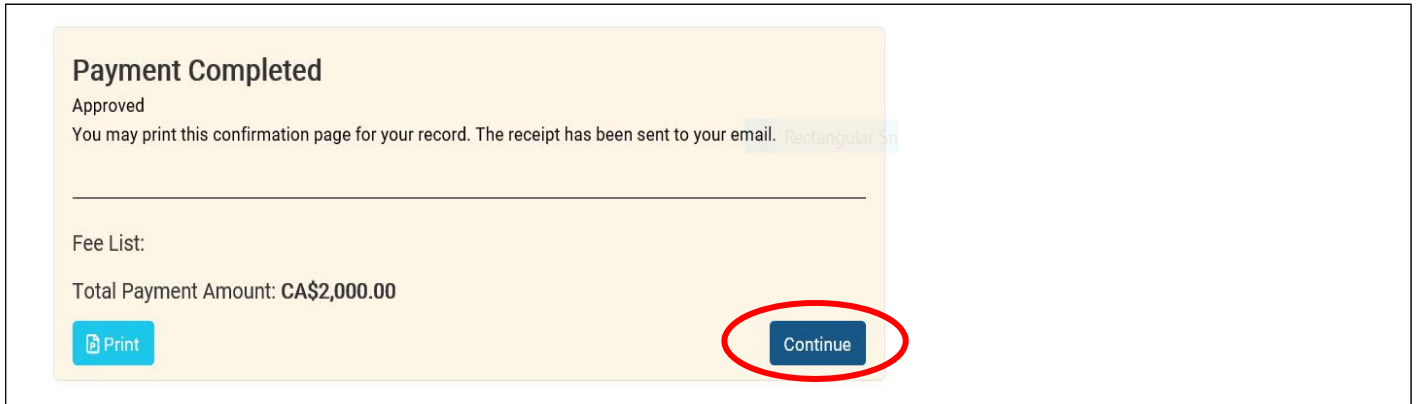
ADDRESS INFORMATION

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

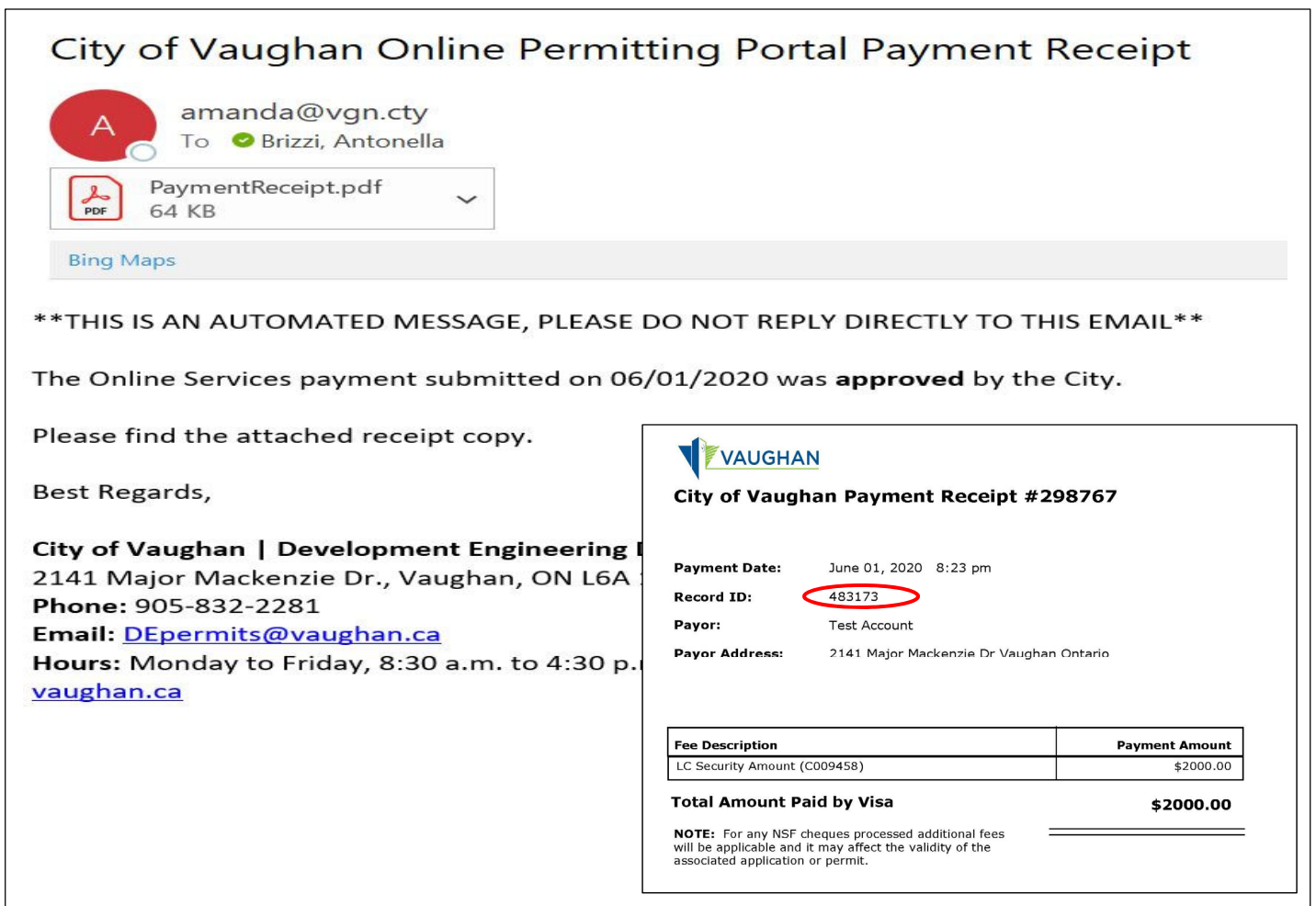
COMMENTS

Submit Payment

**“Payment Completed” window. Select “Continue”**



You will also receive a payment confirmation e-mail with pdf receipt with application **Record ID** number.



After processing of payment, you will be re-directed to the home page. This is where you can check on your application status.

[Home](#) [My Profile](#) [Log out](#)

[Record Details](#) [Property Details](#) [People Details](#) [Additional Information](#) [Fixture Information](#) [Supporting Documents](#) [Fees](#) [Processes](#)

---

### Record Details

<b>Permit Number:</b>	20 105850 000 00 EP	<b>Type/SubType/Work:</b>	Grading & Pool Permit / Pool / Inground
<b>Address:</b>	123 Teston Rd	<b>Acceptance Date:</b>	2020-06-01
<b>Status:</b>	Application	<b>Issue Date:</b>	
<b>Description:</b>	in ground pool	<b>Expiry Date:</b>	

## **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
- Agent Authorization Form
- Other Approvals as applicable (i.e. TRCA, Heritage etc.)

### 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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