

This is a high level guide on how to view and share comments 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.

COMMENT TYPES

CHECKLISTS: During the Pre-Application review of your project, the Applications Administrators will use Checklists to notify you of any deficiencies. Checklists are only used during Pre-Application. Please note that you **MUST** provide a written response for each Markup (Changemark).

MARKUP (CHANGEMARKS): Markups (Changemarks) are the graphical deficiencies associated with an individual plan. Markups are resolved by the Plans Examiner when you upload revised drawings addressing the issue. Please note that you **MUST** provide a written response for each Markup (Changemark).

COMMENT: Comments are used by examiners to ask questions / provide information pertaining to the application.

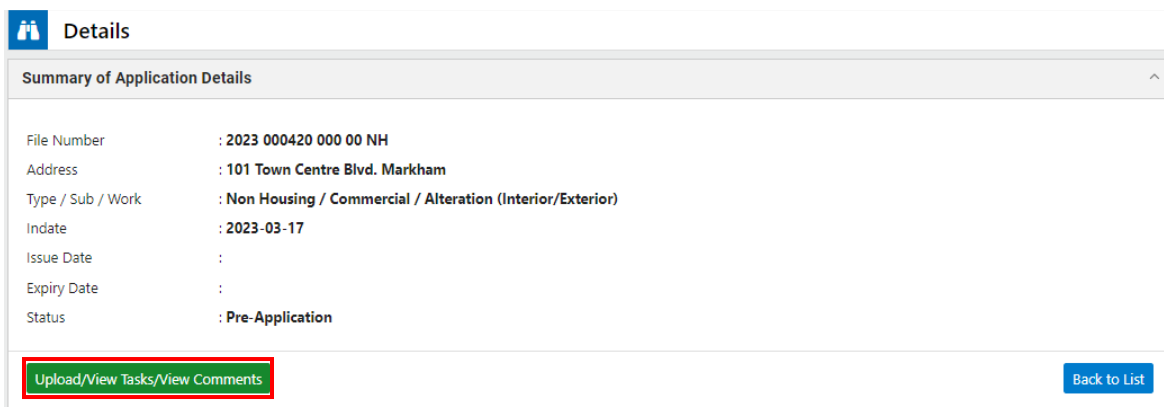
VIEWING COMMENTS

You can view all comment types (Markups, Checklists, or Comments) at any time a task is assigned to you.

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*).



The screenshot shows a 'Details' window with a 'Summary of Application Details' section. The information displayed is as follows:

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

At the bottom of the window, there are two buttons: **Upload/View Tasks/View Comments** (highlighted with a red box) and **Back to List**.

6. All plans examiner / administrative comments are available to view through your task eForm. Click on the underlined text under the Task column of the ProjectFlow Task List to open the task eForm and select **Ok** when you are asked if you would like to accept this task.

ACTION	TASK	PROJECT	GROUP	STATUS
<input type="button" value="Accept"/>	<u>Applicant Resubmit Task</u>	22.106403.000.00.DP	Applicant	Pending

7. Click the **Review Comments** button to open the Workflow Review Comments Viewer window.

STEP 1 of 4: Respond to all comments, as requested.

Resolve Review Comments

Unresolved Comments: 1

Info Only Comments: 1

Files with Markups: 1

Plan Review:

Review and respond online.





8. You are now able to see and respond all staff comments for your project.

						Please enter your responses
<input type="checkbox"/>	Ref.# 1	Application Administrator	Nigel Lawrence	1/18/23 10:52 AM		
	Resolved	Submit Schedule 1 form				
	Checklist Item					
<input type="checkbox"/>	Ref.# 2	Application Administrator	Nigel Lawrence	1/18/23 10:52 AM		
	Resolved	Drawings must contain a 3.5 inch wide x 5.5 inch high blank space from the top right hand edge of the paper				
	Checklist Item					
<input type="checkbox"/>	Ref.# 3	Test Changemark/Markup	Demolition Plans Review	Nigel Lawrence	1/18/23 11:00 AM	Cycle 1
	Unresolved		A0.1 SITE PLAN.pdf			
	Markup	This is where the examiner changemark comment will be				Type your response here.
<input type="checkbox"/>	Ref.# 4	Demolition Plans Review	Nigel Lawrence	1/18/23 11:02 AM	Cycle 1	No response required.
	Info Only	This is a test examiner comment.				
	Comment					

- Comments provided for information only will have a **blue** Info Only status.
 - Outstanding Markups (Changemarks) and Checklists requiring action have a **red** Unresolved status.
 - Previous comments that were resolved by a prior submission will have a **green** Resolved status.
9. Markups (Changemarks): you can view each Markup (Changemark) comment directly on the drawing itself by clicking the blue file name (hyperlink) highlighted in the comment summary.

<input type="checkbox"/>	Ref.# 3	Test Changemark/Markup	Demolition Plans Review	Nigel Lawrence	1/18/23 11:00 AM	Cycle 1	Type your response here.
	Unresolved		A0.1 SITE PLAN.pdf			 	
	Markup		This is where the examiner changemark comment will be				

- Once you have viewed your Markups (Changemarks) / Checklist Items you can begin to revise your drawings and documents based on the comments. After your revisions are complete you can upload the revised drawings / documents. Refer to our *Quick Reference: Uploading Files* guide for more information.
- The applicant is required to input a response to each unresolved Markup (Changemark) and Checklist item before completing their task.
- To enter a response, double click in the response column next to the Markup (Changemark) or Checklist item and type a response. The response will be automatically saved.

<input type="checkbox"/> (0 selected)							Add Comment / Ask Question	Please enter your responses 
<input type="checkbox"/>	Ref.# 1	Application Administrator		Nigel Lawrence	1/18/23 10:52 AM			
	Resolved	Submit Schedule 1 form						
	Checklist Item							
<input type="checkbox"/>	Ref.# 2	Application Administrator		Nigel Lawrence	1/18/23 10:52 AM			
	Resolved	Drawings must contain a 3.5 inch wide x 5.5 inch high blank space from the top right hand edge of the paper						
	Checklist Item							
<input type="checkbox"/>	Ref.# 3	Test Changemark/Markup	Demolition Plans Review	Nigel Lawrence	1/18/23 11:00 AM	Cycle 1	Type your response here.	
	Unresolved		A0.1 SITE PLAN.pdf			 		
	Markup	This is where the examiner changemark comment will be						
<input type="checkbox"/>	Ref.# 4	Demolition Plans Review		Nigel Lawrence	1/18/23 11:02 AM	Cycle 1	No response required.	
	Info Only	This is a test examiner comment.						
	Comment							

- Once you have uploaded all files and responded to all unresolved Markup (Changemark) and Checklist items, complete your task to submit to Markham (Refer to our *Quick Reference: Uploading Files* guide).

SHARING COMMENTS

The permit applicant is the only individual with access to the permit application in ePLAN. Some applicants may want to share City comments with their designers.

EXPORTING THE COMMENTS

1. Access the ePLAN Digital Review environment for the permit application (see Items 1 – 5 of *Viewing Comments*).
2. Click on the blue task name (hyperlink) under the Task Column of the ProjectFlow Task List to open the task eForm and select **Ok** when you are asked if you would like to accept this task.

ACTION	TASK	PROJECT	GROUP	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
Accept	Applicant Resubmit Task	22.106403.000.00.DP	Applicant	Pending

3. Once the task has opened Select the **Export to Excel** button in *Step 1* of the eForm.

STEP 1 of 4: Respond to all comments, as requested.

Resolve Review Comments ?

Unresolved Comments: 1

Info Only Comments: 1

Files with Markups: 1

Plan Review:

Review Comments

Review and respond online.

Export to Excel

Review and respond in Excel, then upload your responses.

Import Excel Responses

4. Make sure Single XLSX file is selected and click the **Download** button. This will download an excel spreadsheet will all City comments.

Export to Excel

Export review comments to Excel ?

Single XLSX file

Multiple XLSX files by department/trade (as ZIP)

USING THE SHARED EXCEL COMMENT SPREADSHEET

1. Once the file has been downloaded it can be shared with the design team.
2. Each team member can open the comments in Excel to view and respond to City comments.
 - a. Select the blue **open** text (hyperlink) under the view column to open a pdf and view the comment directly on the drawing file.
 - b. Type responses to Comments in the column under the red text. When finished save the file on your PC where it can be easily found later on

REF #	REVIEWED BY	TYPE	VIEW	ENTER YOUR COMMENT RESPONSE HERE
3	Demolition Plans Review Nigel Lawrence 1/18/23 11:00 AM	Markup A0.1 SITE PLAN.pdf Test Changelmark/Markup This is where the examiner changemark comment will be	open	
4	Demolition Plans Review Nigel Lawrence 1/18/23 11:02 AM	Comment This is a test examiner comment.		

SUBMITTING EXCEL RESPONSES

- Once all comments are responded to and saved in the excel spreadsheet, it must be uploaded to ePLAN.
- The permit applicant will login to ePLAN, access the application and re-open their task.
- Select the **Import Excel Responses** button in *Step 1* of the eForm

STEP 1 of 4: Respond to all comments, as requested.

Resolve Review Comments ?

Unresolved Comments: 1

Info Only Comments: 1

Files with Markups: 1

Plan Review:

Review Comments

Review and respond online.

Export to Excel

Import Excel Responses

Review and respond in Excel, then upload your responses.

- Next select the **Browse for File** button to navigate to where you saved the excel spreadsheet(s) on your computer.
- Select the saved spreadsheet and select the **Open** button.
- You will be presented with the Import Results of the imported review comment responses. Select close if you are done or select import multiple and if you have more then one spreadsheet with responses.

Import Results
✕

1 file(s) imported into Review Comments.

- 1 response(s) inserted.
- 0 response(s) replaced.
- 0 response(s) ignored (completed status).
- 1 response(s) ignored (info only status).
- 0 review comments(s) are missing responses.
- 0 response(s) with invalid Ref #'s.

Import Multiple
Close

- Once all files are uploaded, make sure to complete your task in order to circulate and new files / responses back to City staff for review.