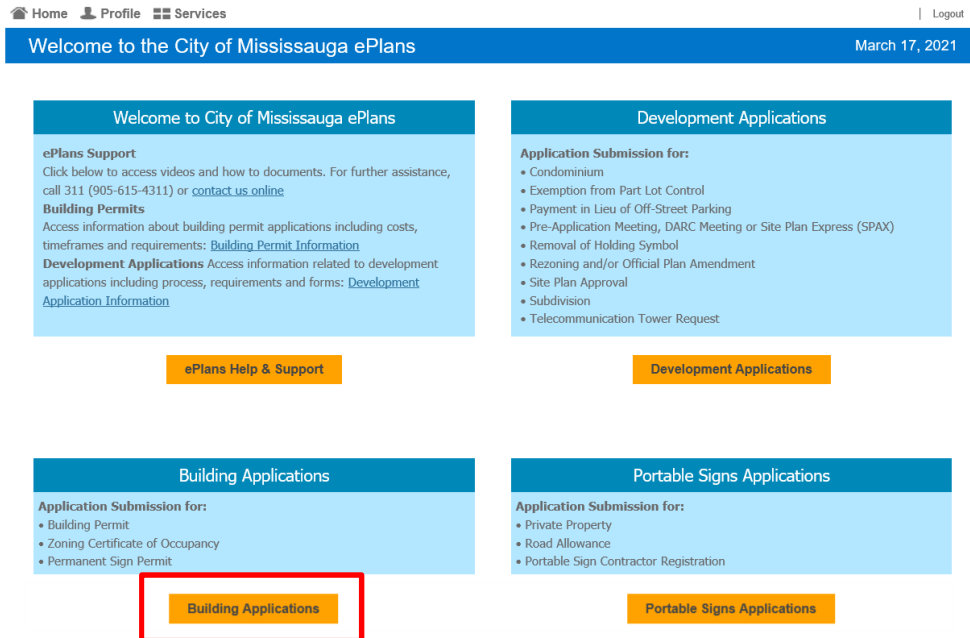


# HOW TO: APPLICANT UPLOAD

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**

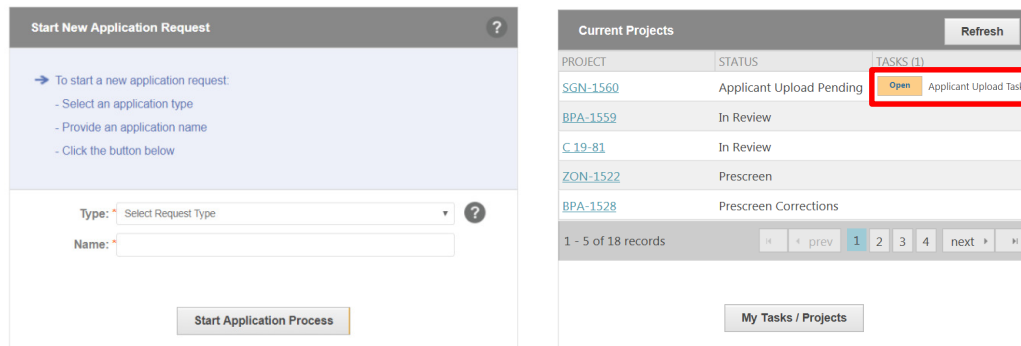
**Portable Signs Applications**

**Application Submission for:**

- Private Property
- Road Allowance
- Portable Sign Contractor Registration

**Portable Signs Applications**

3. Click on the “open” button next to applicant upload 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**

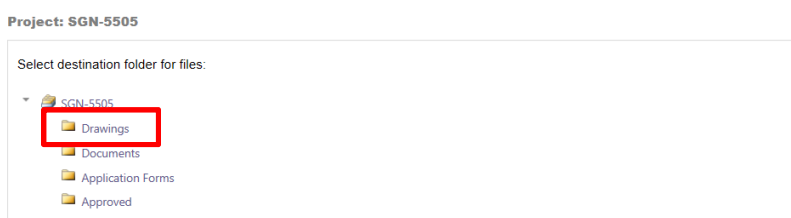
**Current Projects** Refresh

PROJECT	STATUS	TASKS (1)
SGN-1560	Applicant Upload Pending	<b>Open</b> Applicant Upload Task
BPA-1559	In Review	
C 19-81	In Review	
ZON-1522	Prescreen	
BPA-1528	Prescreen Corrections	

1 - 5 of 18 records | prev 1 2 3 4 next

**My Tasks / Projects**

4. Upload your drawings and documents:
  - a) Click on the folder you want to upload into

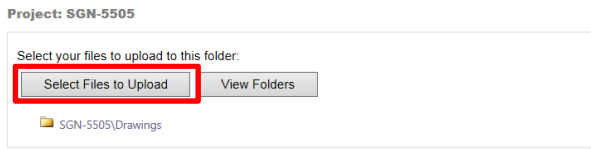


Project: SGN-5505

Select destination folder for files:

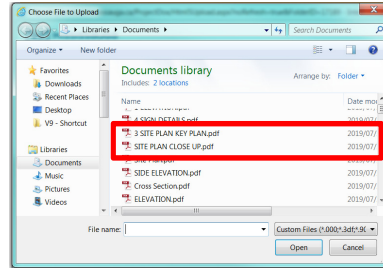
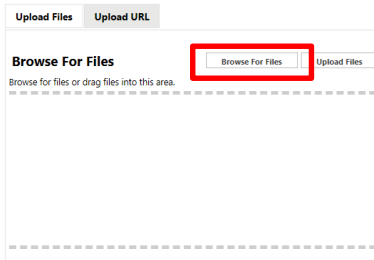
- SGN-5505
  - Drawings**
  - Documents
  - Application Forms
  - Approved

b) Click “Select files to upload”

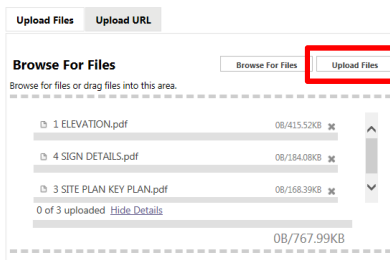


If you are not sure what drawings and documents need to be uploaded, visit the links in the Help

c) Click “browse for files” and select your files on your device



d) Click “upload files”

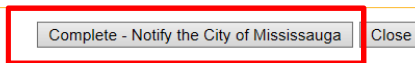


**5. Complete the task**

- a) Select the check boxes at the bottom of the window
- b) Click “Complete- Notify the City of Mississauga”

have reviewed my drawings for compliance with Mississauga ePlans Submission standards.

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



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

## APPLICANT UPLOAD



Project Information   Help   Add User to Owner Group

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**APPLICATION NO** BPA-16093\*  
**APPLICATION TYPE**  
**ADDRESS** 100 CITY CENTRE DR  
**UNIT NO**  
**COMPLETE SUBMISSION**  
**DESCRIPTION** KIRA TEST TASK INSTRUCTIONS  
**FEE (\$)** \$20.00  
**FEE RECEIVED (\$)** \$20.00  
**OUTSTANDING FEE (\$)** \$0.00

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### Task Instructions

1. Upload your drawings and documents into the folders below
2. Check the boxes at the bottom of this window
3. Click "Complete – Notify the City of Mississauga"

If you are not sure what to upload, please visit the link in the help tab above.

### Project: BPA-16093

Select destination folder for files:

- ▼ BPA-16093
  - Drawings **4**
  - Documents
  - Application Forms
  - Approved

- 5a**
- I have reviewed my drawings for compliance with Mississauga ePlans Submission standards.
  - I have uploaded my drawings and documents to the DRAWINGS and DOCUMENTS folder.

**5b**