

This is a high level guide on how to upload 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.

FORMAT

Refer to Building Standards' ePLAN Submission Standards for detailed information on file requirements.

All drawing pages must be uploaded as separate files only in Vector PDF format, flattened into a single greyscale layer, oriented in landscape.

The top right corner of all drawings and documents must be reserved for the City of Markham's electronic approval stamps. Refer to our ePLAN Submission Standards for required stamp sizes.

Shop drawings must be Vector PDF format. Shop drawings and other supporting documents may contain multiple pages in a single file.

Note: *Some permit types are exempt from certain submission standards. Refer to the Quick Reference Guide for that permit type.*

FILENAME

Drawing files must have a file name beginning with the sheet number and including a description / title (e.g. A1.1 Basement Plan).

Do not version or rename files when uploading resubmitted files.

CHOOSING THE CORRECT FOLDER

Files shall be uploaded to the following folders:

Drawings:	All single sheet drawing files
Documents:	Supporting documents (application forms, shop drawings, reports, calculations)
Applicable Law:	Approval documents from external Departments or Agencies

COMPLETING AN UPLOAD TASK

Applicants have the opportunity to upload drawings at the beginning of the project (Applicant Upload task) or after a review cycle is completed and additional information is required (Applicant Resubmit task). The same steps are required to upload files during either task:

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 view comments for.

2022 106405 000 02 AL	101 Town Centre Blvd. Markham	Alterations Commercial Alteration (Interior/Exterior)	2023-03-28	Pre-Application	Details
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5. Select the **Upload/View Task/View Comments** button to enter the ePLAN Digital Review environment (*Note: your browser's pop-up blocker **must** be disabled*).

Details

Summary of Application Details

File Number : 2023 000420 000 00 NH
 Address : 101 Town Centre Blvd. Markham
 Type / Sub / Work : Non Housing / Commercial / Alteration (Interior/Exterior)
 Indate : 2023-03-17
 Issue Date :
 Expiry Date :
 Status : Pre-Application

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Upload/View Tasks/View Comments

6. This is the ePLAN Digital Review Environment. This is where you will be uploading all of your required submissions and where you will see any comments provided by City of Markham staff.
7. Next you must “Accept” your task. Click on the *Applicant Upload Task* (or *Applicant Resubmit Task*) link, shown under the Task heading of the ProjectFlow Task List.

ACTION	TASK	PROJECT	GROUP	STATUS
Accept	Applicant Upload Task	22.106406.000.00.HP	Applicant	Pending

8. Once the eForm pop-up window has loaded, under *Step 1 of 3* on the eForm select the Upload Drawings or Upload Documents button to start uploading your required files.

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: 22.106406.000.00.HP

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

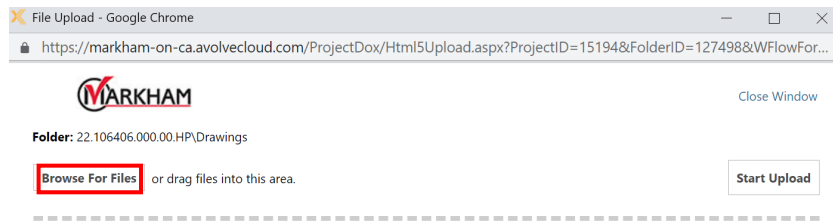
Upload Drawings
Upload Documents

Uploaded files:

No files uploaded yet.

- a. After clicking Upload Drawings or Upload Documents the File Upload window will appear.

b. Select the **Browse for Files** button.

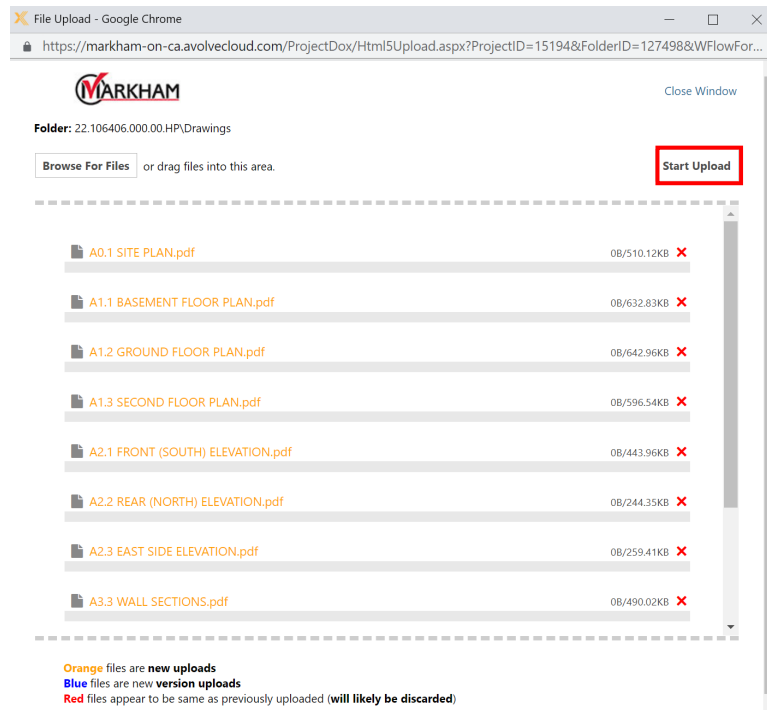


c. Select the files from your PC that you wish to upload and click the **Open** button when all items have been selected

Notes: You can upload a .zip folder and the system will automatically unzip all the individual files.

When uploading revised drawings / documents you must use the same file name

d. In the Upload Files Dialog box, select the **Start Upload** button.



e. When the files are finished uploading a confirmation message will appear. New files will appear in orange. Revised files will appear in blue provided the same file name was used as the original upload (**this is required for resubmissions**). Rejected files will appear red and the system will indicate the reason for rejection.

f. Repeat these steps for each folder you are uploading files to (Documents, Drawings, Applicable Law)

9. Once you have uploaded all of the required drawings and documents to the appropriate folders it is time to complete your task to notify City of Markham staff that you have finished uploading your files.

10. Go to *Step 2* of your Applicant Upload Task eForm, click both checkboxes and complete the task by selecting the **Submit** button at the bottom of the eForm in *Step 3*.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation ⓘ

I have uploaded all required drawings and/or documents. *Required

I have reviewed the City of Markham's Submission Standards document and confirm that all uploaded files are in compliance with these requirements. *Required

STEP 3 of 3: Click the "Submit" button below to complete your task

Submit Complete Later

UPLOADING REVISED (VERSIONED) DRAWINGS

Applicants have the opportunity to upload revised pdf files to the system when they have a Pre-Application Corrections or Applicant Resubmit Task. In ePLAN, revised files are called "Versions".

1. First you must "Accept" your task. Click on the *Pre-Application Corrections or Applicant Resubmit* link, shown under the Task heading of the ProjectFlow Task List.

ACTION	TASK	PROJECT	GROUP	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
Accept	Pre-Application Corrections Task	22.106421.000.00.HP	Applicant	Pending

2. Once the pop-up window has loaded under *Step 2 of 4* make sure the Versioned Files tab is selected.

STEP 2 of 4: Upload any new or updated files into this project.

Version Upload for: 22.106421.000.00.HP ⓘ

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
 Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are your updated files named exactly the same* as the prior versions? Yes No [Watch video](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

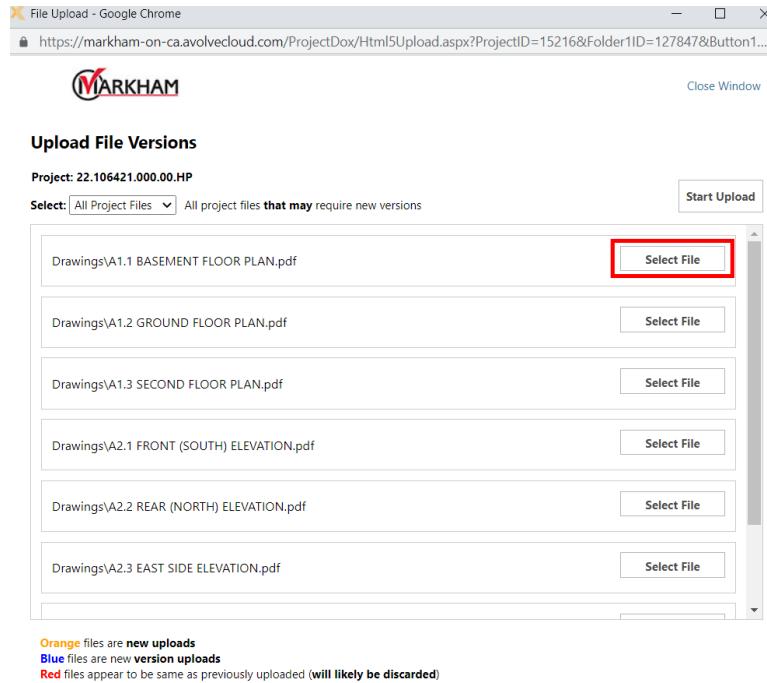
Uploaded files:

Select folder to open file list.

- ▶ Drawings (8 - 0 New)
- Documents
- Reference Documents
- Applicable Law

- a. If the file name of your revised file is named exactly the same as the previous versions select **Yes** and follow Item 8 in the *Completing an Upload Task* section above
- b. If the file name of your revised file is NOT named exactly the same as the previous version select **No**.

- c. Once you have selected No a pop up window will appear where you can select the already uploaded file that you would like to version / revise. When **Select File** is clicked the system will then prompt you to select the files from your PC that you wish to upload as a version.



- d. Once the revised file has been selected on your PC you will see the files listed that will be versioned (revised) indicated in blue. When you are finished selecting the files to be versioned click the Start Upload Button which will close the upload window and bring you back to your task to complete.

