

**City of Hamilton**  
Planning & Economic Development Department  
Building Division



# ePLANS

## Applicant User Guide

Version 2.0

Online Building Permit Application Submissions

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## INTRODUCTION

### WHAT IS ePLANS?

ePLANS is a web-based service allowing customers to initiate a building permit application and submit associated digital design drawings and documents online. ePLANS provides a convenient and enhanced online environment that allows customers to complete payment of fees, review their application, communicate with City staff, and retrieve the approved building permit in the comfort of their home or office. ePLANS eliminates the need for you to produce the costly, bulky, and often heavy set of paper design drawings, and allows the City to move one step closer to being paperless.

### HOW DOES ePLANS WORK?

ePLANS is the integration of three primary systems: the Planning & Economic Development (PED) online Portal system, a digital review and markup software (ProjectDox), and a back-office database system (AMANDA) used by City Staff. The ePLANS system receives, administers, reviews, approves, and issues building permit applications. Once an application is submitted in ePLANS, it follows a convenient sequential step-by-step process that is described and illustrated below.



- 1. Create a PED Online Service portal account:**  
An existing and active PED Online Service portal account is required to use the online service.
- 2. Initiate the building permit application:**  
A building permit application is initiated and created using the ePLANS wizard or directly for advance users.
- 3. Submit Minimum Building Permit Fee Payment:**  
Payment of the mandatory minimum online permit fee completes the application submission and allows upload of electronic drawings and documents.
- 4. Upload Electronic Drawings and Documents:**  
Applicant will be emailed by ePLANS to upload design drawings and all relevant documents into the digital review and markup ProjectDox software.

**5. Pre-screening of application:**

City of Hamilton Building division staff pre-screen the application submission and communicates back with the applicant via email for completeness and accuracy.

**6. Building Code Compliance Review:**

City staff review the electronic design drawings for compliance with the Ontario Building Code. Any deficiencies will be digitally noted and marked-up directly on the submitted design plans. The applicant will be automatically notified via email when corrections are needed. Updated and revised plans can be resubmitted online to the City for re-review.

**7. Approval and Issuance of Building Permit:**

When the design plans are approved, and all applicable fees are paid, the applicant will be automatically notified via email and have access to download the approved building permit and plans at the ePLANS portal website.

## **BROWSER REQUIREMENTS**

**1. Web Browser Requirements**

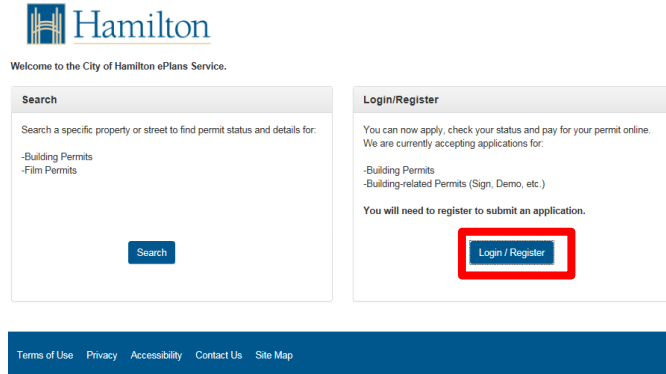
- You will need Internet Explorer (IE) version 10 or later. ePLANS (ProjectDox) runs on other browsers (Chrome, Firefox, etc.), however, you can only view city staff reviewer drawing changemarks in IE.

**2. Disable Pop-Up Blockers**

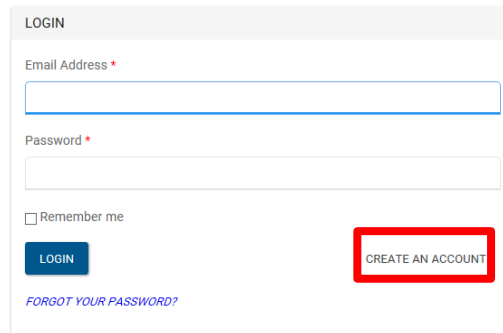
- Disable the browser's pop-up blockers. If ePLANS (ProjectDox) does not open after logging in, a pop-up blocker has prevented the main window from opening.

## CREATING AN ACCOUNT

1. To create a PED Online Service (ePLANS-Portal) portal account you must have a **unique email** that not already registered with ePLANS-Portal.
2. Visit the City of Hamilton ePLANS-Portal website at <https://eplans.hamilton.ca> and click the **Login/Register** button.



3. Click the **Create an Account** button.



4. Fill and complete all mandatory information fields. You must have an email to create an account. Click **Submit** to continue.

Account Types:

**Individual:**

An account used for personal and individual use and does not include organizational or company accounts.

**Organization (Contact):**

An account used for an Organization/Corporate/Company entity. The contact information of an individual that will administer the account is required to create the account. Organization (Contact) accounts allows administrators to manage multiple members of an Organization account. These members would be able apply on behalf of the Organization including internal staff or external agents. All members must have an existing ePLANS-Portal account created as an **Organization Account** and not as an individual account to be added to an Organization.



\*indicates a mandatory field

### Create an Online Services Account

**Account details**

Account Type: \*

First Name: \*

Last Name: \*

Email: \*

Confirm Email: \*

**Contact information**

Street Number: \*

Street Name: \*

Street Type

Street Direction:

Unit Type:

Unit Number:

City: \*

Province: \*

Postal Code: \*

Home Phone Number:

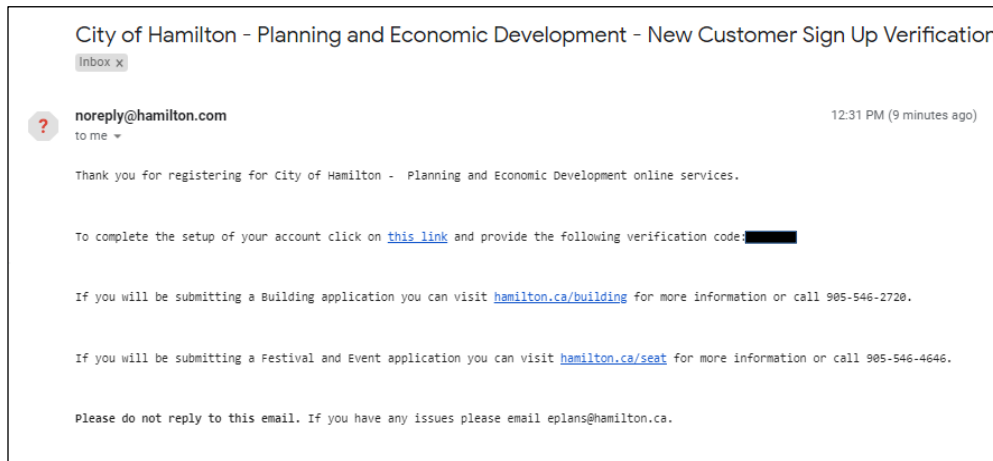
Mobile Phone Number:

Work Phone Number:

Ext

**SUBMIT** CANCEL

5. Once completed an email will be sent to you with your verification code.



6. After retrieving your verification code, fill and complete the remaining required information. Click **Submit** to continue.

### Verify Your Email Address

Verify Your Email

Email: \*

Verification Code: \*

New Password: \*

Confirm Password: \*

[RESEND EMAIL VALIDATION CODE](#)

7. Your PED Online services account has been successfully created and you are ready to use the ePLANS service.



### Your Email Address Has Been Verified!

Thank You for Signing Up

Thank you for verifying your email. Your account is now active, and you may now sign on.

## APPLYING FOR A BUILDING PERMIT APPLICATION

### LOGIN TO EPLANS

1. Visit the City of Hamilton ePLANS-Portal website at <https://eplans.hamilton.ca> and click the **Login/Register** button.



Welcome to Planning and Economic Development Online Services

<p><b>Search</b></p> <p>Search a specific property or street to find permit status and details for:</p> <ul style="list-style-type: none"><li>-Building Permits</li><li>-Film Permits</li></ul> <p><input type="button" value="SEARCH"/></p>	<p><b>Login/Register</b></p> <p>You can now apply, check your status and pay for your permit online. We are currently accepting applications for:</p> <ul style="list-style-type: none"><li>-Building Permits</li><li>-Building-related Permits (Sign, Demo, etc.)</li><li>-Festival and Event Approval Application</li></ul> <p>You will need to register to submit an application.</p> <p><input type="button" value="LOGIN / REGISTER"/></p>
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2. Enter your PED Online Services account login information and click the **Login** button.



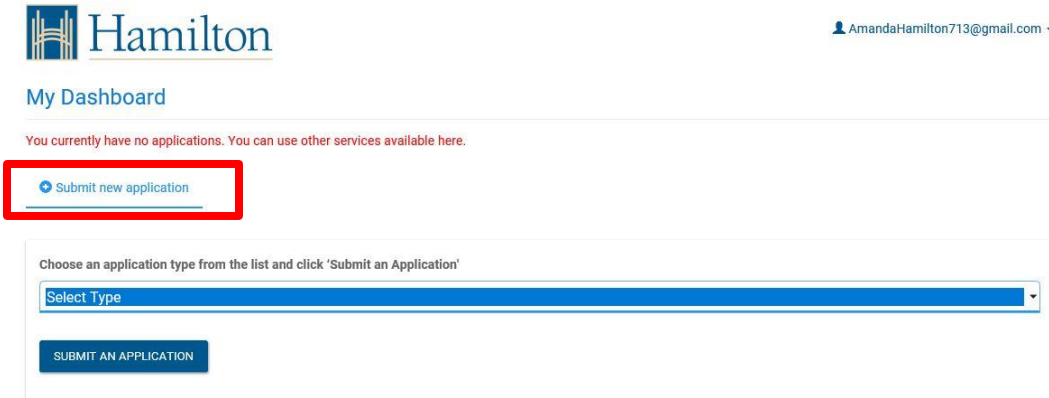
\*indicates a mandatory field

Log in to access your dashboard

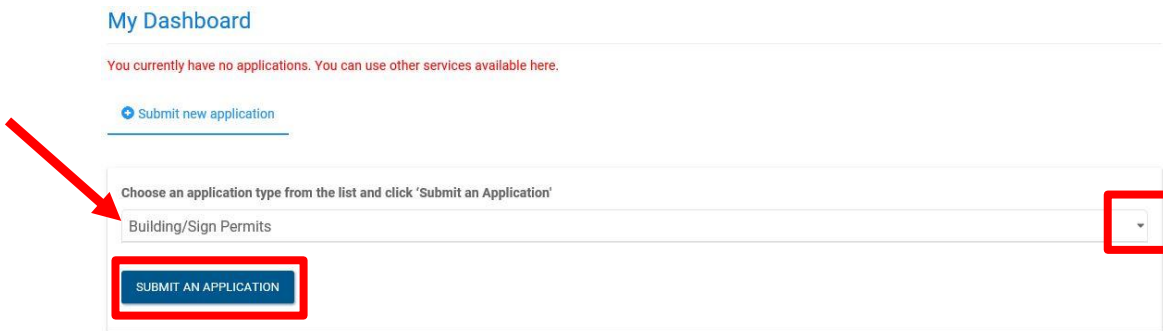
<p><b>LOGIN</b></p> <p>Email Address *</p> <input type="text" value="hamiltoneplans@gmail.com"/> <p>Password *</p> <input type="password" value="....."/> <p><input type="checkbox"/> Remember me</p> <p><input type="button" value="LOGIN"/> <input type="button" value="CREATE AN ACCOUNT"/></p> <p><a href="#">FORGOT YOUR PASSWORD?</a></p>
---



3. The ePLANS-Portal “My Dashboard” window displays all of your PED Online Service applications. Click **Submit new application** to begin creating a new ePLANS building permit application submission.

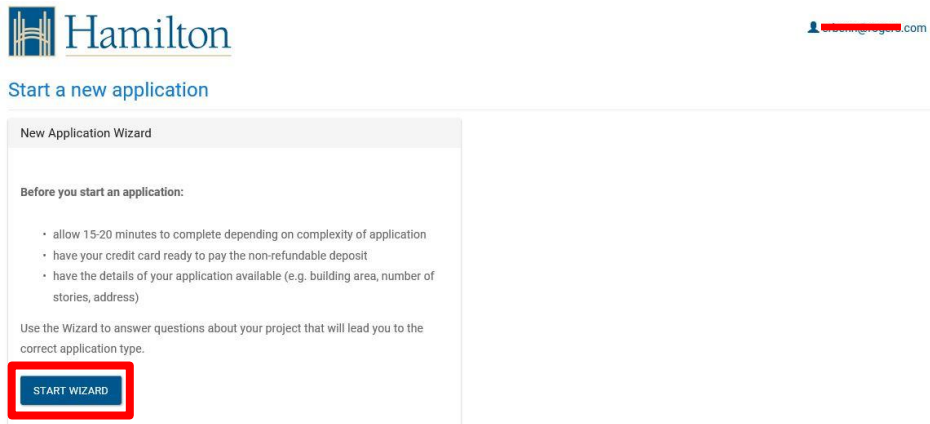


4. Select **Building/Sign Permits** from the application type drop list. Click **Submit an Application**.



## USING THE “START WIZARD”

5. ePLANS-Portal has a Wizard tool for your convenience. To get started click the **Start Wizard** button for the easy-to-use method of selecting the type of permit application you will need. A progress bar will be shown at the top of the page to show your progression when using the Wizard tool.



6. Select the type of building permit application.

\*indicates a mandatory field

What type of permit are you applying for? 0%

- Construction permit
- Demolition permit
- Agricultural / Farm permit
- Protective plumbing
- Sewage system permit
- Sign permit
- Tent permit
- Water sewer permit

NEXT

**Construction Permit:** Construction of new buildings & structures, and additions or alterations to existing buildings & structures.

**Demolition Permit:** Demolition or partial demolition of existing buildings and structures.

**Agricultural/Farm Permit:** Erection, repair or alteration of agricultural and farm buildings.

**Protective Plumbing:** A stand-alone permit for the installation, repair or modification of backflow preventors or backwater valves.

**Septic System Permit:** A stand-alone permit for the installation, repair or modification of a septic sewage system.

**Tent Permit:** Erection of temporary fabric tent structures.

**Water Sewer Permit:** A stand-alone permit for the installation of new water lines, storm and sanitary sewers, and well connections within the boundaries of a private property.

7. Select the "Primary Proposed Use" of the building or tenant space for which you are applying for a building permit. Hovering over the selections will give you typical examples for each use.

What is the primary proposed use of building or tenant space? 20%

- Residential
- Commercial
- Industrial
- Institutional / Government

PREVIOUS

NEXT

8. Enter the height of the building based on the number of stories/floors.

*"Storey" is a technical term. It can be generally described as a floor level in a building including the levels underground.*

How many stories does the building have? 33%

Enter the number of floors \*

floors

PREVIOUS


NEXT

9. Enter the “building area” of the building (footprint) in metres squared.

“Building Area” is a technical term. It can be generally described as the total horizontal area of a building measured from the exterior walls.

What is the building area? 50 %

---

\*  
 m2  
▶ View help 

10. Select the category of the “proposed use” of the building. The available options will vary according to the type of building selected in the previous step.

What is the proposed use of the building? 67 %



---

- Apartment
- Boarding House
- Camps for House Workers
- Clubs Residential
- Colleges, Residential
- Convent
- Dormitory
- Farm Help House
- Hostel
- Hotel
- Lodging House
- Mobile Home
- Monastery
- Motel
- Multiple Dwelling
- Recreational Camp
- Rooming House
- Row Dwelling
- Schools, Residential
- Semi-Detached Dwelling
- Single Family Dwelling
- Three Family Dwelling
- Townhouse
- Two Family Dwelling

11. Select the type of work proposed that best fits your construction project.

What type of work are you doing? 83 %

---

- New Construction 
- Accessory Structure
- Addition
- Alteration 
- Deck or Porch
- Fire Retrofit
- Foundation
- Garage or Carport
- Factory Built, Park Model Trailers, Mobile Homes
- Swimming Pool Enclosure
- Tenant Improve
- Convert Single to Multiple
- Convert Multiple to Multiple
- Convert Non-Residential to Residential
- Deconvert Multiple to Multiple/Single

<b>New Construction:</b>	Construction of a new building or structure.
<b>Addition:</b>	Construction that physically increases the gross floor area or building envelope of an existing building or structure.
<b>Alteration:</b>	Interior or exterior construction for the alternation or renovation of an existing building, structure, or building system.
<b>Foundation:</b>	Construction of the foundation system only for a new building or structure.
<b>Fire Retrofit:</b>	Work associated to the repair or alteration an existing building required under a fire report, notice or order issued under the Ontario Fire Act.
<b>Tenant Improvement:</b>	Work associated with the finishing or renovation of a space for a tenant unit or suite.
<b>Fire Retrofit:</b>	Work associated to the repair or alteration an existing building required under a fire report, notice or order issued under the Ontario Fire Act.
<b>Convert Single to Multiple:</b>	Conversion of an existing single family dwelling building to multiple dwellings.
<b>Convert Multiple to Multiple:</b>	Conversion of an existing multi-family dwelling building to a greater number of multiple dwellings.
<b>Convert Non-residential to Residential:</b>	Conversion of an existing non-residential building to a residential building.
<b>Deconvert Multiple to Multiple/Single</b>	De-conversion of an existing multi-family dwelling to a lesser number of dwellings.

12. Review and verify the application type selection and the information entered. Click **Continue** to proceed to the remaining 5-Step process to create an ePLANS application submission.

100 %

Selected application type

Your answers are shown below. Use the *Previous* buttons to make changes or click the *Start Application* button to create a new application based on these values.

What type of permit are you applying for? Construction permit
What is the primary proposed use of building or tenant space? Residential
How many stories does the building have? 2 floors
What is the building area? 100 m2
What is the proposed use of the building? Single Family Dwelling
What type of work are you doing? New Construction

PREVIOUS
CONTINUE

**STEP 1: CHOOSE PROPERTY**

13. Type the address for the location of the **Property** where the construction or demolition is to occur in the **Search for a property** box and choose from the drop down list. Only valid properties will be displayed in the drop down list. ePLANS will search the system to confirm the property is valid and legally exists in the City of Hamilton.

**WARNING: DO NOT ADD OR ALTER ANY INFORMATION IN THE ADDRESS DETAILS BOX.**

Review and verify the application information entered and click **Next** to proceed.

Hamilton

Hamiltonplans@gmail.com

1 Choose property 2 Enter details 3 Fees 4 Documents 5 Summary

Part 9 - Residential > Choose property

Search for a property

71 MAIN STREET W, HAMILTON

Address details

Street Number	Street Name	Street Type
71	MAIN	STREET
Street Direction	Unit Type	Unit Number
W		
City	Province	Postal Code
HAMILTON	ON	

BACK NEXT

14. Select the address from the list of address that matches the information provided. Click **Next**.

Part 9 - Residential > Property search results

Select an address

Show 10 entries Search:

Street Address	Unit	City, Province	Postal Code
71 MAIN ST W		HAMILTON ON	L8P 4Y5
71 MAIN ST W		HAMILTON ON	L8P 4Y5
71 MAIN ST W		HAMILTON ON	L8P 4Y5

Showing page 1 of 1

PREVIOUS 1 NEXT

PREVIOUS NEXT

15. A summary screen is displayed for your review. Click **Next** to proceed to the “Enter Details” Step.

Part 9 - Residential > Application submission

Application Submission

Application Type: Part 9 - Residential/Single Family Dwelling/New Construction

Property: 71 MAIN ST W , HAMILTON ON L8P 4Y5

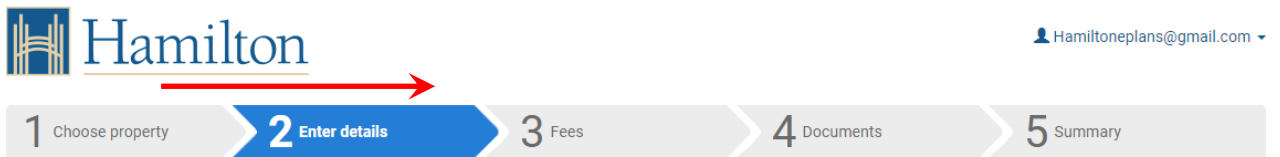
CANCEL APPLICATION

PREVIOUS

**NEXT**

**STEP 2: ENTER DETAILS**

16. Fill in the information to describe the scope of work for your construction project. Click **Next**.



\*indicates a mandatory field

Part 9 - Residential > Folder details

Application Description

Application Type: Part 9 - Residential/Single Family Dwelling/New Construction

Property: 71 MAIN ST W , HAMILTON ON L8P 4Y5

Describe the nature of your project: \*

To construct a new 100m2, two storey single family dwelling.

CANCEL APPLICATION

PREVIOUS

**NEXT**

17. Fill in the various required information fields. The type and amount of information required will vary with the type of building permit application selected. Click **Next** to proceed to the “Fees” Step.

The screenshot shows a multi-step application form. Key sections include:

- Builder (optional):** Fields for Last Name and First Name.
- Applicant:** A dropdown menu for 'Are you the Applicant or Agent for the Applicant?' with 'Applicant' selected.
- Construction:** A text field for 'Construction Gross Floor Area (sq. m.) (I.e. 20000)' containing '200'.
- Purpose of Application:** Radio buttons for 'New construction', 'Alteration/repair', and 'Conditional Permit', all with 'No' selected.
- Completeness and compliance with applicable law:** Five numbered questions (i-v) with 'Yes' or 'No' radio button options.
- Digital Signature Legal text:** A text area for a legal declaration.
- Navigation:** 'PREVIOUS' and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.
- Current Use of Building:** A dropdown menu.

**STEP 3: FEES**

18. ePLANS will indicate the amount of Building Permit fees required at the time of application. A minimum non-refundable building permit fee will be required to complete a submission. The balance of the full fees will be required after the first review cycle. Select the fees you wish to pay. Note, the Minimum Building Permit Fee cannot be unselected. Click **Pay Selected Fees Now** to proceed with payment.

The screenshot shows the 'Fees' step of the application process. At the top, a progress bar indicates five steps: 1. Choose property, 2. Enter details, 3. Fees (highlighted with a red arrow), 4. Documents, and 5. Summary. Below the progress bar, the text 'Part 9 - Residential > Fees' is visible.

The main section is titled 'Select Fees to Pay' and contains a table with the following data:

	Fee Amount	Fee Type	Status
<input checked="" type="checkbox"/>	\$ 12.00	Non-Refundable Building Permit Fee	Unpaid

At the bottom right of the table area, it says 'Total Fee Amount (for selected): 12.00'. Below the table are 'CANCEL APPLICATION' and 'PREVIOUS' buttons. A 'PAY SELECTED FEES NOW' button is highlighted with a red box.

19. You will be directed to a third-party payment provider where a payment can be made using a Credit Card. Click **Submit Payment** to pay the required fee(s).

Licence / Permit Fee	\$12.00
Application Fee	\$ 0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$12.00</b>

Please complete all fields below.

Select Your Payment Method

Credit Card  
 INTERAC® Online ([learn more](#))

**Credit Card**

Cardholder's Name

Credit card number

Expiry month

Expiry year

Note: Hamilton does not store or transmit your credit card information. All credit card transactions occur on the secure servers of [Moneris Solutions](#).

**SUBMIT PAYMENT**    CANCEL

20. ePLANS will display your confirmed payment transaction and send an email receipt to your registered email account. Click **Next** to proceed to the “Documents” Step.

Part 9 - Residential > [Fee payment result](#)

**You have successfully made your payment**

Your payment transaction was successful! Thank you.

Receipt number: 650114080015615820

Transaction Date and Time: 2019-01-29 09:33:18

Total Paid: 12.00

Card Holder: Test Card

Card Type: VI

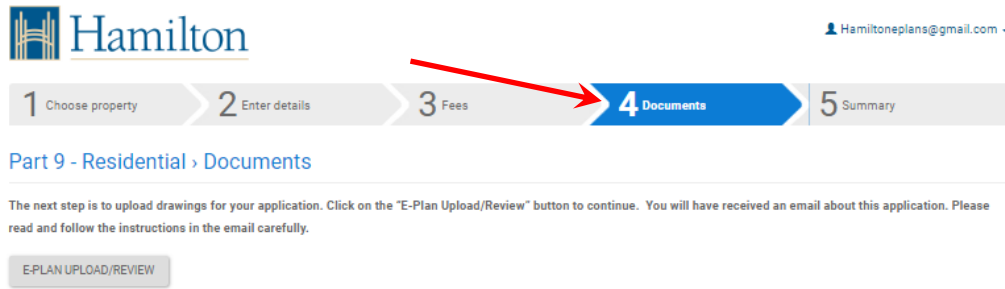
Total Fee Amount Paid: 12.00

**NEXT**

## STEP 4: DOCUMENTS

21. Electronic drawings and documents are required to be submitted to complete the application submission. After the required fees have been paid, ePLANS will send email instructions on how to upload the required plans and documents. You can choose to upload your files now or at a later date. Refer to the E-PLAN UPLOADING section for more detail instructions on how to upload drawings and documents. Click **Next** to proceed to the “Summary” Step.

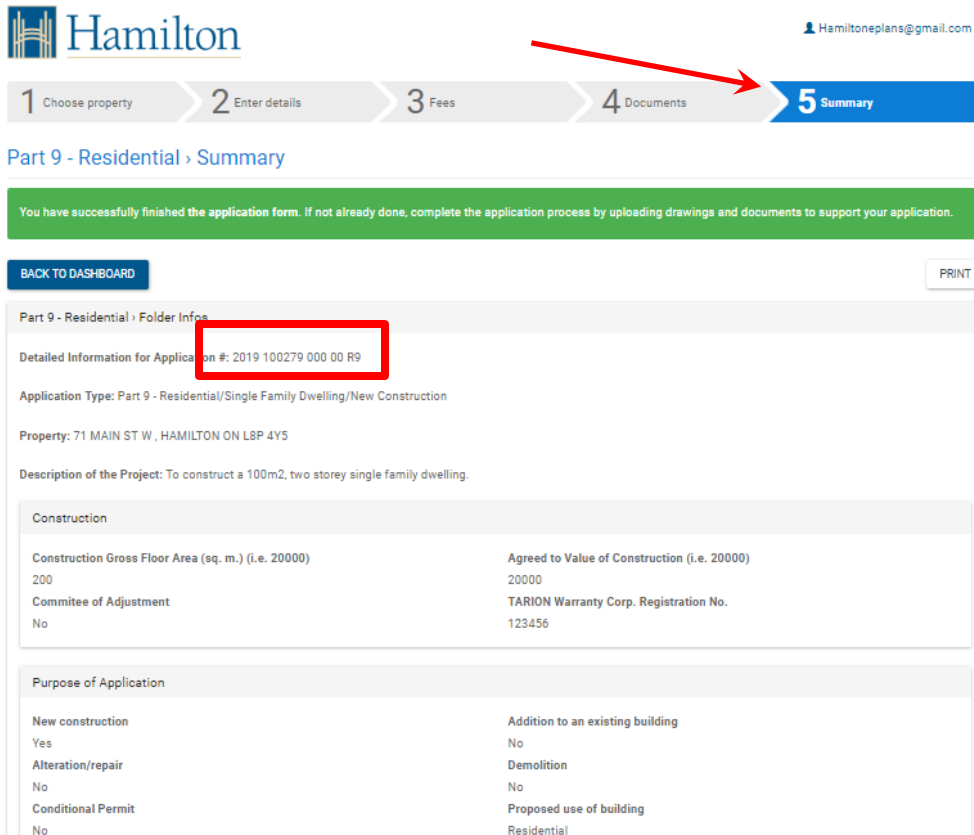




## STEP 5: SUMMARY

22. Congratulations you have completed filling out the application form portion of your ePLANS online application. The summary screen provides all of the information related to your building permit application. Be sure to record your permit application number for future reference and when making enquires.

**PLEASE NOTE:** All drawings/documents must be uploaded and you must complete your **Applicant Upload Task** to submit your application to the City of Hamilton Building Division. If you do not complete the **Applicant Upload Task**, the City of Hamilton will **NOT** receive your application. Please refer to the E-PLAN UPLOAD section of this guide for instructions on how to complete your application.



## E-PLAN UPLOAD & APPLICANT UPLOAD TASK (PROJECTDOX)

1. After the required fees have been paid the required electronic drawings and documents must be submitted to make a complete application submission. ePLANS will send an email with instructions on how to upload the required plans and documents.

**Applicant Upload Task Assignment**

Hello HAMILTON EPLANS:

Thank you for submitting your online permit application. Your next step is to upload the necessary diagrams and plans for staff review.

The name of your project is: 19 100279 000 00 R9 - for 71 MAIN ST W , HAMILTON ON L8P 4Y5 - To construct a 100m2, two storey single family dwelling.

The due date for this step in the process (uploading documents) is: 1/31/2019 9:34:12 AM

**Before you login:**

Please review the following to ensure appropriate guidelines are followed to prevent delay or rejection of your application:

- the Applicant Handbook
- Submission Guidelines - formats accepted for plans and drawings and file naming conventions

Please be advised when submitting plans and/or documents:

- All plans should be submitted as single page files in landscape mode to the "Drawings" folder.
- All documents should be submitted as multipage documents to the "Documents" folder.

To continue please **carefully follow the instructions below** after you [Login to City of Hamilton - Planning and Economic Development Online Services](#):

- If you are logged in and see the E-Plans/Upload button click on it. Otherwise once you log in click on the Details button next to your Application and then click on the E-Plans/Upload button.
- In the ProjectDox application, your application should be on the page. If it isn't click on Active Projects and then on your Project link - 19 100279 000 00 R9
- Click on the "Drawings" folder
- Click the "Upload Files" button and follow the instructions to upload your plans and/or documents. Please ensure the use of the required file naming conventions.
- Click on the "Documents" folder
- Click the "Upload Files" button and follow the instructions to upload your plans and/or documents. Please ensure the use of the required file naming conventions.

Uploading electronic files can be completed either when you are creating an application or at a later time. The required electronic files are necessary to make a formal and “complete” building permit application submission. Uploading of digital documents and drawings are completed through the ePLANS digital markup and review ProjectDox software.

2. Uploading During Application Creation: “Step 4 – Documents”

Click on the **E-PLAN UPLOAD/REVIEW** button to open the ePLANS-ProjectDox interface in a new browser tab.

**Hamilton** Hamiltonplans@gmail.com

1 Choose property > 2 Enter details > 3 Fees > **4 Documents** > 5 Summary

Part 9 - Residential > Documents

The next step is to upload drawings for your application. Click on the “E-Plan Upload/Review” button to continue. You will have received an email about this application. Please read and follow the instructions in the email carefully.

**E-PLAN UPLOAD/REVIEW** (highlighted with a red box)

**NEXT**

3. Uploading at a Later Date:

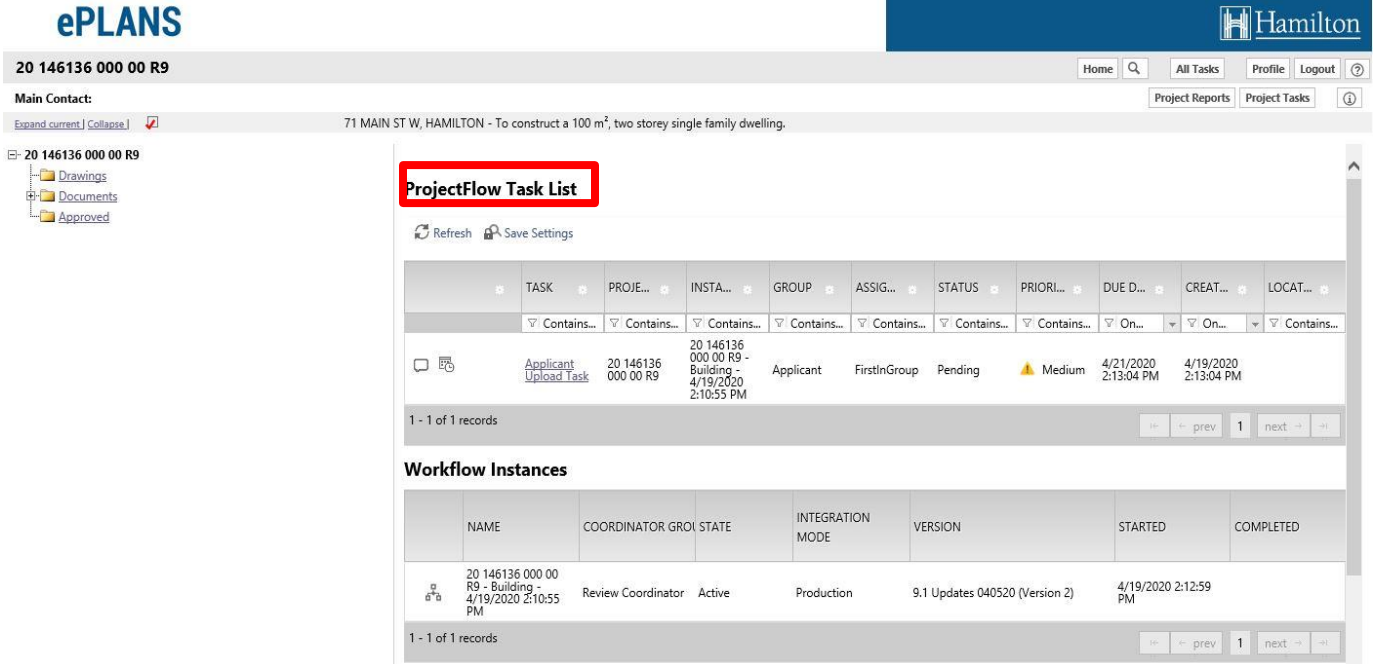
Log in to the PED online service portal. Locate the application file on your “My Dashboard” and click the **DETAILS** button.

The screenshot shows the Hamilton My Dashboard interface. At the top left is the Hamilton logo. At the top right is the user email: Hamiltonplans@gmail.com. Below the logo is the text "My Dashboard". Underneath is a navigation bar with "Building Permits" and "Submit new application". The main content area is titled "Building Permits" and shows a table with columns: Application #, Address, Description, Status, Date, Details, and Revision. The first row has Application # 2019 100279 000 00 R9, Address 71 MAIN ST W, HAMILTON, Description To construct a 100m2, two storey single family dwelling, Status New, Date 2019-01-29, and a "DETAILS" button highlighted with a red box. The second row has Application # 2019 100278 000 00 C3, Address 32 SHADETREE CRES, STONEY CREEK, Description To construct new 400m2, 1 storey BDO bank, Status New, Date 2019-01-29, and a "DETAILS" button.

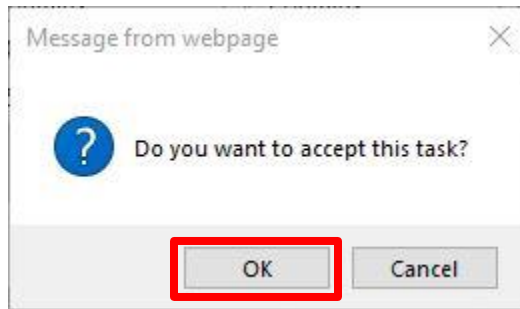
Click the **E-PLAN UPLOAD/REVIEW** button to open the ePLANS-ProjectDox interface in a separate browser tab.

The screenshot shows the Hamilton Application Info page. At the top left is the Hamilton logo. At the top right is the user email: Hamiltonplans@gmail.com. Below the logo is the text "Application Info". Underneath is a navigation bar with "BACK TO DASHBOARD", "E-PLAN UPLOAD/REVIEW" (highlighted with a red box), and "PRINT". The main content area is titled "Application Fees" and shows a table with columns: Fee Amount, Fee Type, and Status. The first row has Fee Amount \$ 12.00, Fee Type Non-Refundable Building Permit Fee, and Status Paid. Below the table is the text "Showing page 1 of 1" and "Previous 1 Next".

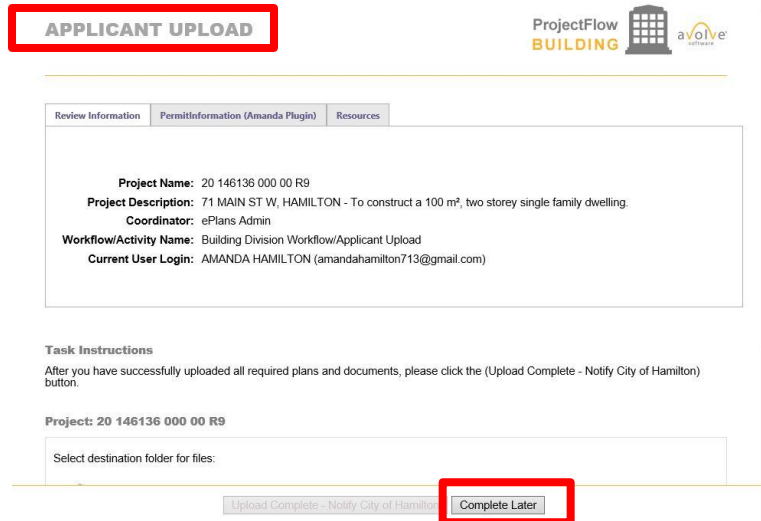
4. You will be directed to the ePLANS digital markup and review ePLANS-ProjectDox software. The screen interface will look different than the ePLANS-Portal. You will see in the middle of your screen the **ProjectFlow Task List** where you will find your task listed. Click on the **Applicant Upload Task**.



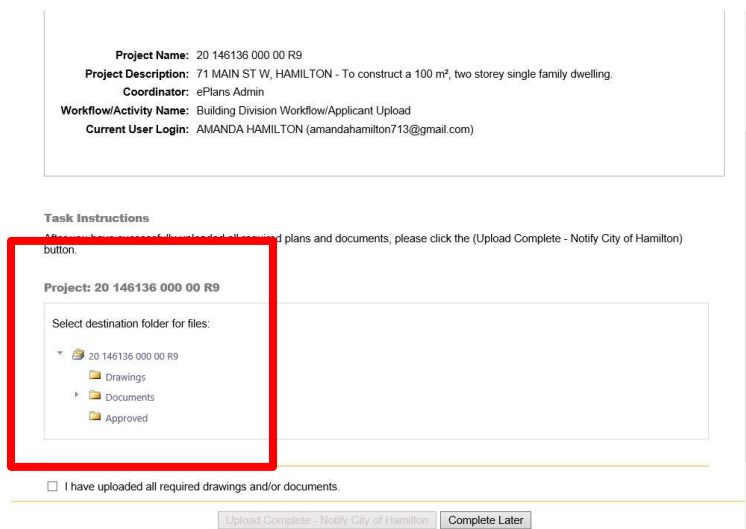
5. A box will appear asking if you want to accept the task. Click **OK** to accept the task and continue.



6. A new window will open called **APPLICANT UPLOAD**. From this window you can upload your drawings and documents as well as submit your application to the City of Hamilton when ready. You can click the **Complete Later** button if you are not prepared to upload drawings and/or documents at this time. Please note that you must complete uploading the required drawings and documents and complete this task to submit your application to the Building Division. If you do not complete this task, the Building Division will not receive your application.



7. Maximize the **APPLICANT UPLOAD** window or scroll down in the window to show where you will upload your drawings and documents.



8. Click on the **Drawings** folder button to upload your electronic design drawings.

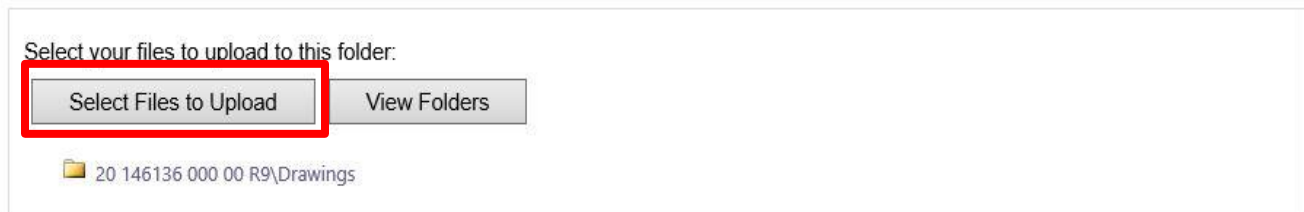


9. Click on the **Select Files to Upload** button. You can click the **View Folders** button to take you back to the **Select destination folder for files** screen at anytime. To avoid delays in the acceptance of your application, electronic drawings must be submitted in the format and standard required by the City of Hamilton. Single page files and vector-based PDF drawings are the required format. Refer to the [Submission Standards](#) and [File Naming Standards](#) documents found at [www.hamilton.ca/eplans](http://www.hamilton.ca/eplans)

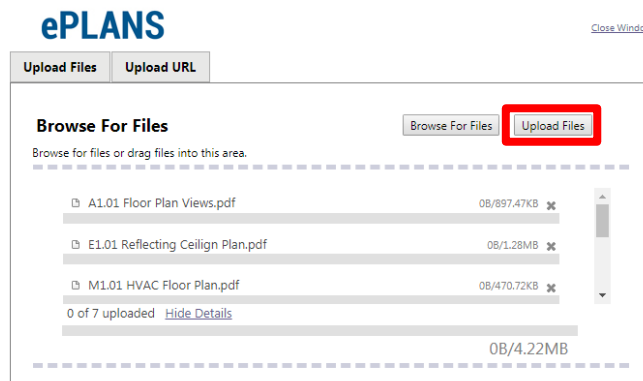
**Task Instructions**

After you have successfully uploaded all required plans and documents, please click the (Upload Complete - Notify City of Hamilton) button.

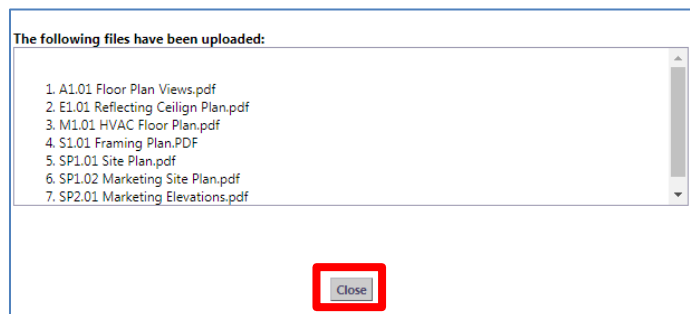
**Project: 20 146136 000 00 R9**



10. Either drag-and-drop or browse to the selected electronic drawing files to upload. Click **Upload Files** to start uploading.



Click **Close** to complete uploading and return to the **APPLICANT UPLOAD** window.

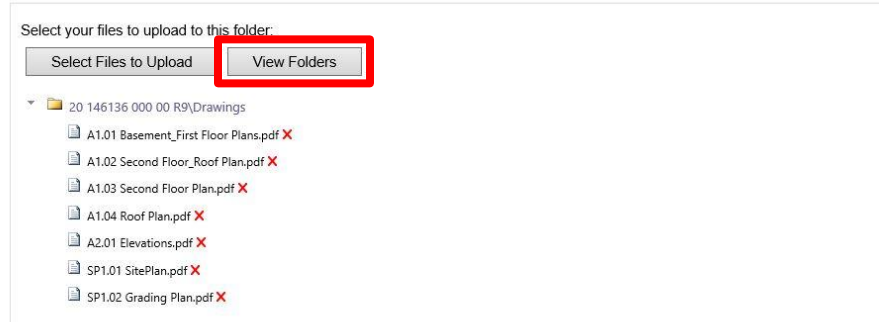


11. Click the **View Folders** button to go back and see all the folders (drawings, documents etc.).

**Task Instructions**

After you have successfully uploaded all required plans and documents, please click the (Upload Complete - Notify City of Hamilton) button.

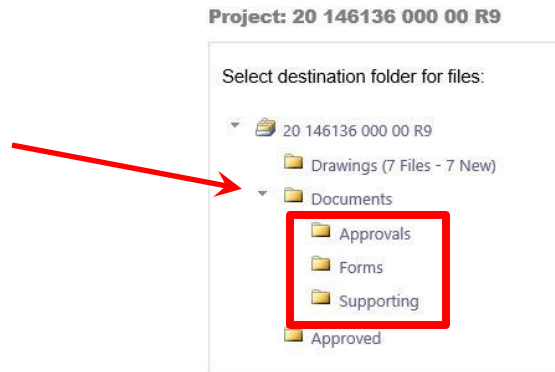
Project: 20 146136 000 00 R9



I have uploaded all required drawings and/or documents.

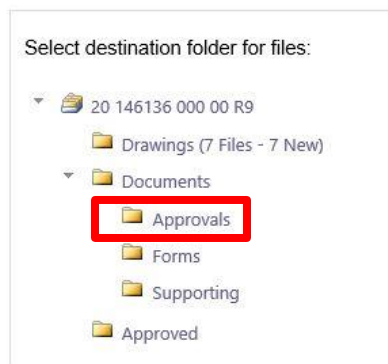
Upload Complete - Notify City of Hamilton Complete Later

12. Click on the arrow to the left of the **Documents** folder to show the three sub-folders called **Approvals**, **Forms** and **Supporting**. All documents will be uploaded into one of these three sub-folders. Refer to the Submission Standards document to see which types of documents should be placed in each folder.



Click on the one of the sub-folders (Approvals, Forms or Supporting) to proceed with uploading documents.

Project: 20 146136 000 00 R9



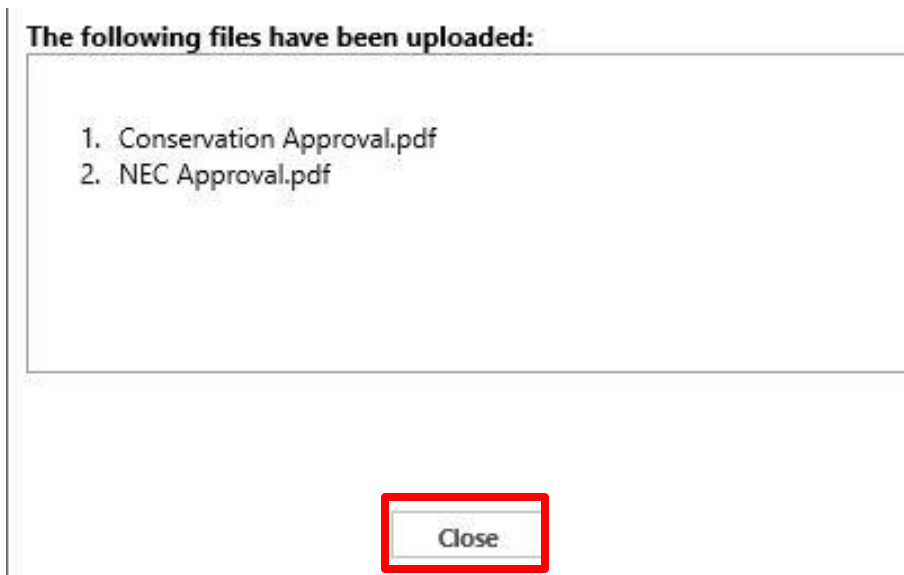
13. Click on the **Select Files to Upload** button. You can click the **View Folders** button to take you back to the **Select destination folder for files** screen at anytime. To avoid delays in the acceptance of your application, electronic documents must be submitted in the format and standard required by the City of Hamilton. Refer to the [Submission Standards](http://www.hamilton.ca/eplans) document found at [www.hamilton.ca/eplans](http://www.hamilton.ca/eplans)



14. Either drag-and-drop or browse to the selected electronic document files to upload. Click **Upload Files** to start uploading.



Click **Close** to complete uploading and return to the project window.





15. Click the **View Folders** button to go back and see all the folders (drawings, documents etc.).

**Task Instructions**  
After you have successfully uploaded all required plans and documents, please click the (Upload Complete - Notify City of Hamilton) button.

**Project: 20 146136 000 00 R9**

Select your files to upload to this folder:

Select Files to Upload **View Folders**

- 20 146136 000 00 R9\Documents\Approvals
  - Conservation Approval.pdf X
  - NEC Approval.pdf X

I have uploaded all required drawings and/or documents.

16. Repeat steps 12 through 15 for the other two documents folder. Upload all documents into the correct folder. Please note that the type and number of documents required will vary depending on the type of application being submitted.

17. Verify that all required documents and drawings have been successfully uploaded in accordance with Submission Standards and File Naming Standards documents. Please note that if you are not ready to submit your application at this time, you can hit the **Complete Later** button. You can come back into the **APPLICANT UPLOAD** window when ready to submit your application to the City of Hamilton.

**WARNING: If you do not complete the APPLICANT UPLOAD TASK, your application will NOT be received by the City of Hamilton and will not be processed.**

**Task Instructions**  
After you have successfully uploaded all required plans and documents, please click the (Upload Complete - Notify City of Hamilton) button.

**Project: 20 146136 000 00 R9**

Select destination folder for files:

- 20 146136 000 00 R9
  - Drawings (7 Files - 7 New)
  - Documents
    - Approvals (2 Files - 2 New)
    - Forms (1 Files - 1 New)
    - Supporting (3 Files - 3 New)
  - Approved

I have uploaded all required drawings and/or documents.

18. To complete the ePLANS application submission, you will need to notify City staff that all required drawings and files have been uploaded and are ready for review. Click on the checkbox to confirm all documents and drawings have been uploaded. Click **Upload Complete – Notify City of Hamilton**.

**Task Instructions**

After you have successfully uploaded all required plans and documents, please click the (Upload Complete - Notify City of Hamilton) button.

**Project: 20 146136 000 00 R9**

Select destination folder for files:

- 20 146136 000 00 R9
  - Drawings (7 Files - 7 New)
  - Documents
    - Approvals (2 Files - 2 New)
    - Forms (1 Files - 1 New)
    - Supporting (3 Files - 3 New)
    - Approved

I have uploaded all required drawings and/or documents.

19. Click **OK** to complete the task and return to ProjectDox project window.

Message from webpage ×

Completing this task will finish your participation in this step and cannot be undone. Are you sure you want to complete the task?

20. Click the **Logout** to close the online session for the ePLANS digital markup and review software. Select the screen/tab on your browser to return to the ePLANS portal application details screen.

**ePLANS** Hamilton

**20 146136 000 00 R9** Home 🔍 All Tasks **Project Reports** Project Tasks **Logout**

Main Contact: 71 MAIN ST W, HAMILTON - To construct a 100 m<sup>2</sup>, two storey single family dwelling.

20 146136 000 00 R9

- Drawings
- Documents
- Approved

**ProjectFlow Task List**

Refresh

TASK	PR...	INS...	GR...	AS...	ST...	PRI...	DU...	CR...	LO...
0 - 0 of 0 records									

**Workflow Instances**

	NAME	COORDINAT	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
	20 146136 000 00 R9 - Building - 4/19/2020 2:10:55 PM	Review Coordinator	Active	Production	9.1 Updates 040520 (Version 2)	4/19/2020 2:12:59 PM	

1 - 1 of 1 records

21. You have successfully completed the submission of an ePLANS building permit application. You will receive an email to confirm receipt of the application by the City of Hamilton and your application will now go through a pre-screen review by City Staff prior to acceptance.

**Applicant Upload Successful Notification**

---

Hello AMANDA:

Your submission for Project: 20 146136 000 00 R9 for 71 MAIN ST W, HAMILTON - To construct a 100 m<sup>2</sup>, two storey single family dwelling, has been received and will be pre-screened within two (2) business days.

You will be notified by email if your application has met the minimum requirements and has been accepted for Permit Review OR if there are any corrections, approvals, plans and/or documents required prior to the Building Division accepting and reviewing your application.

Please note that the Applicant User Guide, Submission and File Naming Standards documents are available for reference at [hamilton.ca/eplans](http://hamilton.ca/eplans).

**Please do not reply to this email.** If you have any technical issues please contact us at [/eplans@hamilton.ca](mailto:/eplans@hamilton.ca) or call 905-546-2720.

For more information related to general building permit and zoning related questions please visit [hamilton.ca/building](http://hamilton.ca/building) or call 905-546-2720.

## PRE-SCREEN CORRECTIONS TASK (PROJECTDOX)

1. If corrections are identified by City staff during the pre-screening of your application, ePLANS will notify you via email. Follow the instructions on the email to return to the ePLANS-ProjectDox system to review the comments from City of Hamilton Staff.

### ePLANS

#### Applicant PreScreen Corrections Task Assignment

Hello AMANDA:

Your plan review submission for Project: 20 146136 000 00 R9 - for 71 MAIN ST W, HAMILTON - To construct a 100 m<sup>2</sup>, two storey single family dwelling, has not met the minimum requirements for acceptance.

When corrected plans and/or documents are ready for re-submittal, please:

- [Login to City of Hamilton - Planning and Economic Development Online Services](#)
- Click on **Details** button next to your Application
- Click on the **E-Plans/Upload** button
- Click on the "Prescreen Corrections Task" and accept it.
- Click on the "View/Edit Prescreen Checklist Items" button to review the comments from the Building Division.
- Proceed with uploading new and/or corrected drawings and documents within the "Prescreen Corrections Task" and provide all updated information as requested.
- Once all items have been addressed, check all boxes in the "Prescreen Corrections Task" and click the "Notify City of Hamilton" button to send your application back to the Building Division.

The due date for this task is: 5/4/2020 8:47:54 AM. Please make corrections to prevent delays to your project.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the exact same file names as the originally submitted drawings and documents.
- All submission standard requirements must be met. Visit [hamilton.ca/eplans](http://hamilton.ca/eplans) to view the submission and file naming standards prior to resubmitting your application.
- Please note that once you have uploaded corrected information and have sent the application back to the City of Hamilton, no other changes can be made by the applicant until the application has been reviewed by staff. If additional information is required to be submitted, please contact the Building Division at [epplans@hamilton.ca](mailto:epplans@hamilton.ca) or by calling 905-546-2720 to discuss solutions.

For more information related to general building permit and zoning related questions please visit [hamilton.ca/building](http://hamilton.ca/building) or call 905-546-2720.

Please note that the Applicant User Guide, Submission and File Naming Standards documents are available for reference at [hamilton.ca/eplans](http://hamilton.ca/eplans).

Please do not reply to this email. If you have any technical issues please contact us at [epplans@hamilton.ca](mailto:epplans@hamilton.ca) or call 905-546-2720.

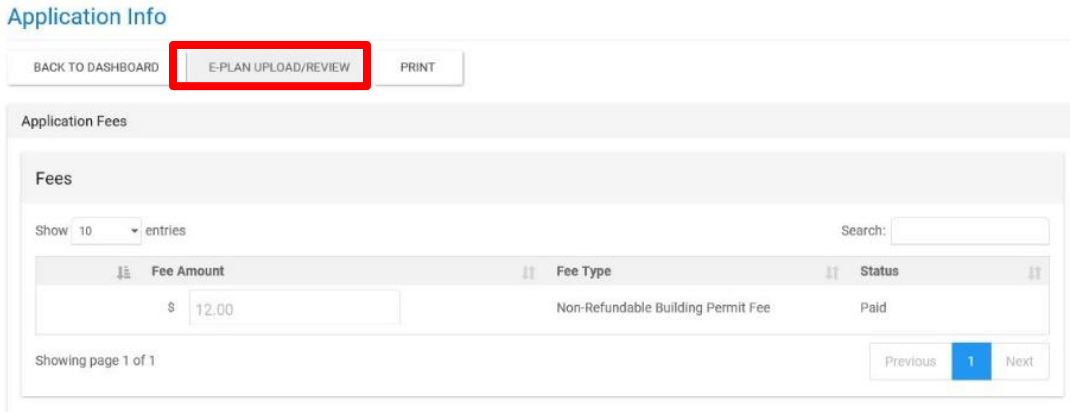
2. Log in to the PED online service portal. Locate the application file on your "My Dashboard" and click the **DETAILS** button.

The screenshot shows the 'My Dashboard' page for a user named amandahamilton713@gmail.com. Under the 'Building Permits' section, there is a table with the following data:

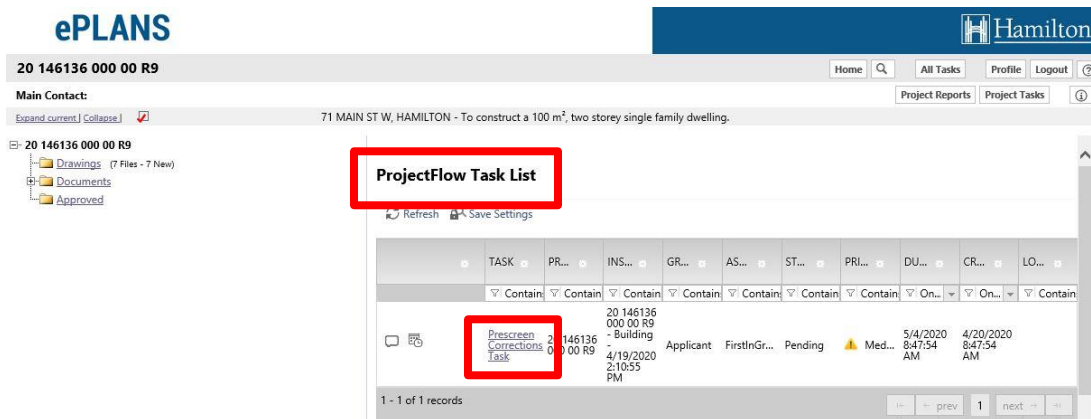
Application #	Address	Description	Status	Date	Details	Revision
2020 146136 000 00 R9	71 MAIN ST W, HAMILTON	To construct a 100 m <sup>2</sup> , two storey single family dwelling.	New	2020-04-19	<b>DETAILS</b>	

The 'DETAILS' button in the table is highlighted with a red box. The page also shows 'Page 1 / 1' and a search filter.

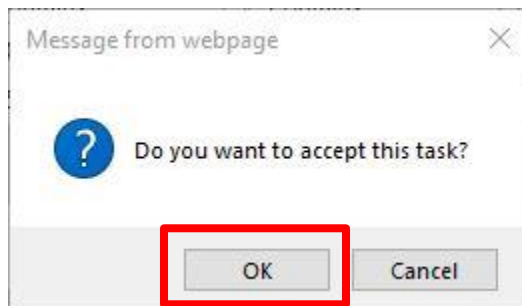
3. Click the **E-PLAN UPLOAD/REVIEW** button to open the ePLANS-ProjectDox interface in a separate browser tab.



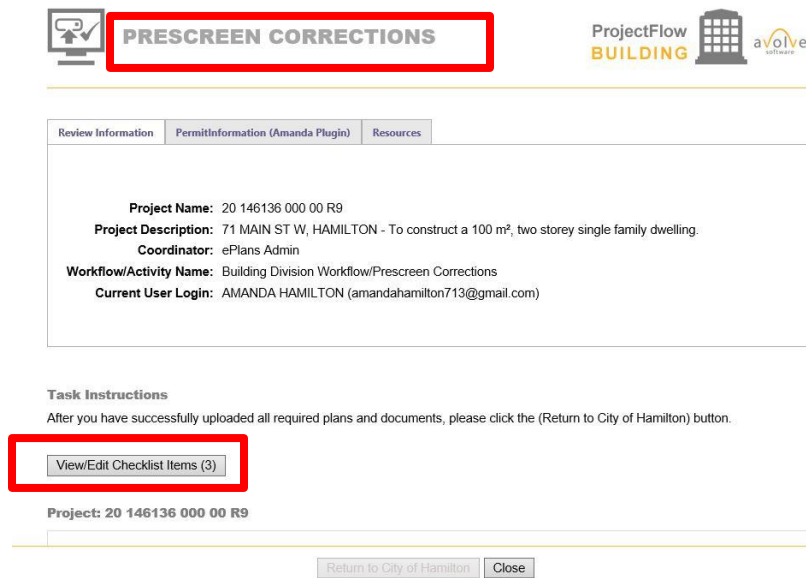
4. You will be directed to the ePLANS digital markup and review ePLANS-ProjectDox software. You will see in the middle of your screen the **ProjectFlow Task List** where you will find your task listed. Click on the **Prescreen Corrections Task**.



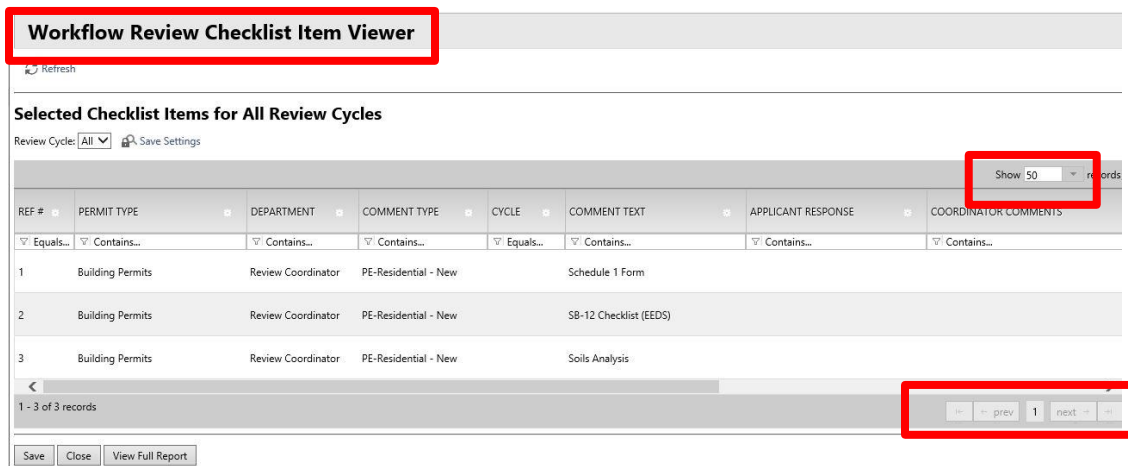
5. A box will appear asking if you want to accept the task. Click **OK** to accept the task and continue.



6. A new window will open called **PRESCREEN CORRECTIONS**. From this window you can upload new drawings and documents as well as re-submit your application to the City of Hamilton when ready. Please note that you must complete uploading the required drawings and documents and complete this task to submit your application back to the Building Division. If you do not complete this task, the Building Division will not receive your application.
  
7. To view the comments from the City of Hamilton Building Division staff; click on the button **View/Edit Checklist Items**.

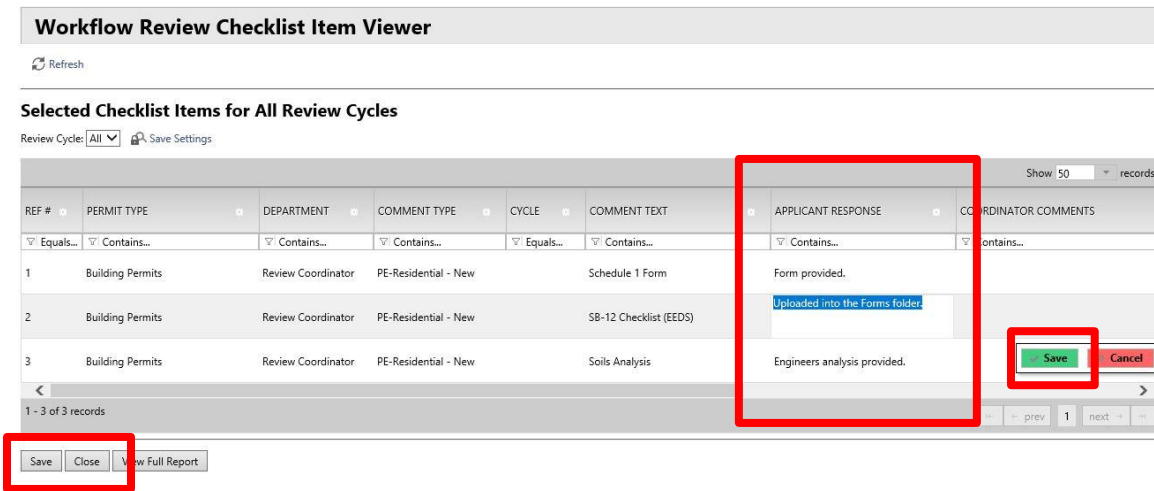


8. A new window will open called **Workflow Review Checklist Item Viewer**. On this page you will see the comments sent by the City regarding what needs to be provided/corrected prior to the acceptance of your permit application. You can choose how many items you wish to see at once in the upper right corner of the screen. You can also view other pages of comments if applicable using the page navigation tools in the bottom right corner of the screen.



- Double-click in Applicant Response field to provide any comments to the checklist item(s). Providing comments on how you are addressing the comments from the City helps to clarify how the items are being satisfied. Click the green **Save** button to the right for each checklist item comment. Click the lower-left **Save** then **Close** buttons to complete review of checklist items and return to the task e-form.

**WARNING:** Both save buttons **MUST** be clicked to save your comments etc. If you close the window prematurely without saving any comments you have added will be lost.



- Close the Workflow Review Checklist Item Viewer window once you have saved your comments and proceed to upload any required revised/missing drawings and documents etc.
- Refer to steps 7 through 16 in the **EPLAN UPLOAD & APPLICANT UPLOAD TASK** section of this manual for instructions on how to upload drawings and documents.
- Verify that all required documents and drawings have been successfully uploaded in accordance with the Submission Standards and File Naming Standards documents. All corrected and new drawings being uploaded must follow the File Naming Standards. The software will correctly version control the drawings if the **EXACT** same file name is used. Please note if the file name was incorrect on the first submission, please correct the name to meet the File Naming Standards and upload with a new drawing. You will not be able to delete previous drawing or document files that are incorrect but City Staff can remove these files from the folders at your request.
- In the **PRESCREEN CORRECTIONS** window, scroll down and leave any comments you wish to include in the **Applicant Comments** box directly to City staff. Use this field to provide any additional clarification needed.

20 146136 000 00 R9

- Drawings (7 Files - 7 New)
- Documents
  - Approved

**Applicant Comments**

April 20, 2020 - I have addressed all checklist items and uploaded new information.

**Reviewer Comments**

Please review the checklist items by clicking on the button above.  
Note: All User Guides, FAQ's, Application Forms and how to videos are located at [www.hamilton.ca/eplans](http://www.hamilton.ca/eplans) for reference by applicants.

Reviewer Comments Last updated: 4/20/2020 10:20:35 AM

I have uploaded the corrected documents and/or drawings as indicated above.

[Return to City of Hamilton](#) [Close](#)

- To complete the ePLANS application submission, you will need to notify City staff that all required corrections have been met and that the application is ready for review again.
- When satisfied that you have addressed all **View/Edit Checklist Items** comments proceed to resubmit your application back to the City of Hamilton by scrolling down in the **PRESCREEN CORRECTIONS** window. Click on the checkbox that states **I have uploaded the corrected documents and/or drawings as indicated above**. Click **Return to City of Hamilton**.

**WARNING:** If you do not complete the **APPLICANT UPLOAD TASK**, your application will **NOT** be received by the City of Hamilton and will not be processed.

20 146136 000 00 R9

- Drawings (7 Files - 7 New)
- Documents
  - Approved

**Applicant Comments**

April 20, 2020 - I have addressed all checklist items and uploaded new information.

**Reviewer Comments**

Please review the checklist items by clicking on the button above.  
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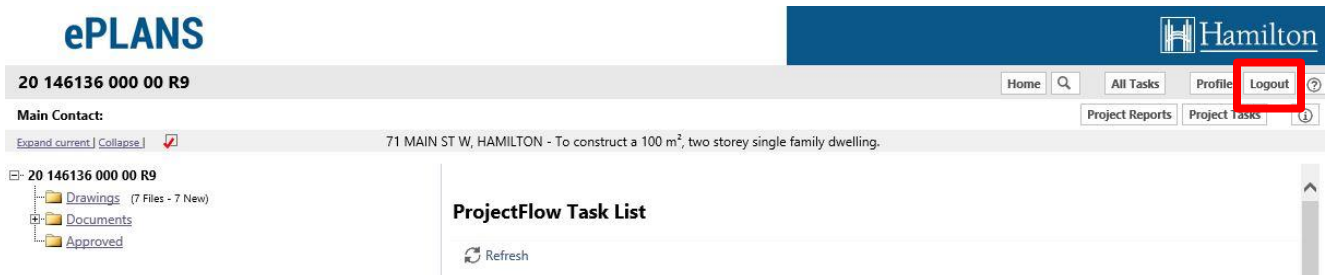
Reviewer Comments Last updated: 4/20/2020 10:20:35 AM

I have uploaded the corrected documents and/or drawings as indicated above.

[Return to City of Hamilton](#) [Close](#)



16. Click **LOGOUT** to close the online session for the ePLANS-ProjectDox interface. Select the screen/tab on your browser to return to the ePLANS-Portal application details screen.



17. You have successfully completed the corrections identified under the **Prescreen Corrections Task**. You will receive an email once City Staff have completed pre-screening your application. ePLANS will send an email confirming **acceptance** of your ePLANS building permit application when City staff have completed pre-screening of your application if all items have been met. If the items identified in the **Prescreen Corrections Task** have not been met, you will receive a subsequent **Prescreen Corrections Task** that will need to be complete prior to acceptance of the permit application.

## ePLANS

### Applicant PreScreen Accepted Notification

Hello AMANDA:

The prescreen process for your Project: 20 146136 000 00 R9 - for 71 MAIN ST W, HAMILTON - To construct a 100 m<sup>2</sup>, two storey single family dwelling. has been completed and all submitted documents have been accepted. Your application will be reviewed within the legislated time frame. Upon completion of the review by Building Division staff, you will receive notification by email if further information or corrections are required or if the permit has been issued.

At any time you can [Login to City of Hamilton - Planning and Economic Development Online Services](#) to review your current applications.

For more information related to general building permit and zoning related questions please visit [hamilton.ca/building](http://hamilton.ca/building) or call 905-546-2720.

Please do not reply to this email. If you have any technical issues please contact us at [eplans@hamilton.ca](mailto:eplans@hamilton.ca) or call 905-546-2720.