

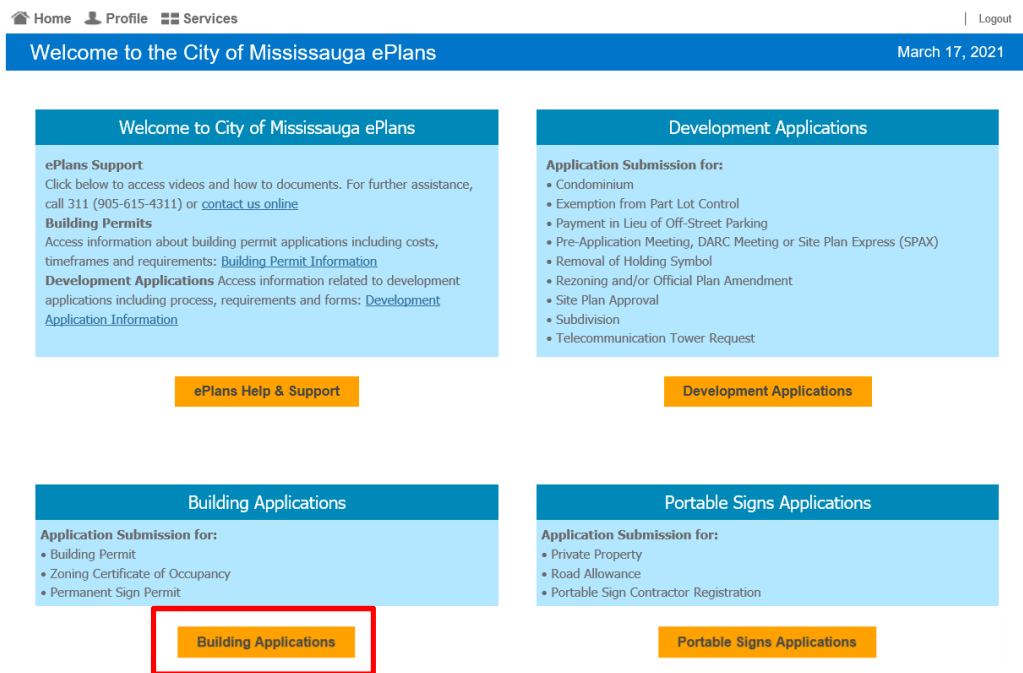
HOW TO: APPLICANT RESUBMIT

You cannot resubmit any information or respond to examiner's comments until ALL examiners have completed their review

If your resubmission does not comply with the following ePlans resubmission requirements, it will be rejected:

- Revised drawings must retain the *exact same* PDF file name as the original(s)
- You must provide an applicant response for each comment. This should be a short statement that indicates how you have addressed the comment.

1. Log into ePlans
2. Select “Building Applications”



Home Profile Services | Logout

Welcome to the City of Mississauga ePlans March 17, 2021

Welcome to City of Mississauga ePlans

ePlans Support
Click below to access videos and how to documents. For further assistance, call 311 (905-615-4311) or [contact us online](#)

Building Permits
Access information about building permit applications including costs, timeframes and requirements: [Building Permit Information](#)

Development Applications Access information related to development applications including process, requirements and forms: [Development Application Information](#)

ePlans Help & Support

Development Applications

Application Submission for:

- Condominium
- Exemption from Part Lot Control
- Payment in Lieu of Off-Street Parking
- Pre-Application Meeting, DARC Meeting or Site Plan Express (SPAX)
- Removal of Holding Symbol
- Rezoning and/or Official Plan Amendment
- Site Plan Approval
- Subdivision
- Telecommunication Tower Request

Development Applications

Building Applications

Application Submission for:

- Building Permit
- Zoning Certificate of Occupancy
- Permanent Sign Permit

Building Applications

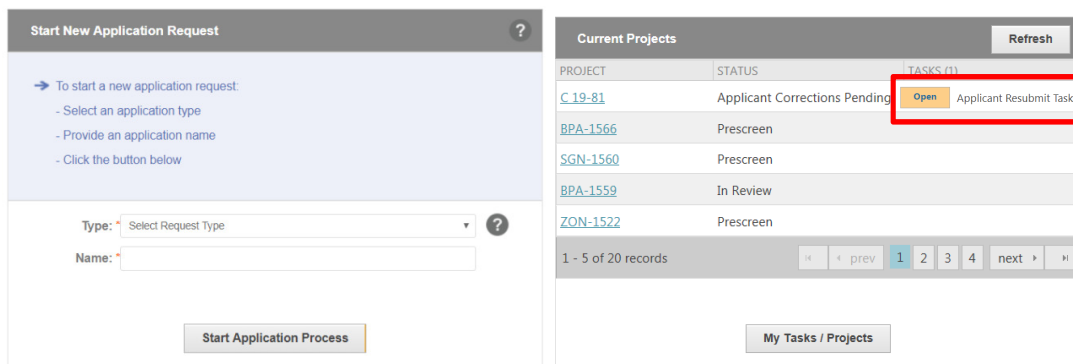
Portable Signs Applications

Application Submission for:

- Private Property
- Road Allowance
- Portable Sign Contractor Registration

Portable Signs Applications

3. Click on the “open” button next to Applicant Resubmit Task. **This will open your task in a new window.**



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

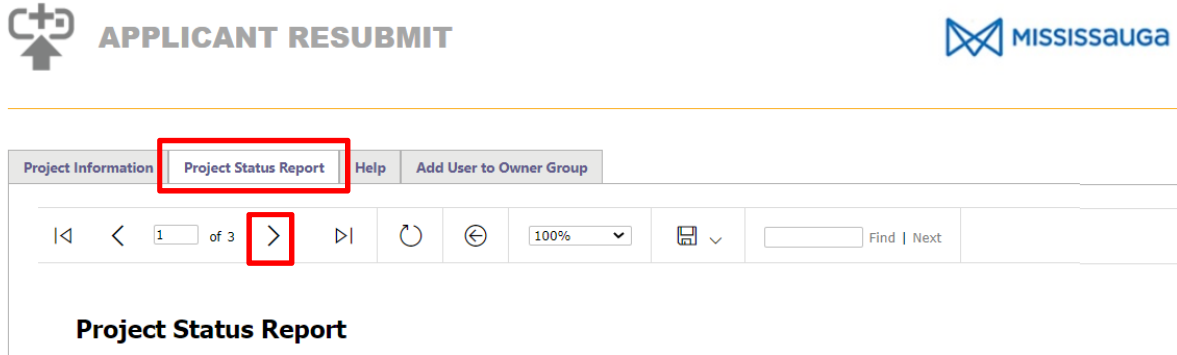
Current Projects Refresh

PROJECT	STATUS	TASKS (1)
C-19-81	Applicant Corrections Pending	Open Applicant Resubmit Task
BPA-1566	Prescreen	
SGN-1560	Prescreen	
BPA-1559	In Review	
ZON-1522	Prescreen	

1 - 5 of 20 records | < prev 1 2 3 4 next >

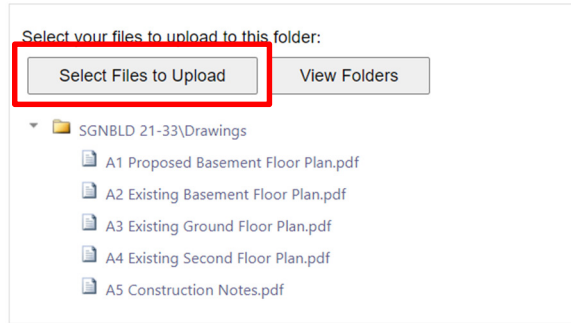
My Tasks / Projects

4. Click on the “Project Status Report” tab to **view** the outstanding comments starting on page 2



5. Upload your revised drawings and/or documents into the corresponding folder(s)

Project: SGNBLD 21-33



- Ensure your revised files retain the exact same file name as the original.
- **Do not add “REVISED”, “V2”, the date or any other variation to the file names.**
- Copy and paste the original files name to avoid any discrepancies.
- [Click here](#) to learn more about versioning drawings

6. Click on “View/Edit Changemark Items” and/or “View/Edit Checklist Items” to enter your applicant responses. **This will open the viewer in a new window.**

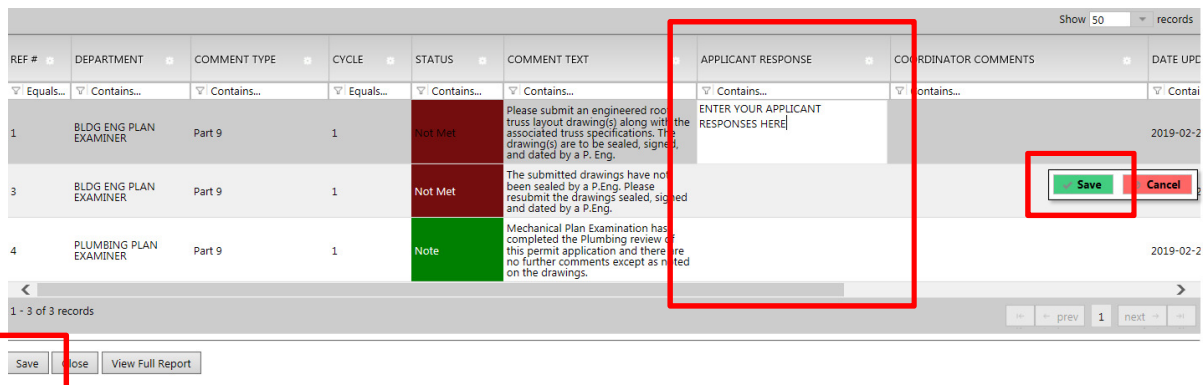
Task Instructions

After you have successfully uploaded all required plans and documents, please click the 'Return to Mississauga' button.



7. Type your responses to each comment in the **applicant response column** (scroll to the right)

- Click the green “save” button when you are done editing responses
- Click the “save” button at the bottom when complete



8. Complete the task
 - a) Select the check box at the bottom of the window
 - b) Click “Complete - Return to the City of Mississauga”

Task Instructions

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

After completing all of the steps outlined above, you will receive a confirmation email titled
“APPLICANT RESUBMIT RECEIVED”

Your resubmission will be circulated to plan examiners for another plan review **provided it meets the ePlans resubmission requirements.**

4

Project Information	Project Status Report	Help	Add User to Owner Group
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APPLICATION NO BP 9ALT 21-74
APPLICATION TYPE COMMERCIAL RETAIL - MULTI-USER / ALTERATION TO EXISTING BLDG
ADDRESS 100 CITY CENTRE DR
UNIT NO
COMPLETE SUBMISSION Yes
DESCRIPTION KIRA TEST TASK INSTRUCTIONS
FEE (\$) \$20.00
FEE RECEIVED (\$) \$20.00
OUTSTANDING FEE (\$) \$0.00

Task Instructions

1. Review the comments in the Project Status Report tab above
2. Upload the requested information into the appropriate folder below
NOTE: Revised drawings must be uploaded with the exact same PDF file name as the original.
3. Enter your applicant responses. Make sure you click both save buttons
 - a. Use the "view/edit changemark items" button below (if applicable)
 - b. Use the "view/edit checklist items" button below
4. Select all of the checkboxes at the bottom of this window
5. Click "Complete - Notify the City of Mississauga"

6

If you require assistance with this task, please call 905 615 4311

[View/Edit Changemark Items \(0\)](#) [View/Edit Checklist Items \(0\)](#)

Project: BP 9ALT 21-74

Select destination folder for files:

- BP 9ALT 21-74
 - Drawings
 - Documents
 - Application Forms
 - Approved

5

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
BLDG ENG PLAN EXAMINER	Kira - Reviewer Wilkinson kira_review@mississauga.ca	Approved	<input type="text"/>	<input type="text"/>
FIRE PREV PLAN EXAMINATION	Kira - Reviewer Wilkinson kira_review@mississauga.ca	No Review Required	<input type="text"/>	<input type="text"/>
HVAC PLAN EXAMINER	Kira - Reviewer Wilkinson kira_review@mississauga.ca	No Review Required	<input type="text"/>	<input type="text"/>
PLUMBING PLAN EXAMINER	Kira - Reviewer Wilkinson kira_review@mississauga.ca	No Review Required	<input type="text"/>	<input type="text"/>
ZONING PLAN EXAMINER	Kira - Reviewer Wilkinson kira_review@mississauga.ca	Withheld	<input type="text"/>	<input type="text"/>

Coordinator Comments:

Applicant Comments:

Task Instructions

8a

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

8b

[Complete - Notify the City of Mississauga](#) [Close](#)