

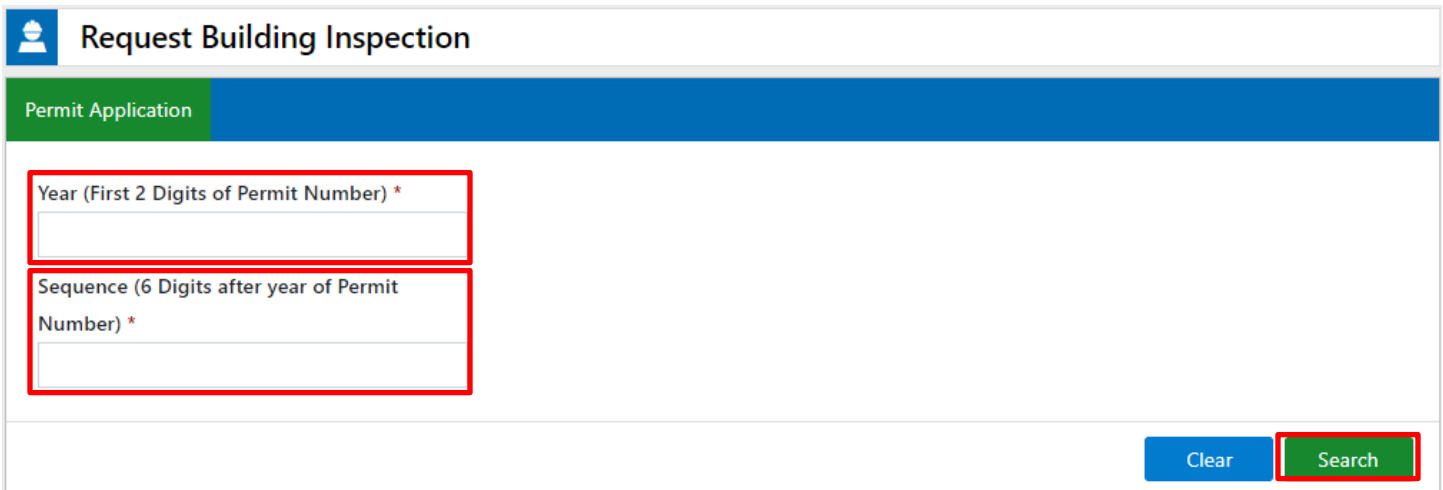
This is a high level guide on how to request an inspection using the ePLAN Portal.

REQUESTING AN INSPECTION

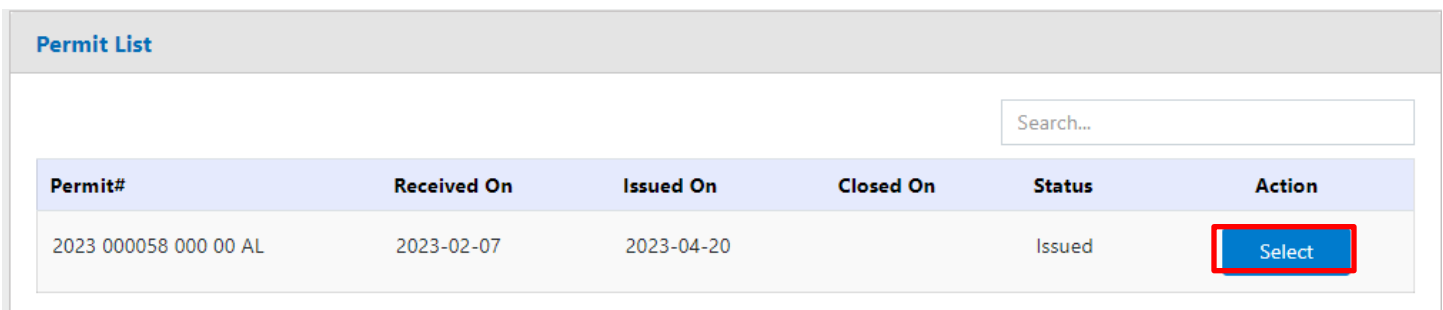
Inspections requests may be submitted by any individual through the ePLAN Inspection Portal (ePLAN Account is not required)

Note: Inspection requests can be made up to 7:30 am for the same day.

1. Go to www.markham.ca/eplanlogin and select the **Request a Building Inspection** button.
2. Under the *Permit Application* section are two fields that require you to enter the first 8-digits of your permit number. Enter the first 2-digits into the *Year* field, then enter the next 6-digits into the *Sequence* field then click the search button



3. Scroll down and click the **Select** button beside the project instance



Permit#	Received On	Issued On	Closed On	Status	Action
2023 000058 000 00 AL	2023-02-07	2023-04-20		Issued	Select

4. Locate the Type of Inspection you would like to request under *Process Name* and check the box next to the inspection.

<input type="checkbox"/>	Process Name	Process Status
<input type="checkbox"/>	Fire Separations/Resistance Ratings	Open
<input type="checkbox"/>	Footing - House	Open
<input type="checkbox"/>	Framing & HVAC Rough-in	Open
<input checked="" type="checkbox"/>	General Site Inspection	Open
<input type="checkbox"/>	Insulation, Vapour & Air Barrier - House	Open

5. Scroll to the bottom of the page fill out the inspection Site Contact Information including the Inspection Time and Date then select “Submit Request” when complete.

Inspection Site Contact

Inspection Date * <input style="width: 90%;" type="text"/>	Inspection Time * <input style="width: 90%;" type="text"/>
Contact Name * <input style="width: 90%;" type="text"/>	Contact Phone * <input style="width: 90%;" type="text"/>
Email * <input style="width: 90%;" type="text"/>	
Comments * <input style="width: 90%; height: 40px;" type="text"/>	

Back
Submit Request

CANCELLING AN INSPECTION

Note: Inspections cannot be cancelled after 7:30 am on the day they are scheduled or a fee may be applied should the construction not be ready for inspection.

1. Follow Steps 1-10 of the Requesting an Inspection process

2. Click the **Cancel Inspection** button.
3. A Cancel Inspection message appears at the top of the web page. Click the **Yes** button to cancel the inspection.
4. Once the cancellation is processed, a message will appear at the top of the page that says *Inspection Cancelled Successfully*. The Inspection date will also no longer appear under *Scheduled for*.