This is a high level guide on how to download files 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.

SITE REQUIREMENTS

Once the permit is issued, the following items must be printed and kept on site at all times.

- Permit Placard - posted in a visible location on site
- Permit Placard - kept with the approved permit drawings and documents
- One set of the approved permit drawings and approved permit documents. These items must be printed in a reasonable scale and in colour.

DOWNLOADING APPROVAL DOCUMENTS

1. Go to www.markham.ca/eplanlogin and select the **Login** button at the top of the webpage.
2. Login to your ePLAN account.
3. Select the **View My Building Permit/Preliminary Review** Button
4. Next click the **Details** button next to the application / permit you want to download approval documents for.

2022 106405 000 02 AL	101 Town Centre Blvd. Markham	Alterations Commercial Alteration (Interior/Exterior)	2023-03-28		Pre-Application	Details

5. Scroll down the page to find the *Documents* section.
6. Click the Checkbox beside the View Column Header
7. Select the green Download Button to download all checked files as a Zipped folder.

Documents

⬇ Download

Document Type	File Name	Description	☑ View
Online Attachment	A203_East Elevation	test	☑ View ⬇
Approval Document	SK-02A Proposed Basement Floor Plan	test test	☑ View ⬇
Approved Permit Plan	TEST	Final Approved Plan	☑ View ⬇