City of Vaughan Online Permitting Portal - Subdivision Grading Manual

Go to: https://eservices.vaughan.ca and select "**Registered User**"

New User
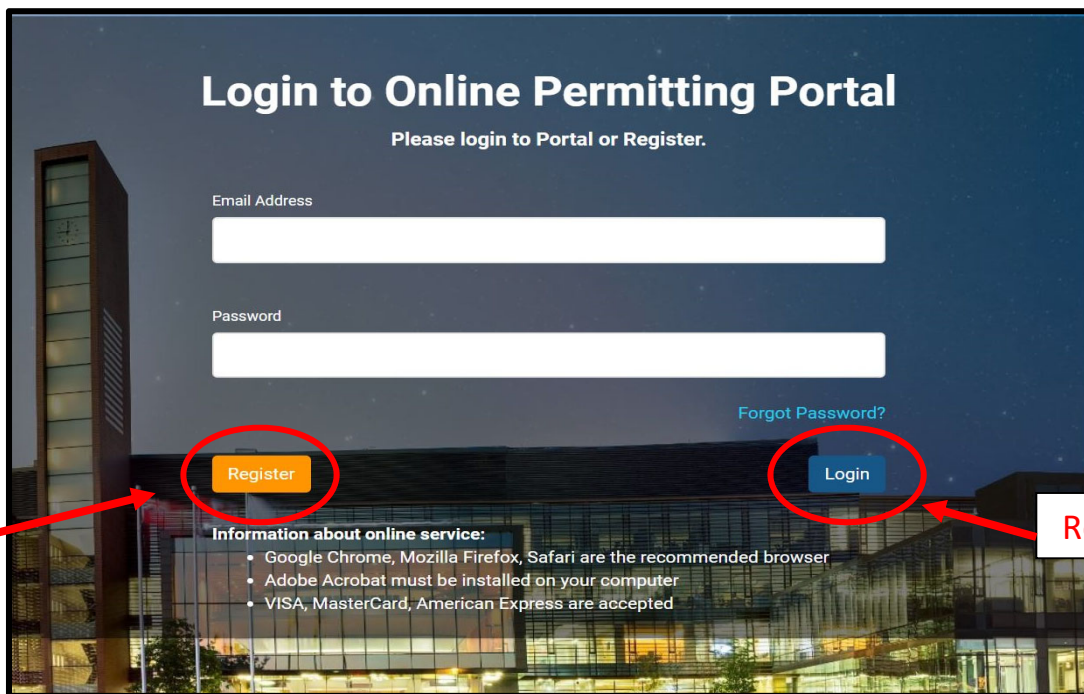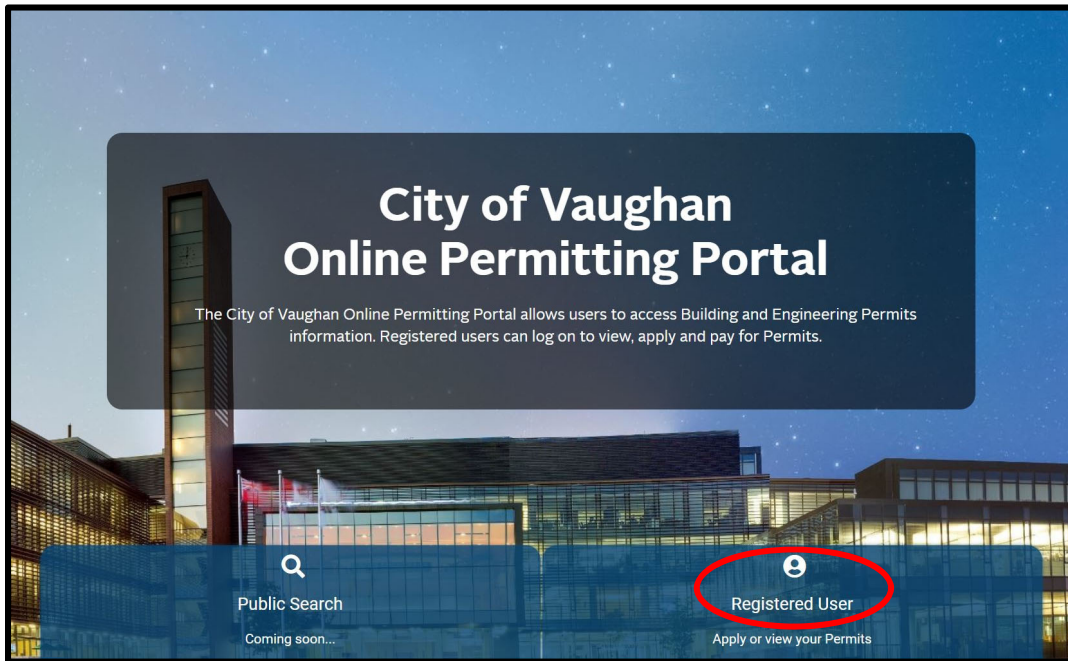
Returning User

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

Scenario #1

Please select:
○ I have applied for a Permit previously.   ○   I am applying for the Permit for the first time.
* Please select: is required

Scenario #2

First Name

Last Name

* First Name is required

* Last Name is required

Email Address

Comfirm Email Address

* Email Address is required

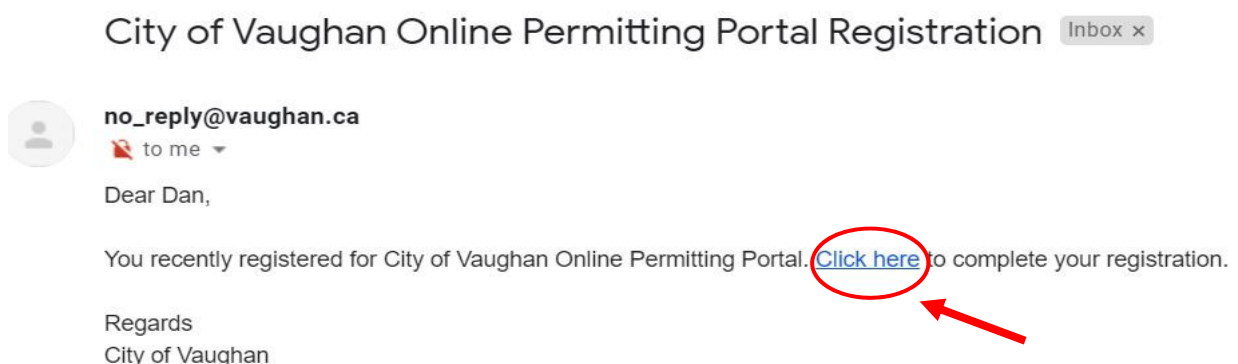*** Comfirm Email Address is required**

Back

Submit

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.

Continue

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

City of Vaughan Online Permitting Portal Registration   Inbox ×

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"**

Now create your password and select "**Submit".**

Password has been confirmed. Select **"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**"

Under **"My Permits"** section - Select **"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"**

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"**

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.

(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

[Back]   [Save for Later]   [Continue]

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 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 — 1. Select Site Grading

[Site Grading Plan   ⌄]

Description — 2. Include description

[site grading plan   ✕]

Detail

[   ]

File — 3. Browse for file from computer

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

* File is required

[Upload Document] ← 4. Upload .pdf document

[Back]   [Save for Later]   5. Continue → [Continue]

New Application Process Step 5 - Fees & Payment

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

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

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.

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".**

And select **"Engineering Permits"**

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

Pay Online

	Bill # ^	Fee Details	Total
☑ >	Permit #: 20 105831 000 00 EP - Address:		
☑ >	Permit #: 20 105833 000 00 EP - Address:		
☑ >	Permit #: 20 105857 000 00 EP - Address: 1 McMichael Avenue		
☑ >	Permit #: 20 105858 000 00 EP - Address:		
☑ >	Permit #: 20 105859 000 00 EP - Address:		
☑ >	Permit #: 20 105860 000 00 EP - Address:		

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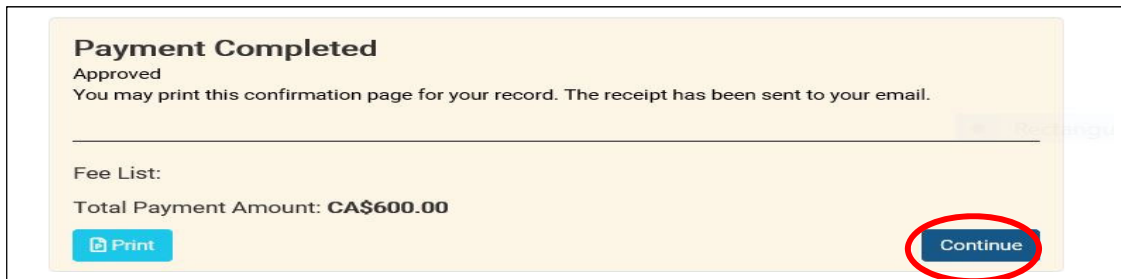
Back on the **"My Permits"** page – notice **Pre-Application Screening** status of the application and **Record ID**. A **permit number** will not be assigned until the application been accepted.

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**.
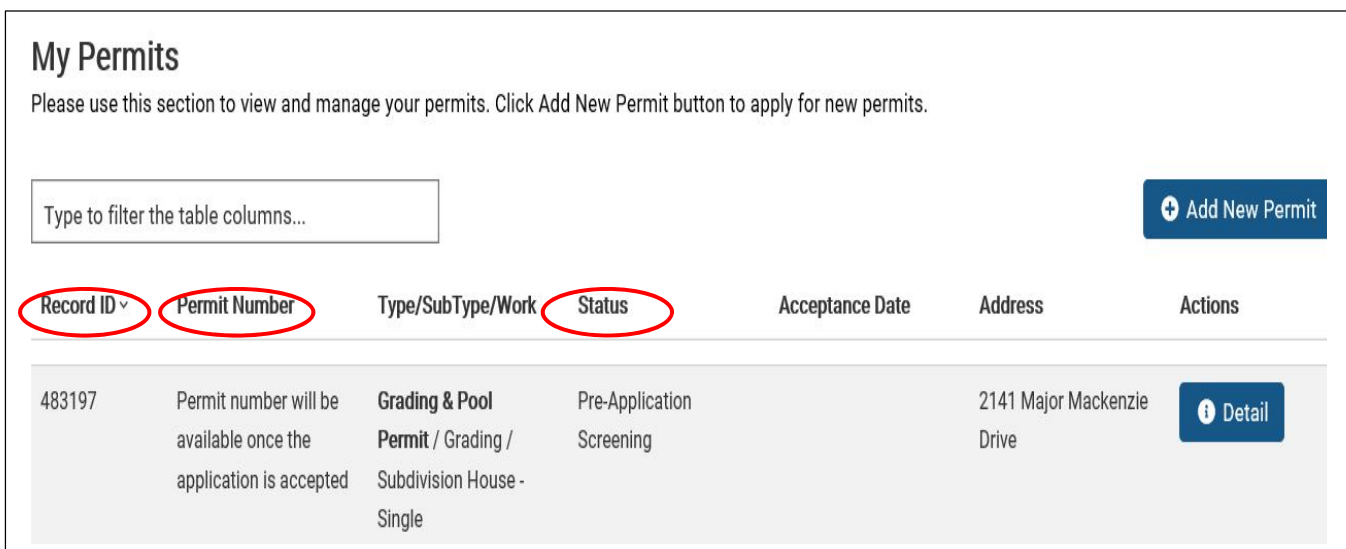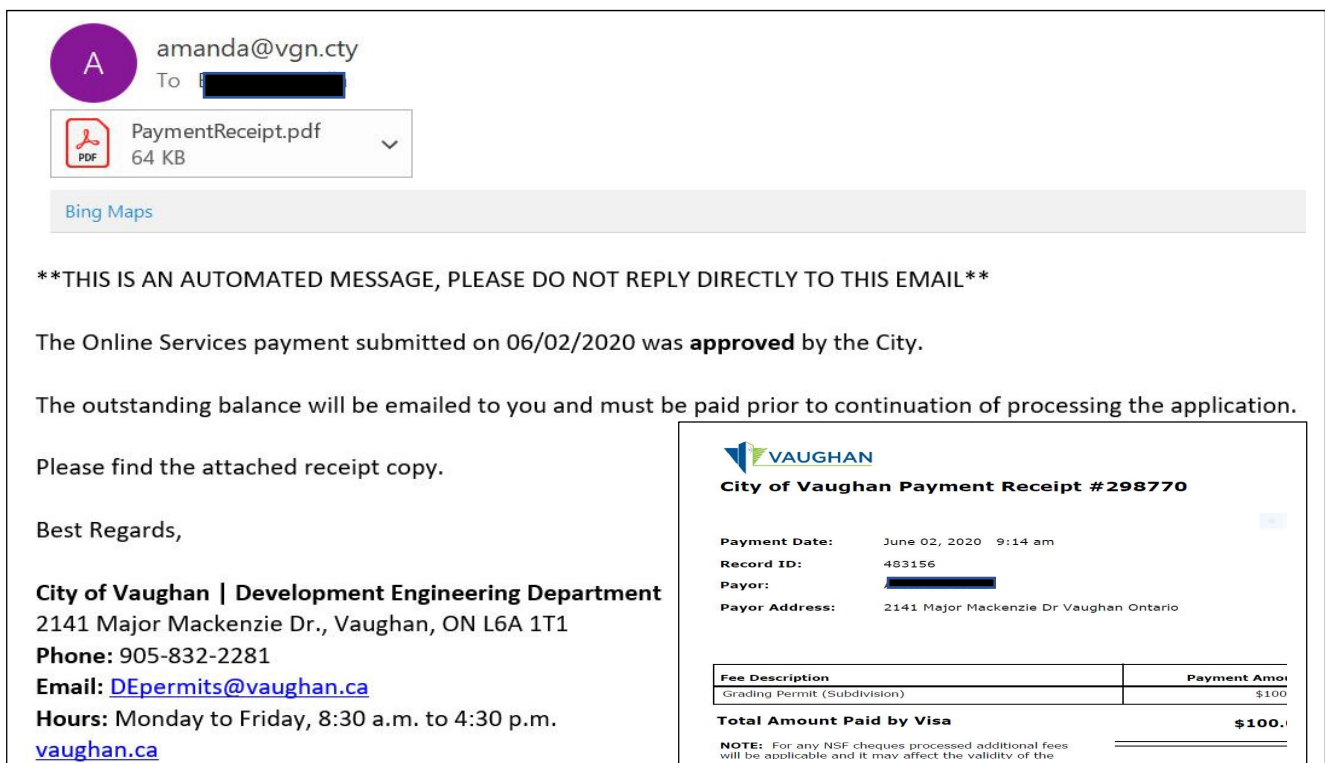Please note: all outstanding fees must be paid prior to the continued review of the application.
Please contact Depermits@vaughan.ca for information.

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.

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.

And once the review is complete and grading permit is **issued**, an email notification is sent with permit information attached.
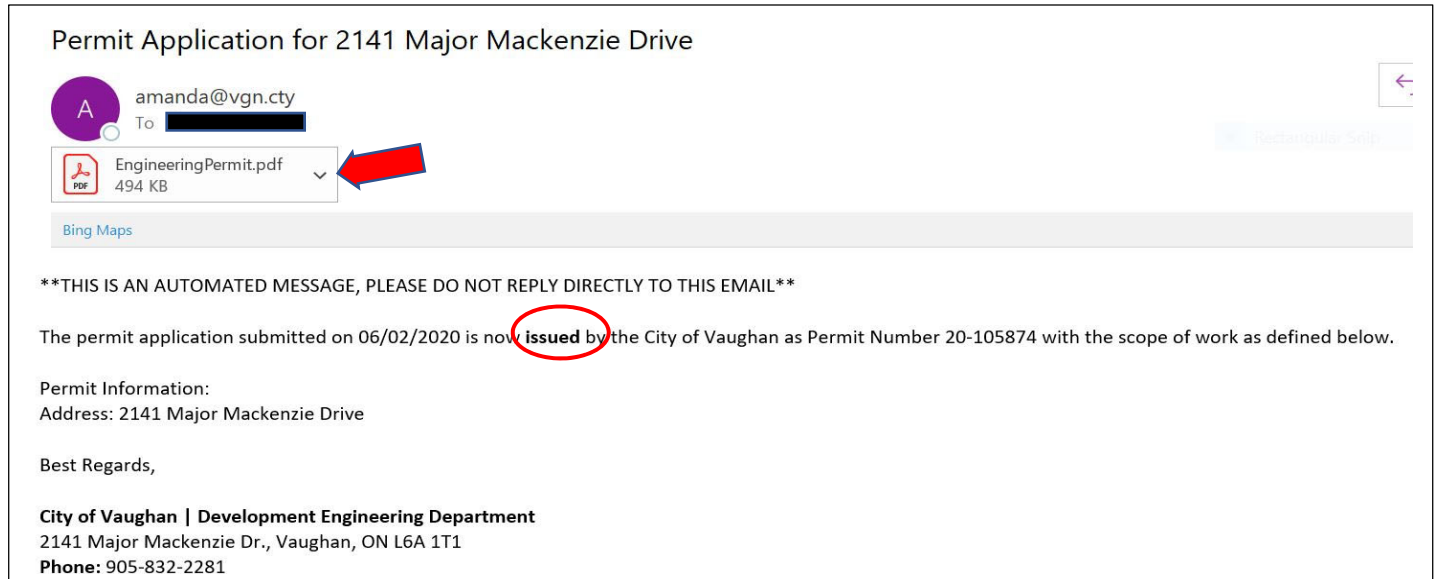
You can now proceed to apply for building permits. Building Standards has digital access to the approved drawings and permit records.

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"**
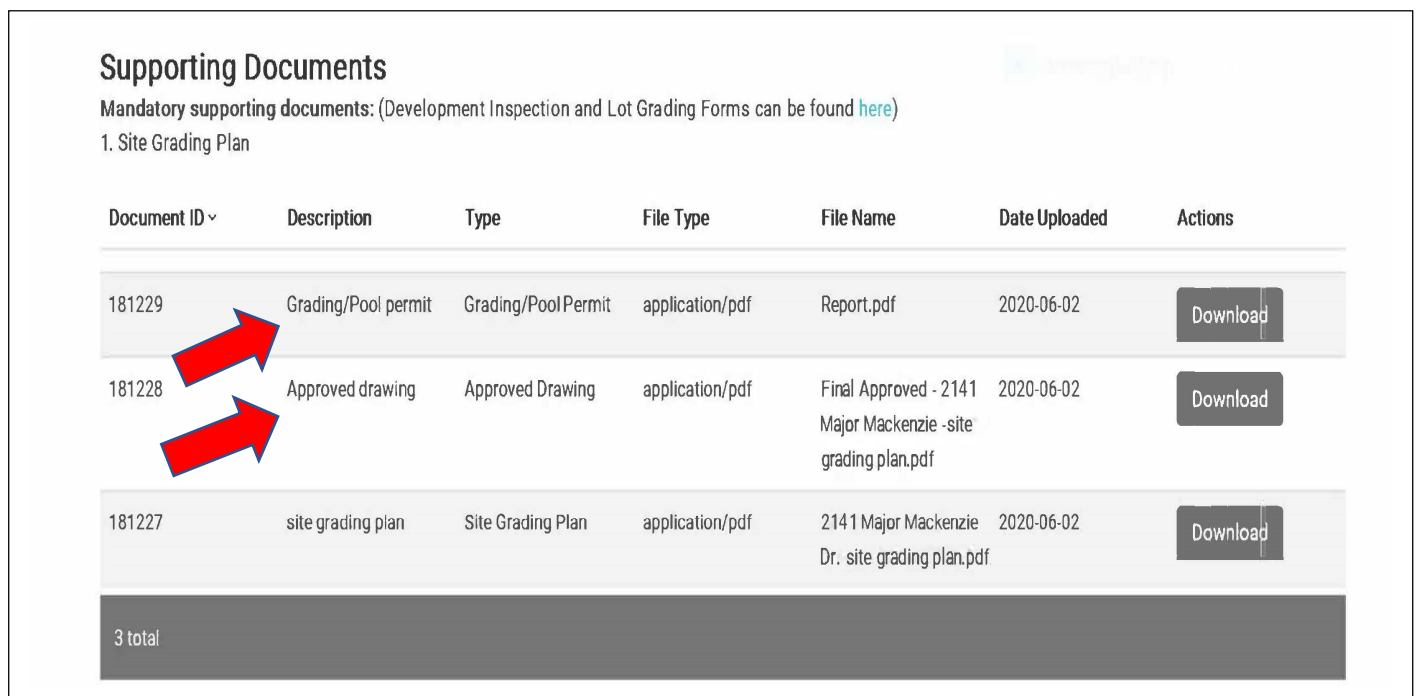
Document Upload Requirements

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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