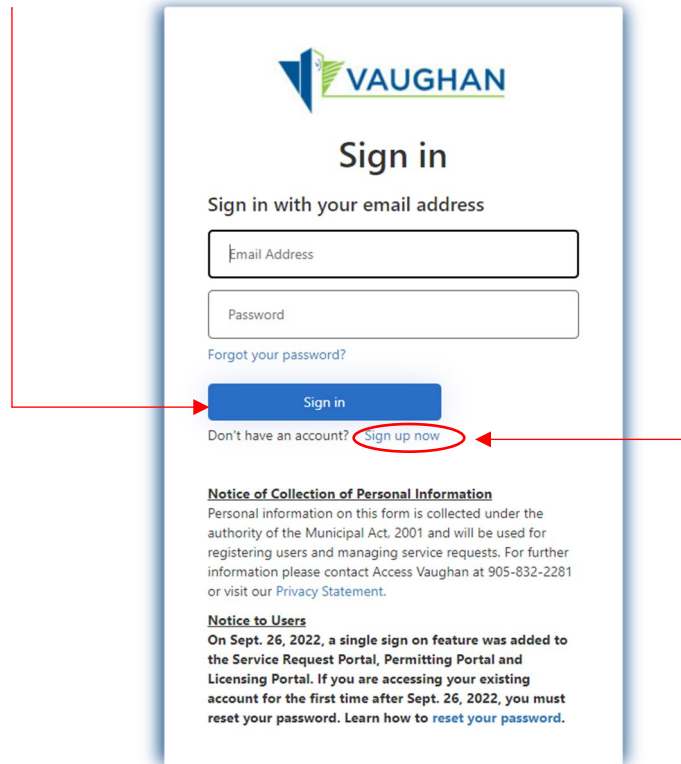


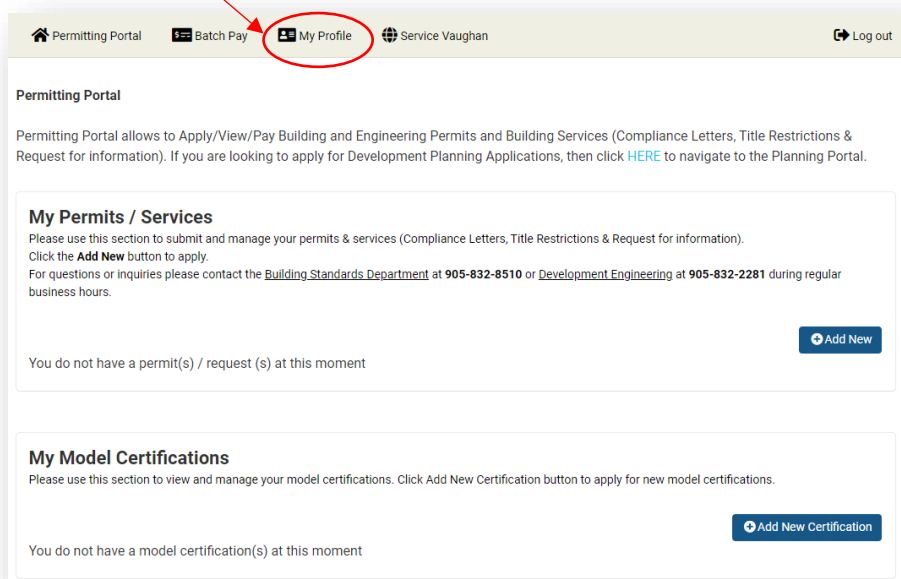
City of Vaughan Online Permitting Portal Applicant User Manual for Permit Submissions

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"**. You will receive a confirmation email with a verification code to be entered for final registration. If you are a returning user, enter your e-mail address and password and select **"Sign in"**.



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

Permitting Portal Log out

My Profile

First Name: Jane Last Name: Doe

Organization: COV Email Address: [Redacted]

Phone Number 1: +1 () - Phone 1 Type: [Dropdown] Phone Number 2: +1 () - Phone 2 Type: [Dropdown]

Street Number: 2141 Street Name: Major Mackenzie Street Type: Drive Direction: [Dropdown] Unit Number: [Input]

City: Vaughan Province/State: ON Country: CAN

Postal Code: L6A 1T1

Update Profile

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

Permitting Portal Batch Pay My Profile Service Vaughan Log out

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.

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

Add New

My Model Certifications

Please use this section to view and manage your model certifications. Click Add New Certification button to apply for new model certifications.

You do not have a model certification(s) at this moment

Add New Certification

New Application Process - Step 1 - Select Type

Select **“Application Type”** from the dropdown and then select **“Sub-Type”** and **“Work Type”** if applicable for your specific application.

Permitting Portal 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

- Building - Accessory Residential Building
- Building - Demolition Only
- Building - Designated Structure
- Building - Industrial/Comm/Institutional/High-Rise
- Building - Secondary Suite
- Building - Septic System Approval
- Building - Sign - Billboard
- Building - Single/Semi/Townhouse
- Building - Sign - Wall/Ground/Awning
- Building - Plumbing/Site Services
- Building - Request for Information
- Building - Title Restriction Clearance
- Building - Zoning Compliance Letter
- Grading & Pool Permit

* This input field is required.

Model Certification Number (for Repeat Housing)

Unit Number (for Multi Unit Building)

Cancel Continue

Enter description of work
Then select **“Continue”**

Permitting Portal 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: Building - Accessory Residential Building

Sub Type

Work Type

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

Application Details
Please provide details for your application.

Description of Proposed Work

* This input field is required.

Model Certification Number (for Repeat Housing)

Unit Number (for Multi Unit Building)

Cancel Continue

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 Results**” 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 Dr, Vaughan ON, L6A1T1

Select

Selected Address

2141 Major Mackenzie Dr, Vaughan ON, L6A1T1

Remove

Back

Continue

*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)

Save for Later **Continue**

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

Add contacts
Please fill in people information

Email Address
Email Address
*** Email Address is required**

First Name
First Name
*** This input field is required.**

Organization Name
Organization Name

Phone Number
() - - - -
*** This input field is required.**

Last Name
Last Name
*** This input field is required.**

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

Unit Type

Unit Type

Street #

Street #

* This input field is required.

Street Type

Street Type

* This input field is required.

Province

Province

* This input field is required.

Country

Country

* This input field is required.

Unit

Unit

Street Name

Street Name

* This input field is required.

City

City

* This input field is required.

Postal Code

Postal Code

* This input field is required.

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** and select **“Continue”**

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

Additional Information

Please provide additional details for your application.

Purpose of application

<p>Purpose of application</p> <input type="text" value=""/> * This input field is required.	<p>Proposed use of building</p> <input type="text" value=""/> * This input field is required.
<p>Current use of building</p> <input type="text" value=""/> * This input field is required.	

Permit Details

<p>Estimated Value of Construction (\$) [?]</p> <input type="text" value=""/> * This input field is required.	<p>Building Area (sq m) [?]</p> <input type="text" value=""/> * This input field is required.
<p>Model No. [?]</p> <input type="text" value=""/>	<p>Elevation No.</p> <input type="text" value=""/>
<p>Energy Efficiency Design</p> <input type="text" value=""/> * This input field is required.	

Tarion Warranty Corporation

<p>Is the Construction a New Home as Defined?</p> <input type="text" value=""/> * This input field is required.	<p>Is Registration Required under the Act?</p> <input type="text" value=""/> * This input field is required.
<p>Tarion Registration Number</p> <input type="text" value=""/>	

Completeness and compliance with applicable law

This application meets all of the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).

Yes No

* This input field is required.

Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the Building Code Act, 1992, to be paid when the application is made.

Yes No

* This input field is required.

This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the Building Code Act, 1992.

Yes No

* This input field is required.

This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.

Yes No

* This input field is required.

The proposed building, construction or demolition will not contravene any applicable law.

Yes No

* This input field is required.

Declaration of applicant

I declare that:

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. 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.

Back

Save for Later

Continue

*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

Follow the steps below *then select "Continue"*

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 this section. Building Permits fillable forms can be found [HERE](#).

Please ensure your unlocked grey scale pdf documents are named per File Naming Convention listed [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.

Mandatory supporting documents:

See red ribbon above for outstanding mandatory items

- 1) FORMS - Commonly Used Applicable Laws
- 2) PLANS - Site Plan, Site Services and Survey
- 3) PLANS - Architectural Drawing Set
- 4) PLANS - Mechanical Drawing Set (incl Plumbing)

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: APPROVALS - *Heritage

Description:

Detail:

File: Drag or Browse to select file(s) to upload

* This input field is required.

Buttons: Upload Document, Back, Save for Later, Continue

(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”

Permitting Portal Log out

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

Fees & Payment

The minimum fee charged on submission of application is **non-refundable**. The remainder must be paid in full prior to permit acceptance. Click check box and select any unpaid fees and click "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 type="checkbox"/> 430162	Permit Fee		Unpaid

1

Fees selected for payment:
No fees selected

[Save and Submit Later](#)

A shopping cart window will appear to enter your credit card information to complete the minimum payment fee. **Complete the following fields: Full Name, Credit Card Number, Month, Year and CVC then select “Submit Payment”**

\$164.00 CAD 1234567

VISA

John Smith

1234567890123456789

02 2021 123

COMMENTS

[Submit Payment](#)

Visa, Mastercard, Discover and Amex are accepted.

Powered by bambora

VISA MasterCard AMERICAN EXPRESS Discover

A "Payment Completed" window will prompt you to "Print" your receipt and select "Continue"

Payment Completed
Approved. Transaction ID:10004108, Bank Auth Number:TEST, Card Type:VI, Name:First Last, Order Number:380018, Transaction Date:3/20/2023 10:32:17 AM
You may print this confirmation page for your record. The receipt has been sent to your email.

Fee List:

- \$180.00 : **Bill Number: 380018**
Sign Permit Fee \$180.00

Total Payment Amount: **\$180.00**

[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	164.00
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

Your Application has now been submitted. Select **“Go to Home”**.

The screenshot shows a progress bar with 7 steps: 1. Select Type, 2. Property Details, 3. People Details, 4. Additional Information, 5. Supporting Documents, 6. Fees & Payment, and 7. Complete. Below the progress bar is a 'Thank You' message: 'Your application has been submitted. Please see a summary of your application below.' Underneath is a box titled 'Application Details' containing the following information:

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	gggg	Expiry Date	

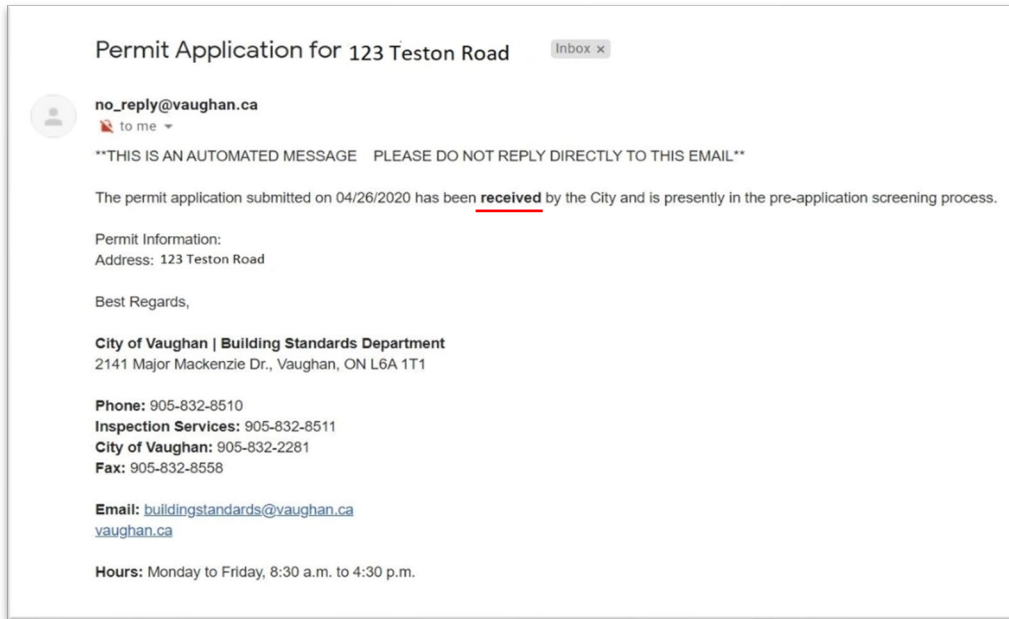
Below the details is a note: 'You can click 'Go to Home' button to view all your applications.' At the bottom right, there is a blue button with a house icon and the text 'Go to Home', which is circled in red.

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”**.

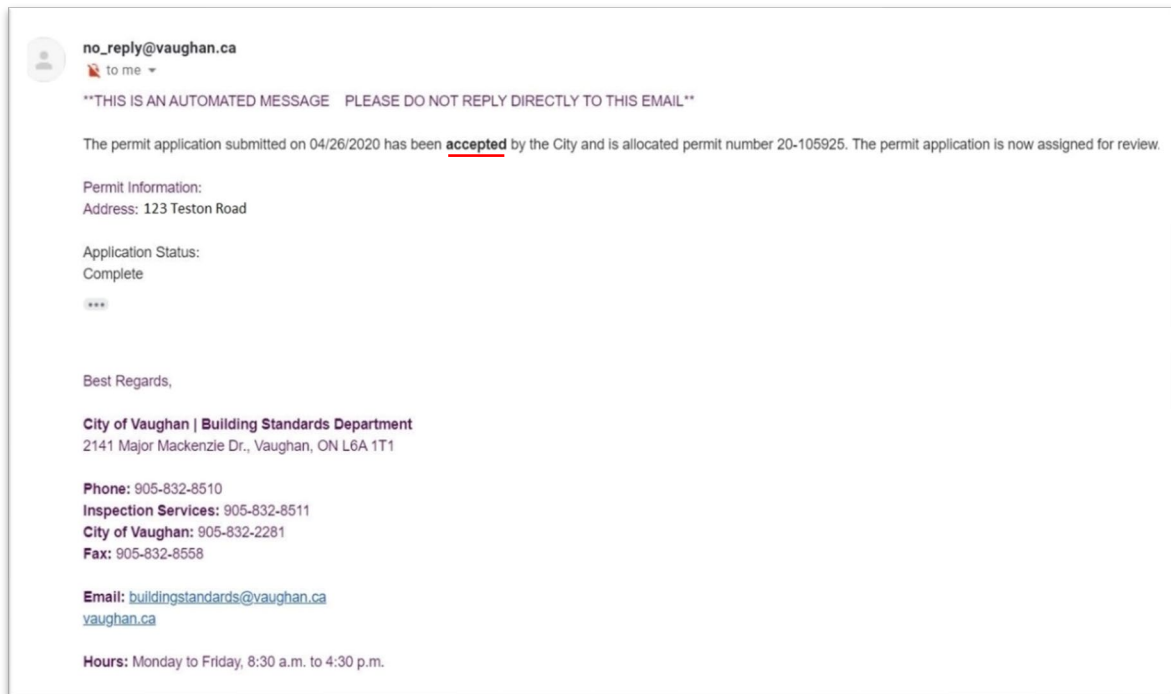
The screenshot shows the 'My Permits / Services' page. It includes a search bar, an 'Add New' button, and a table of applications. The table has the following columns: Record ID, Permit/Application #, Type/SubType/Work, Status, Submitted On, Address, and Actions. The 'Record ID' and 'Status' columns are circled in red. Below the table is a 'Permit Details' section with the following information:

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	gggg	Expiry Date	

You will receive another 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.

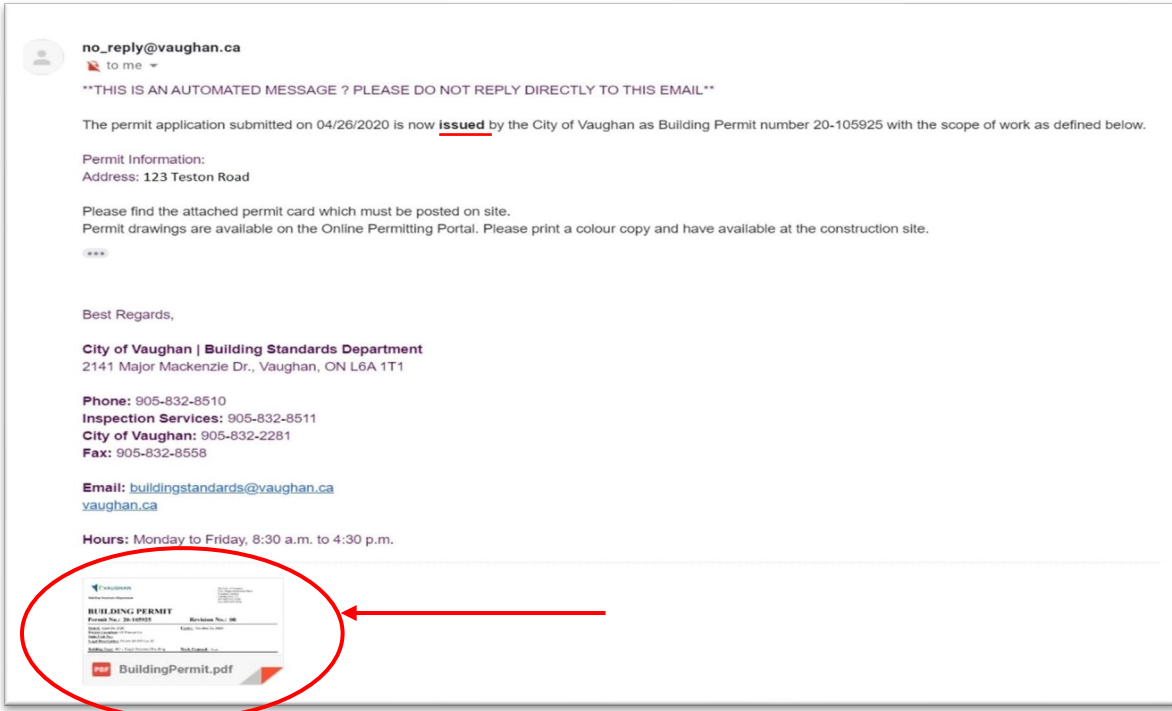


Figure 24

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

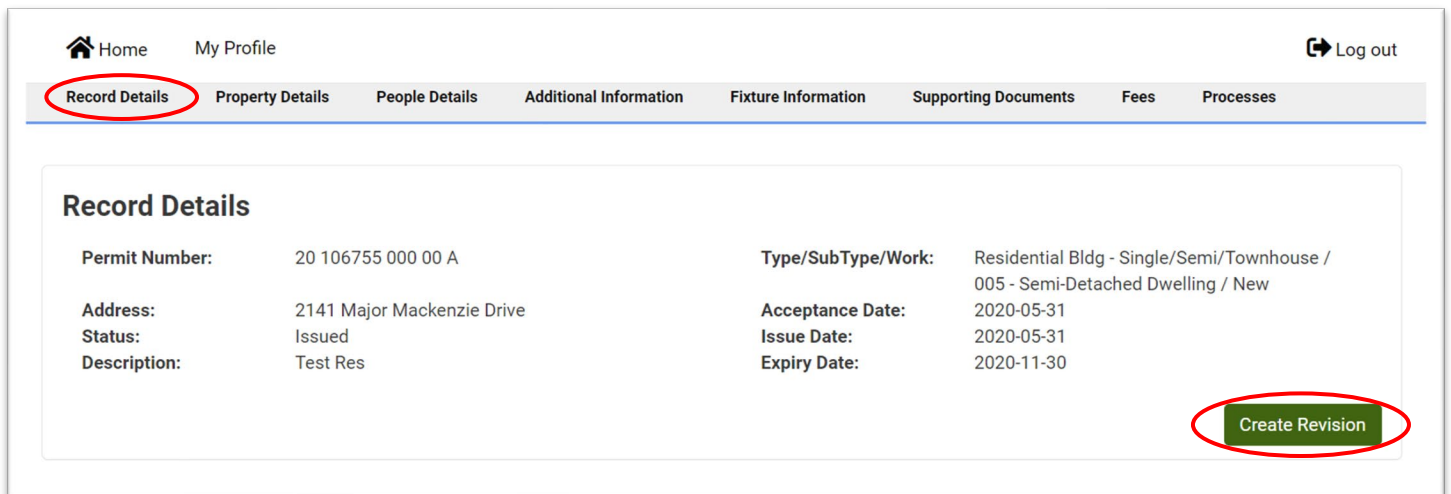


Figure 25

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
- Plans/Drawings with multiple pages and sets must be combined into a single Electronic Document (PDF format) in the same order as the submitted paper document
- 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
- Heating, ventilation, air conditioning and plumbing plans/drawings must be submitted as separate electronic documents (PDF format)
- Electrical / emergency lighting / fire alarm, sprinkler and other fire safety systems must be submitted as part of the Building Permit set