

This is a high level guide on how to submit a permit application for a backflow preventer using the ePLAN Portal. Detailed instructions on using the ePLAN Portal and Digital Review Software can be found in our [ePLAN Steps to Success](#) online guide.

SUBMITTING AN APPLICATION

To submit an application please go to www.markham.ca/eplanlogin , log in and select the Apply for Building Permit/Preliminary Review button at the top of the webpage.

DETAILED INFORMATION OF NEW APPLICATION

Choose the following settings when submitting your request for a Backwater Valve application:

Application Group: *Housing Permit*

Application Type: *Plumbing*

Sub Type: *Fixtures Only*

Work Type: *Installation*

PROJECT DESCRIPTION

When entering the project description provide the complete scope of work for the plumbing permit.

Example: *Installation of backwater valve and sump pump*

SUBMISSION REQUIREMENTS

The following items must be uploaded for a Backwater Valve application.

DOCUMENTS

1. Permit Applicant Authorization Form (*required when the applicant is not the owner*)
2. Technical Review Application and Approval Form (*issued by City of Markham Environmental Services*)