

Version date: April 16, 2020

Applicable Payments

Due to Covid-19, payment methods have changed for Planning and Building Department fees.

- The following payments are only being accepted by electronic payment at this time:
 - building permit related fees that cannot be paid through the City's ePlans portal
 - development charges and/or cash-in-lieu of parkland dedication
- Planning application related fees that cannot be paid through the City's ePlans portal are able to be paid electronically.

Electronic payments include: electronic funds transfer (EFT) or wire transfer (\$15 bank surcharge fee applicable).

Process Steps

1. Complete the [Electronic Payment Information Form](#) by entering the following information into the fillable form:

Payment Information Section	Payer Information Section
<ul style="list-style-type: none">• Application file number• Application address• What the payment is for	If payment is being transferred from an individual, provide the individual name, full address, phone number and email address
<ul style="list-style-type: none">• Total amount (\$) to be transferred• Expected date of transfer• Indicate the method of payment	If payment is being transferred from a company, provide the legal business name and GST/HST registration number, company address and a phone number and email address for the company representative

2. Email this completed form **to** the City staff member requesting the payment and **cc** pb.eftpayment@mississauga.ca using **subject line: Electronic Payment**. The staff member will email you the City's banking information.

In order to prevent any delays in verifying and processing the payment, please ensure that the information provided in the Payment Information Form matches the information accompanying the funds transfer.
3. The staff member will email you the City's banking information to electronically transfer the required payment.
4. Send the required payment to the City of Mississauga and email the receipt **to** the staff member requesting payment and **cc** pb.eftpayment@mississauga.ca
5. Once payment has been received, the staff member will clear the payment condition. Please allow two business days for transaction information to be received by Planning and Building staff and for the payment condition to be cleared.

Thank you for your cooperation,

City of Mississauga – Planning and Building Department