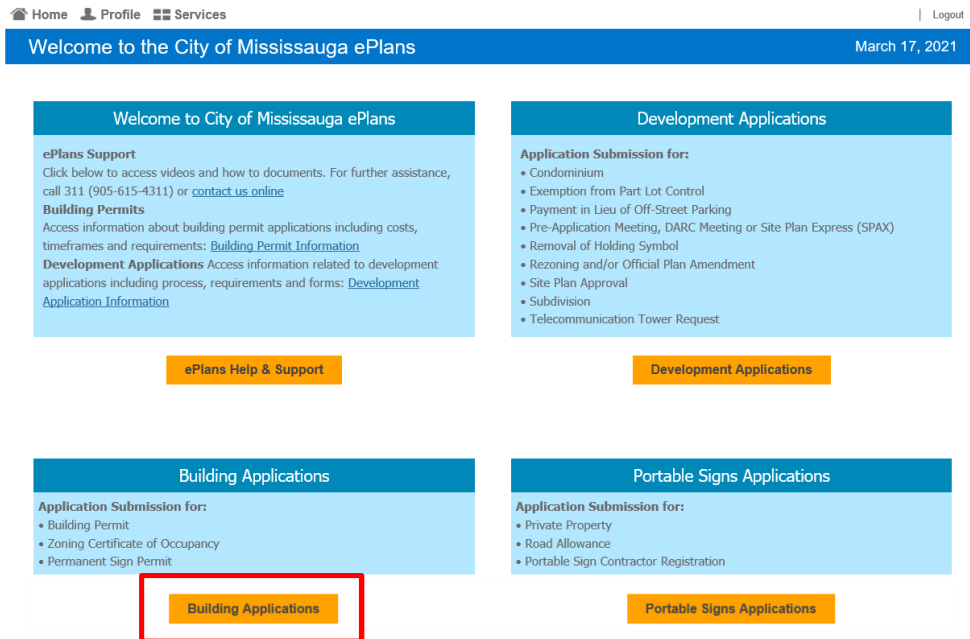


HOW TO: PRESCREEN CORRECTIONS

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](#)

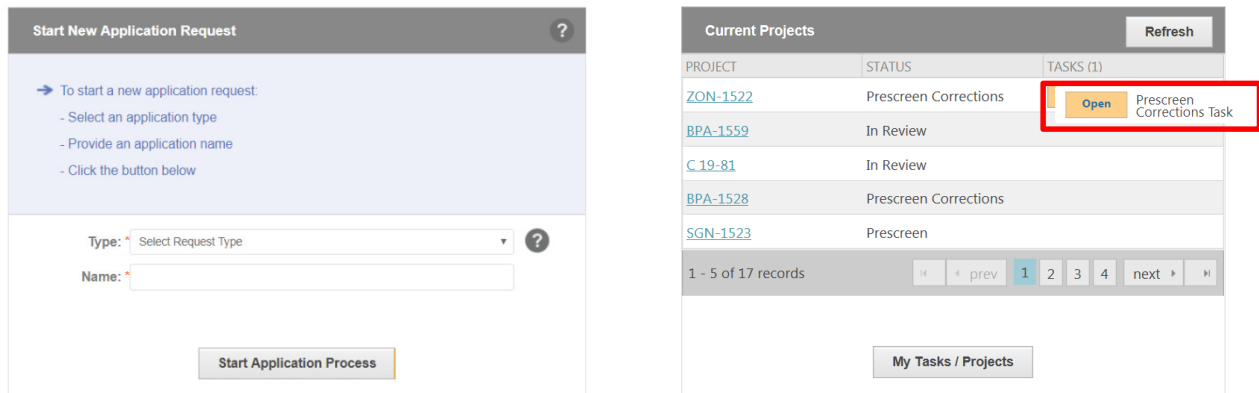
Portable Signs Applications

Application Submission for:

- Private Property
- Road Allowance
- Portable Sign Contractor Registration

[Portable Signs Applications](#)

3. Click on the “open” button next to prescreen corrections 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: * Select Request Type

Name: *

[Start Application Process](#)

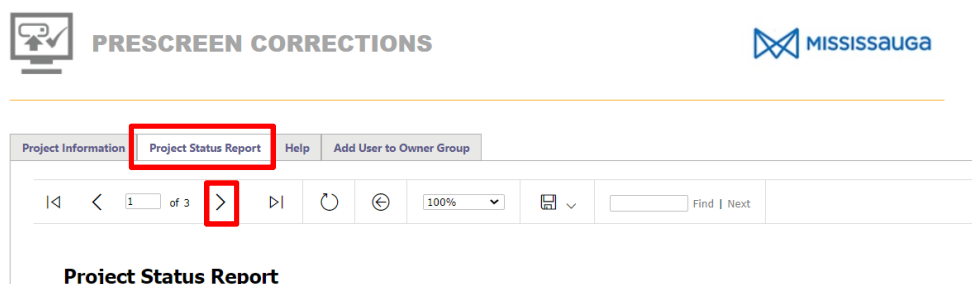
Current Projects Refresh

PROJECT	STATUS	TASKS (1)
ZON-1522	Prescreen Corrections	Open Prescreen Corrections Task
BPA-1559	In Review	
C-19-81	In Review	
BPA-1528	Prescreen Corrections	
SGN-1523	Prescreen	

1 - 5 of 17 records

[My Tasks / Projects](#)

4. Once the eForm opens, click on the “Project Status Report” tab to **view** the required corrections on page 2



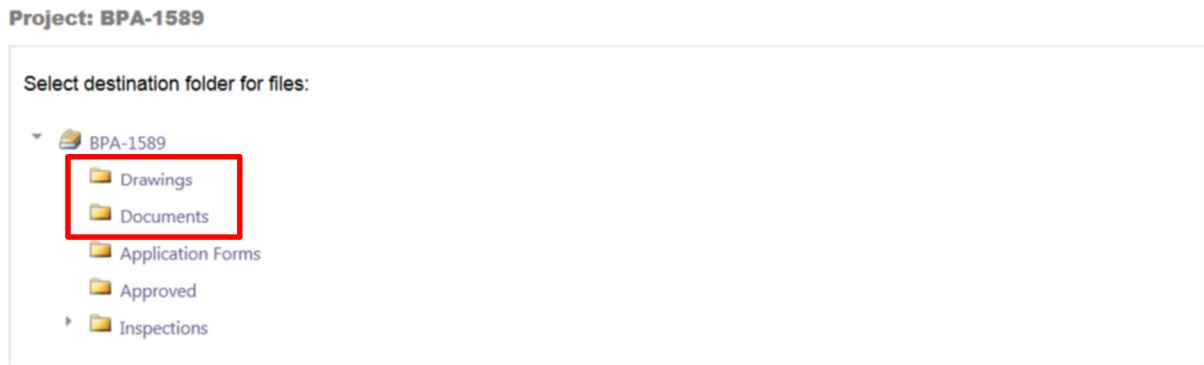
PRESCREEN CORRECTIONS MISSISSAUGA

Project Information **Project Status Report** Help Add User to Owner Group

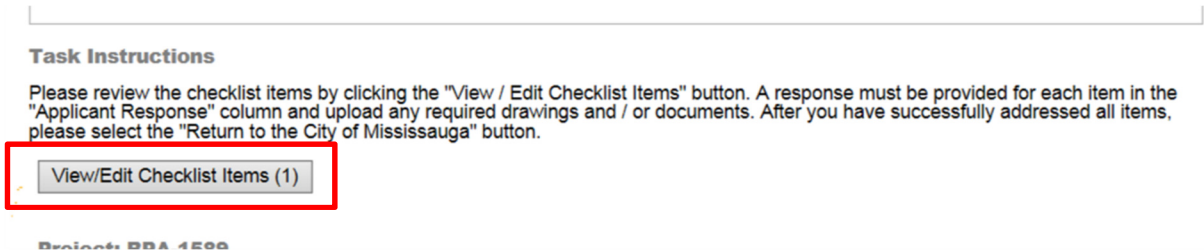
Navigation: < 1 of 3 >

Project Status Report

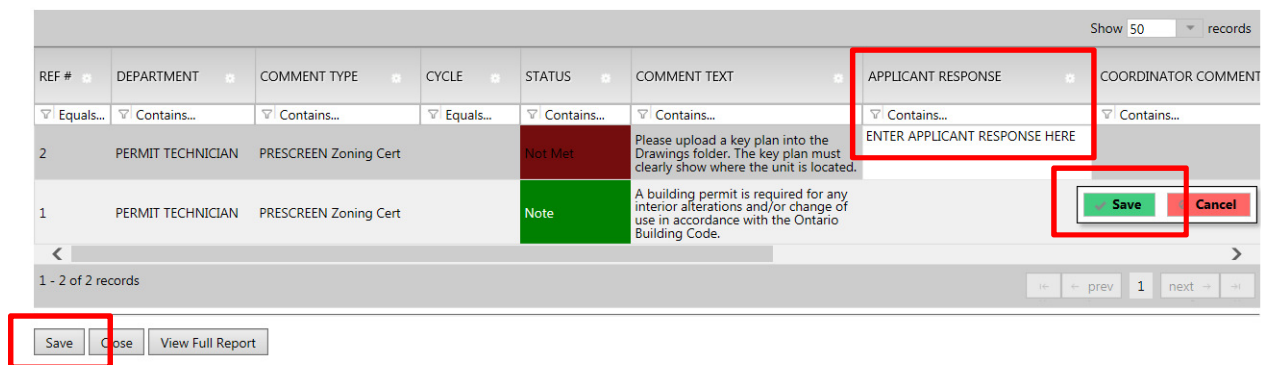
- Once you have collected or prepared your new/corrected information, upload them into the drawings or documents folder.



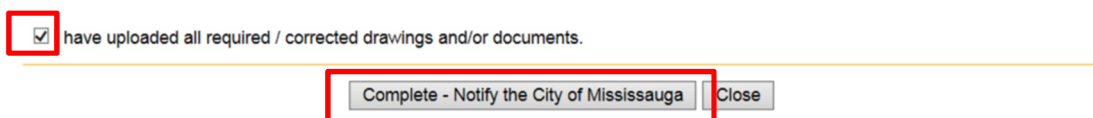
- Click on “View/Edit Changemark Items” and “View/Edit Checklist Items” to enter your applicant responses. **This will open the viewer in a new window.**



- 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



- Complete the task
 - Select the check box at the bottom of the window
 - Click “Complete - Return to the City of Mississauga”



After completing all of the steps outlined above, you will receive a confirmation email titled "PRESCREEN CORRECTIONS RECEIVED"



PRESCREEN CORRECTIONS



4

Project Information	Project Status Report	Help	Add User to Owner Group
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APPLICATION NO BPA-1589*
APPLICATION TYPE ALTERATION TO EXISTING BLDG
ADDRESS 300 CITY CENTRE DR
UNIT NO
COMPLETE SUBMISSION No
FEE (\$) \$268.00
FEE RECEIVED (\$) \$20.00
OUTSTANDING FEE (\$) \$248.00
DESCRIPTION Floor Renovation for OFC

Task Instructions

1. Review the comments in the Project Status Report tab above
2. Upload the requested information into the folders below
3. Enter your applicant responses using the "view/edit checklist items" button below
4. Check the boxes at the bottom of this window
5. Click "Complete – Notify the City of Mississauga"

View/Edit Checklist Items (0)

6

Project: ZON-3716

Select destination folder for files:

- ▼ ZON-3716
 - Drawings
 - Documents
 - Application Forms
 - Approved

5

Applicant Comments

Reviewer Comments

Reviewer Comments Last updated: 6/17/2021 12:36:17 PM

8a

I have uploaded all required / corrected drawings and/or documents.

Complete - Notify the City of Mississauga

8b