

HOW TO: APPLICATION STATUS (Projects created before April 19, 2019 – Tasks PD)

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.

Mississauga DEV March 13, 2019

Start New Application Request ?

→ To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * ?

Name: *

Start Application Process

Current Projects **Refresh**

PROJECT	STATUS	TASKS (3)
BP 9ALT 19-67	Resubmit Received	
SGN-1509	In Review	
ZON-1491	Prescreen	
BPA-1490	In Review	
BPA-147	Prescreen	

21 - 25 of 28 records

My Tasks / Projects

Step 2: Click on the “information” button to view the review status and application status.

BP 3ALT 19-92 Home | All Tasks | Profile | Logout

Main Contact: Farzana D'umasia Project Reports | Project Tasks | **Information** | Codes

Expand current | Collapse | description

BP 3ALT 19-92

- Drawings (18 Files - 0 New)
- Documents
- Application Forms
- Approved
- Inspections

Project:	BP 3ALT 19-92
Description:	description
Project Image:	No image exists
Map Config Name:	
Site Address:	701 WINSTON CHURCHILL BLVD
Applicant Name:	Farzana D'umasia
Applicant Email:	farzana_app@mississauga.ca
Applicant Phone:	9056153200 x4223
MAX Approval Date:	
List of Pending Reviews	FIRE PREV PLAN EXAMINATION
Project Owner:	EPlans Test Admin
Owner's Email:	eplansstestadmin@mississauga.ca
Project Manager:	admin,Farzana - Project Administrator Dumasia,Jolanta - Project Administrator Wasilonek,Kira - PA Wilkonson
Review Status:	In Review
Application Status:	APPLICATION IN PROCESS

Review Status	
PREScreen	Your <i>request</i> has been created. See corresponding application status.
IN REVIEW	Your <i>application</i> is currently with plan examiners. See routing slip for more details.
RESUBMIT REQUEST	We are waiting for you to resubmit information OR Your resubmission is pending circulation to examiners. Continue to step 3
APPROVED	Plan examiners have completed the review and have provided clearance

Application Status	
APPLICANT UPLOAD PENDING	We are waiting for you to upload the required drawings and documents. See “how to – applicant upload”
REQUEST SUBMITTED WITH PLANS	We have received your <i>request</i> and we are pre-screening it to ensure it meets the <i>minimum</i> application requirements (approximately 3-5 business days)
PRE-SCREEN CORRECTION WITH APP	We have completed a pre-screen review of your <i>request</i> and additional information and/or corrections are required. See “how to – pre-screen corrections”
CORRECTIONS RE-SUBMITTED	We have received your pre-screen corrections and will be pre-screening them again.
PENDING FEE PAYMENT	We are waiting on you to pay the application fee and complete task. See “how to – fee payment”
FEE PAYMENT RECEIVED	We have received your payment and are in the process of creating your application
APPLICATION IN PROCESS	Your application is currently being reviewed by examiners
WITHHELD	Your application has been reviewed and is being withheld until more information is provided. Follow these instructions on how to “view outstanding comments”
ISSUED PERMIT	After receiving email notification, drawings and permit are available for download in the “approved” folder See “how to – download approved drawings”

Step 3: Click on “Project Reports”

Step 4: Click on the view icon next to “Workflow – Applicant Routing Slip”

View	Report Name	Report Type	Report Description
	Workflow - Applicant Routing Slip	Workflow	Workflow Routing Slip
	Current Project - ProjectFlow Discussion Board Report	Project	ProjectFlow Discussion Board Report
	Current Project - Discussion Board Report	Project	Discussion Board Report
	Current Project - Discussion Board Report Expanded	Project	Discussion Board Report
	Workflow - Project Status Report	Workflow	All unresolved checklist items and changemarks

Step 5: Your file is located with those whose task is listed as “pending” or “accepted”. **Accepted means the user has started the task but not yet completed it.**

Current Project - Workflow Routing Slip

BP 3ALT 19-92

Task Name	Task Status	Group (Review Activity)	User	Cycle
ApplicantUpload	Complete	APPLICANT	Kira Applicant	0
PreScreenReview	Complete	PERMIT TECHNICIAN	Kira Review Coordinator	0
PreScreenCorrections	Complete	APPLICANT	Kira Applicant	0
PreScreenReview	Complete	PERMIT TECHNICIAN	Kira Review Coordinator	0
FeePayment	Complete	APPLICANT	Kira Applicant	0
CreateApplication	Complete	PERMIT TECHNICIAN	Kira Review Coordinator	0
BeginReview	Complete	PERMIT TECHNICIAN	Kira Review Coordinator	0
DepartmentReview	Complete	ZONING PLAN EXAMINER	Kira - Review Wilkonson	1
DepartmentReview	Complete	BLDG ENG PLAN EXAMINER	Kira - Review Wilkonson	1
DepartmentReview	Pending	FIRE PREV PLAN EXAMINATION		1
DepartmentReview	Complete	HVAC PLAN EXAMINER	Kira - Review Wilkonson	1
DepartmentReview	Complete	PLUMBING PLAN EXAMINER	Kira - Review Wilkonson	1

Step 6: If the file indicates that the file is with you (the applicant) click on the “project tasks” button to accept and complete the pending task.