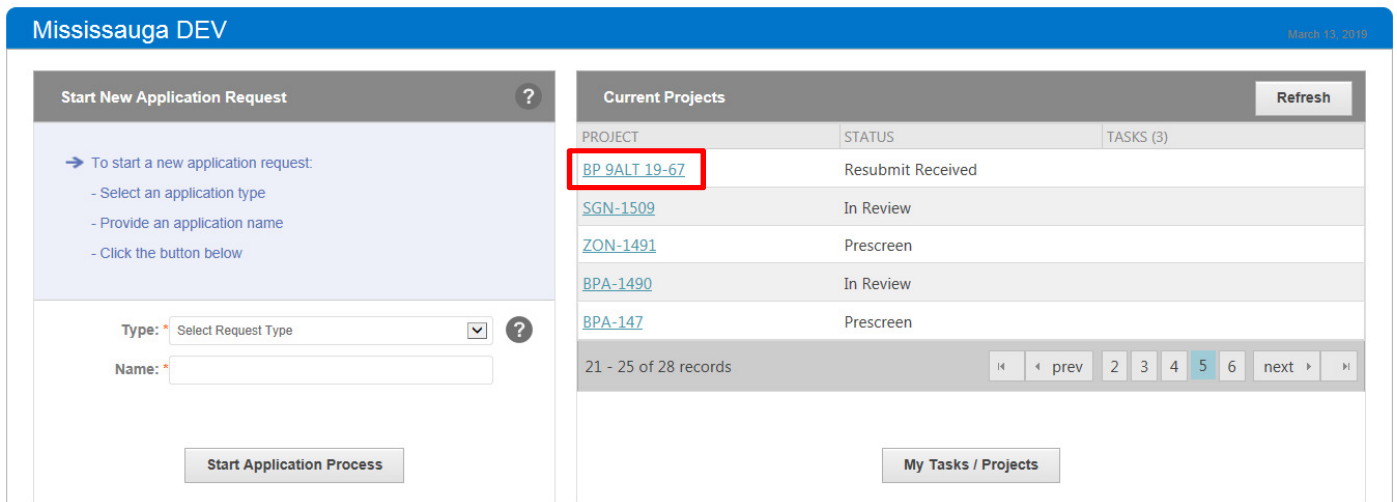


HOW TO: APPLICATION STATUS (Projects created after April 19, 2019 – Tasks PF)

You can check the status of your application at any time; however, you cannot respond to any comments or upload revised information until you have been assigned an Applicant Resubmit task.

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

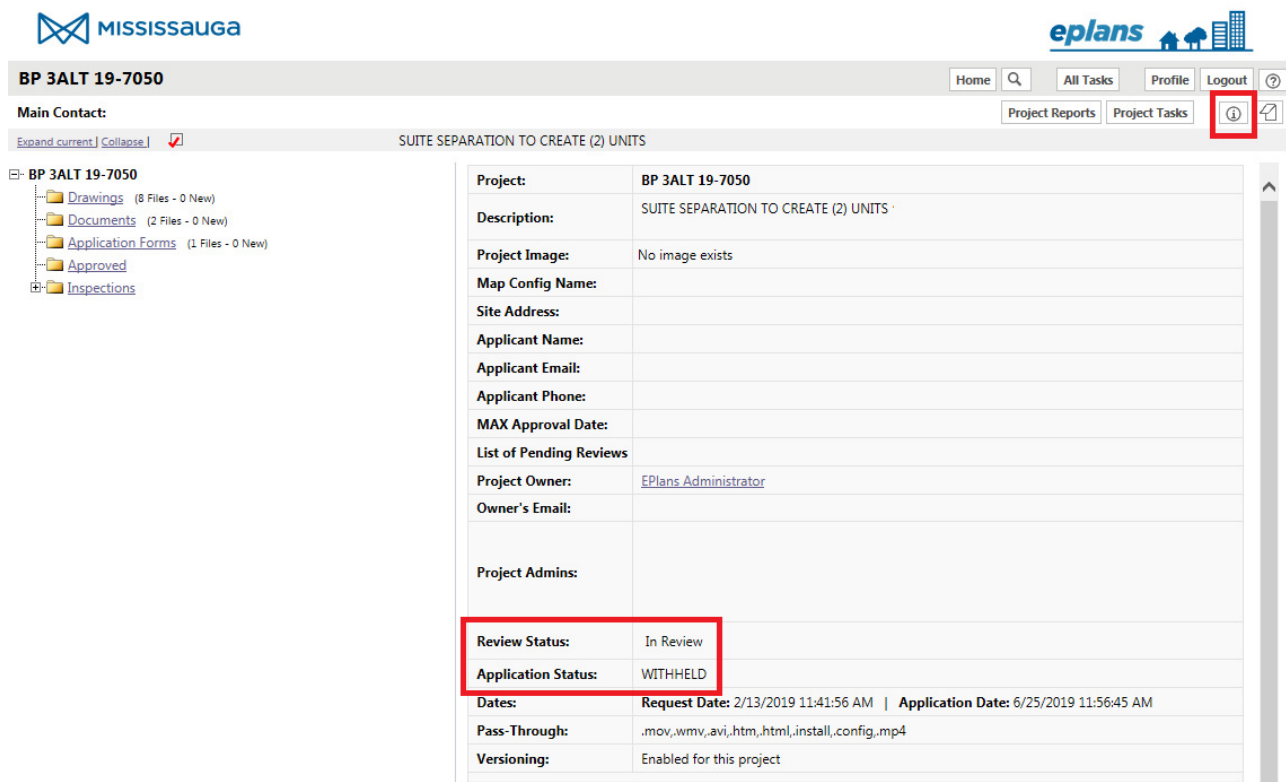
Current Projects Refresh

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.



MISSISSAUGA **eplans**

BP 3ALT 19-7050 Home | Search | All Tasks | Profile | Logout

Main Contact: Project Reports | Project Tasks | **Information** | Refresh

SUITE SEPARATION TO CREATE (2) UNITS

BP 3ALT 19-7050

- Drawings (8 Files - 0 New)
- Documents (2 Files - 0 New)
- Application Forms (1 Files - 0 New)
- Approved
- Inspections

Project:	BP 3ALT 19-7050
Description:	SUITE SEPARATION TO CREATE (2) UNITS
Project Image:	No image exists
Map Config Name:	
Site Address:	
Applicant Name:	
Applicant Email:	
Applicant Phone:	
MAX Approval Date:	
List of Pending Reviews	
Project Owner:	EPlans Administrator
Owner's Email:	
Project Admins:	
Review Status:	In Review
Application Status:	WITHHELD
Dates:	Request Date: 2/13/2019 11:41:56 AM Application Date: 6/25/2019 11:56:45 AM
Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install,.config,.mp4
Versioning:	Enabled for this project

Review Status Legend	
Applicant Upload Pending	We are waiting on the applicant to upload the required drawings and documents and complete the applicant upload task
Prescreen	We have received the upload and will be prescreening your request within 10 business days.
Prescreen Corrections	<p>We have prescreened the request and determined it does not meet the minimum standards for acceptance.</p> <p>We have sent the project back to the applicant to complete the prescreen corrections task.</p>
Fee Payment Pending	<p>We have prescreened the request and determined that it meets the minimum standards for acceptance.</p> <p>We are waiting on the applicant to complete the fee payment task so that the project can proceed to the next step</p>
In Review	<p>The application is in review with various plan examiners. The applicant will receive an email with further instruction after <i>all</i> examiners have completed their review.</p> <p>To find out who the file is with, click on “Project Reports” and view the “Routing Slip”</p>
Applicant Corrections Pending	<p>The application has been reviewed and is WITHELD by one or more examiner.</p> <p>To find out why the application is withheld, click on “Project Reports” and read the outstanding comments in the “Project Status report”.</p> <p>We have sent the applicant resubmit task to the applicant to address the comments and upload new and/or revised drawings/documents.</p>
Resubmit Received	We have received your resubmission and will be forwarding it to examiners shortly provided it meets the resubmission criteria.
Approved	Your application has been approved by all reviewers. Your permit and approved drawings are available for download in the “Approved” folder.

To find out where your file is located:

- Click on “Project Reports”

TASK	PROJECT	GROUP	STATUS	DUE DATE	CREATED	DESCRIPTI...
Applicant Resubmit Task	BP 9ALT 19-67	Applicant	Accepted	8/29/2019 5:37:47 PM	3/8/2019 5:37:47 PM	remove load bearing wall

- Click on the view icon next to “Project Flow - Workflow Routing Slip”

View	Report Name	Report Ty	Report Description
	Workflow - Project Status Report PFlow	Workflow	All File Markups Listing
	ProjectFlow - Workflow Routing Slip	Workflow	The Workflow Routing Slip Report displays the...

- The Workflow Routing Slip Report will show a chronological list of the files location. The file is located with those whose status is “pending” or “accepted”.

“Accepted” means the user has started the task but not yet completed it.

Workflow Routing Slip Report

Project Name:	BP 9NEW 19-7903
Workflow Started:	08/14/2019 12:21 PM
Report Generated:	08/22/2019 03:56 PM

Task Name	Status	Cycle	Date Assigned	Date Accepted	Date Completed	Group Name
Applicant Upload Task	Completed		08/14/2019 12:21 PM	08/14/2019 12:23 PM	08/15/2019 9:06 AM	Applicant
Prescreen Review Task	Completed		08/15/2019 9:06 AM	08/22/2019 11:00 AM	08/22/2019 11:36 AM	PERMIT TECHNICIAN
Prescreen Corrections Task	Completed		08/22/2019 11:36 AM	08/22/2019 11:40 AM	08/22/2019 11:48 AM	Applicant
Prescreen Review Task	Completed		08/22/2019 11:48 AM	08/22/2019 2:26 PM	08/22/2019 2:32 PM	PERMIT TECHNICIAN
Fee Payment	Completed		08/22/2019 2:32 PM	08/22/2019 2:59 PM	08/22/2019 3:01 PM	Applicant
Create Application	Completed		08/22/2019 3:01 PM	08/22/2019 3:47 PM	08/22/2019 3:47 PM	Permit Initiator
Begin Review Task	Pending		08/22/2019 3:47 PM			Review Initiator

You may also want to:

- [View outstanding comments](#)