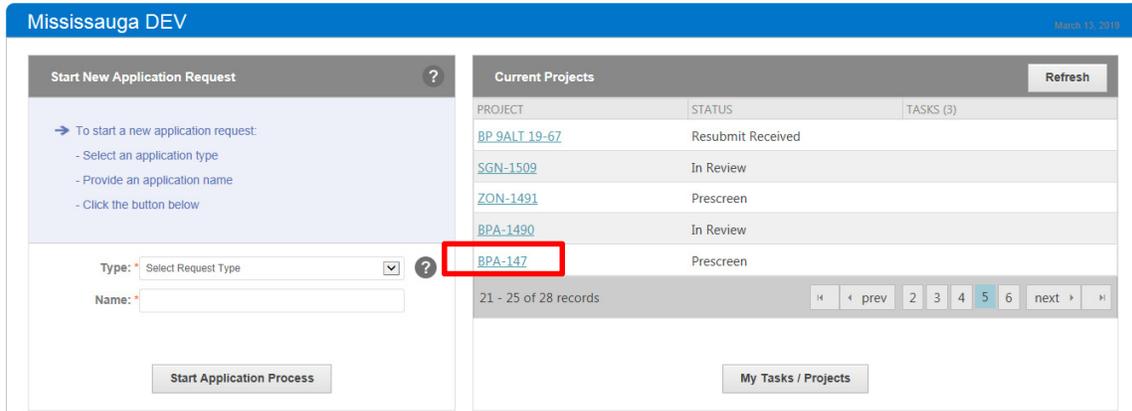


HOW TO: APPLICANT UPLOAD (Projects created before April 19, 2019 – Tasks PD)

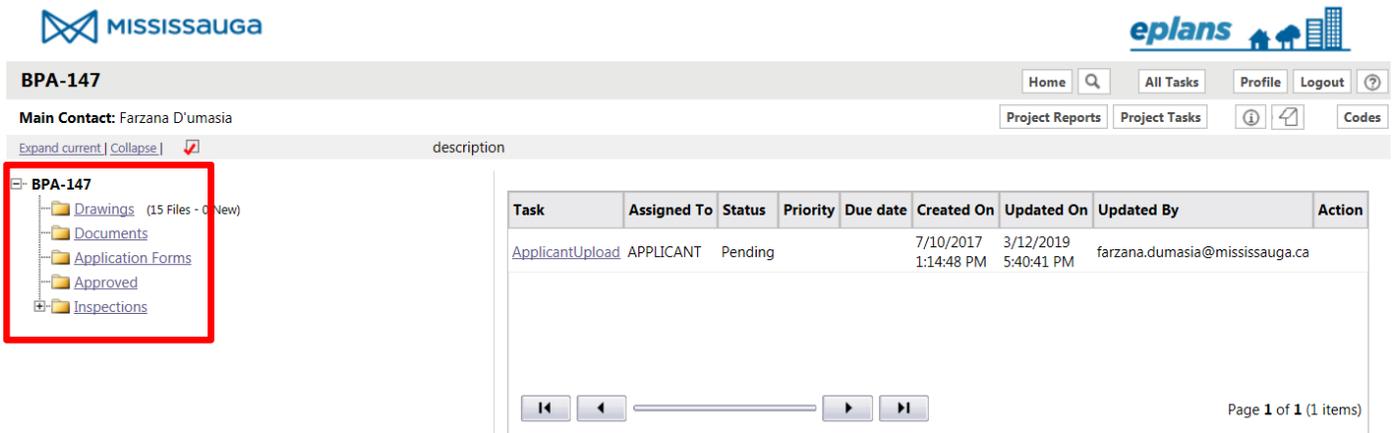
After submitting an application request, you will receive the APPLICANT UPLOAD task which requires you to upload drawings and documents into ePlans. Read our [building permit application requirements](#) to find out which drawings and documents need to be uploaded.

Step 1: Open your project:

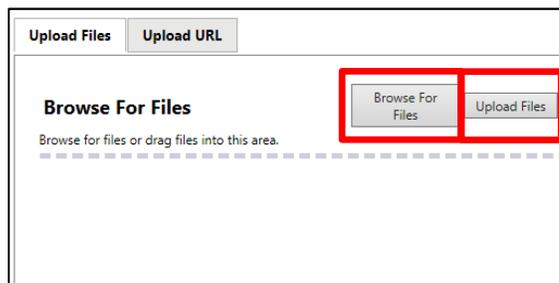
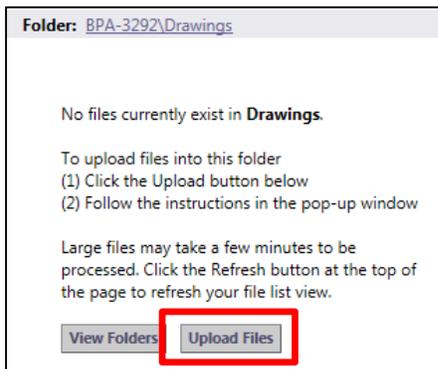
- Click on your project number from your “Current Projects” list. If your project is not listed, click on the “my tasks/projects” button and find your project number in the projects tab.



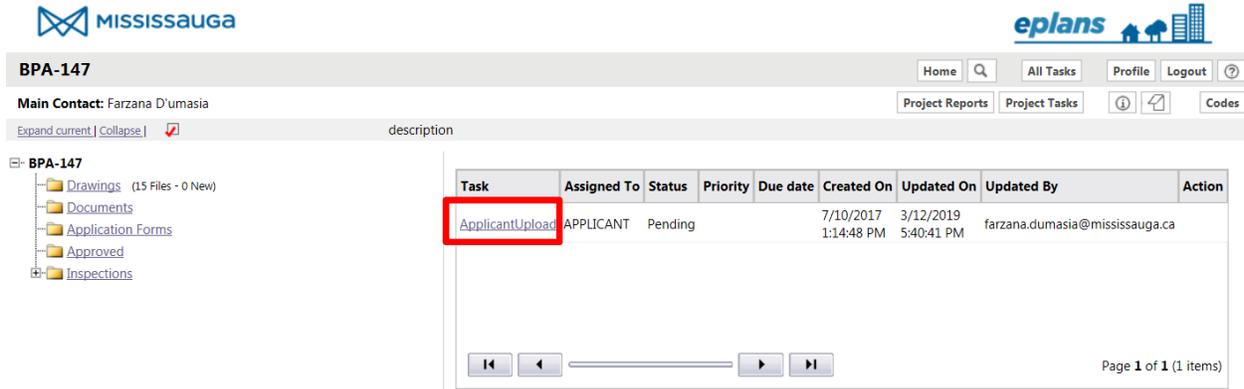
Step 2: Upload the [required drawings & documents](#) into the folders by clicking on the folder name **All drawings and documents must comply with the [ePlans Submission standards](#).**



Click “upload files” and then “browse for files” on your device. Once your files are selected, click “upload files”



Step 3: Click on the task name and click “OK” to accept. This will open your task in a new window



BPA-147 Home All Tasks Profile Logout

Main Contact: Farzana D'umasia Project Reports Project Tasks Codes

Expand current | Collapse | description

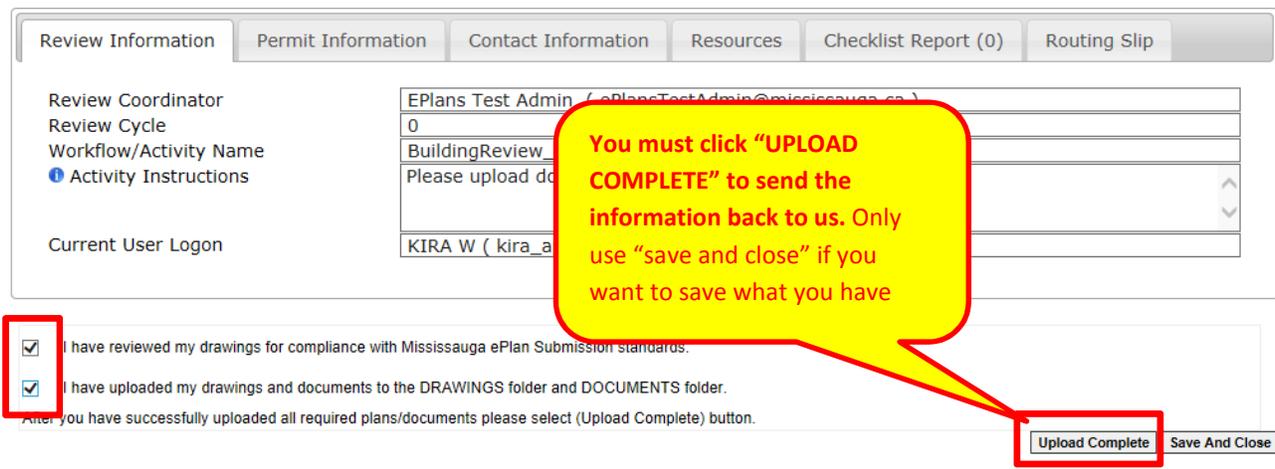
BPA-147

- Drawings (15 Files - 0 New)
- Documents
- Application Forms
- Approved
- Inspections

Task	Assigned To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
Applicant Upload	APPLICANT	Pending			7/10/2017 1:14:48 PM	3/12/2019 5:40:41 PM	farzana.dumasia@mississauga.ca	

Page 1 of 1 (1 items)

Step 4: Complete the task. Check the boxes and click “Upload Complete”



Review Information Permit Information Contact Information Resources Checklist Report (0) Routing Slip

Review Coordinator: EPlans Test Admin (ePlansTestAdmin@mississauga.ca)

Review Cycle: 0

Workflow/Activity Name: BuildingReview

Activity Instructions: Please upload drawings and documents to the DRAWINGS folder and DOCUMENTS folder.

Current User Logon: KIRA W (kira_a)

I have reviewed my drawings for compliance with Mississauga ePlan Submission standards.

I have uploaded my drawings and documents to the DRAWINGS folder and DOCUMENTS folder.

After you have successfully uploaded all required plans/documents please select (Upload Complete) button.

Upload Complete Save And Close

You have successfully completed your applicant upload task.

Your request will now enter the pre-screening stage (3-5* business days). *Pre-screen time subject to change. Staff will pre-screen your request to determine if it meets the minimum application requirements and eplans submission standards.

If your submission meets our submission standards and application requirements, you will receive a [FEE PAYMENT](#) email notification.

If your submission does **not** meet our submission standards and application requirements, you will receive a [PRESCREEN CORRECTIONS](#) email notification.