

If an application is withheld by any reviewer, the applicant will receive an applicant resubmit task. This task will be available **once ALL of the examiners** complete their review. Withheld reviewers will provide comments that outline what is required to obtain approval.

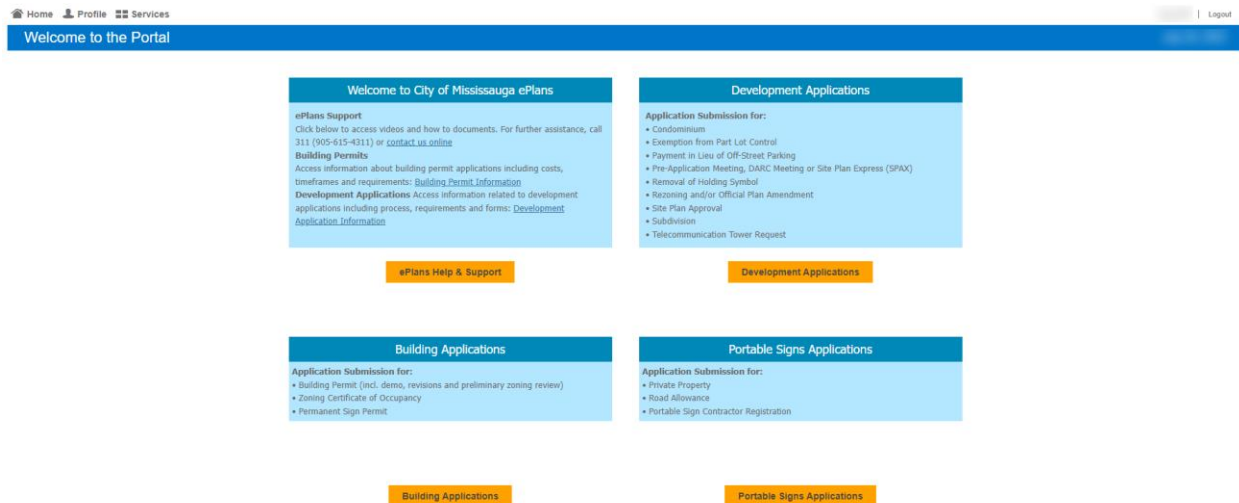
The applicant cannot resubmit any information or respond to comments until ALL examiners have completed their review of the cycle.

## Contents

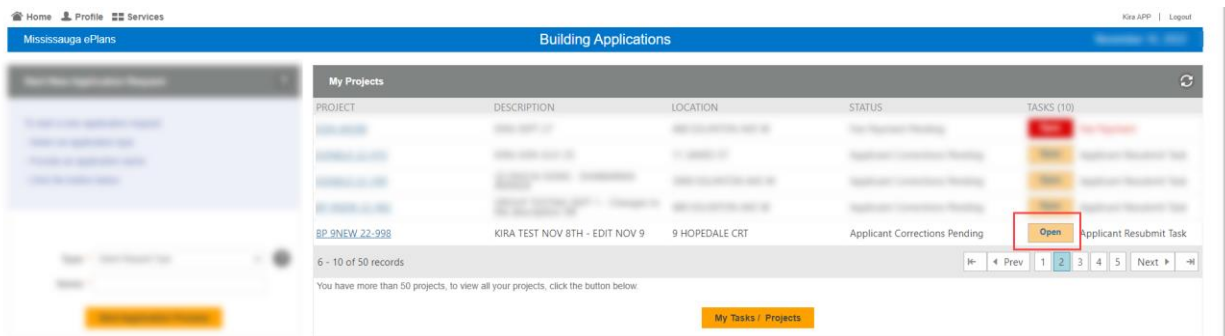
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## Projects created before February 26, 2023

- 1) Log into ePlans at [www.mississauga.ca/eplans](http://www.mississauga.ca/eplans)
- 2) Select the appropriate service



- 3) Click “Open” to accept the task. The task will open in a new window. If your project is not listed, click the “My Tasks/Projects” button.



- 4) Once the eForm opens, click on the “Review Comments” button. This will open the viewer in a new window.

Alternatively, the comments can be exported using the “Export to Excel” button.

## APPLICANT RESUBMIT

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

**APPLICATION NO** BP 3ALT 21-10072  
**APPLICATION TYPE** COMMERCIAL - OTHER / ALTERATION TO EXISTING BLDG  
**ADDRESS** 83 LAKESHORE RD E  
**UNIT NO**  
**COMPLETE SUBMISSION** Yes  
**DESCRIPTION** INTERIOR ALTERATIONS - GONG CHA-BUBBLE TEA  
**FEE (\$)** \$561.00  
**FEE RECEIVED (\$)** \$561.00  
**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”

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

### Resolve Review Comments

**Unresolved Comments:** 2  
**Info Only Comments:** 0  
**Files with Markups:** 0

Plan Review **Review Comments**

*Review and respond online.*

Export to Excel

*Review and respond in Excel, then upload your responses.*

Import Excel Responses

Watch video

- a. Type a written responses to each UNRESOLVED comment in the response box
- b. Click “close window” when complete. This will save the responses.

Dept: Show All Status: Unresolved Response: Show All Search:

Type: Show All Cycle: Show All Time: Show All Milestone: Show All

Close Window

Refresh

Ref #	SIGN OBC PLAN EXAMINER	Kira REVIEW	7/28/22 2:19 PM	Cycle 1	Please enter your responses <span style="font-size: x-small;">?</span>
Unresolved	<p><b>KEY PLAN</b> Please provide a key plan showing the location of this unit within the building, the location of the signs on the unit and the location of the unit's main entrance.</p> <p>Library Comment</p>				Type your response here.
Unresolved	<p><b>ELEVATION DRAWINGS</b> Please provide a fully detailed and dimensioned elevation drawing showing the height and the width of this unit (building).</p> <p>Library Comment</p>				Type your response here.

5) Click on the folder name to upload the requested information.

Use the same file names as the original uploads to ensure your revised drawings are versioned. [Click here for more information on versioning files.](#)

**File Upload for: BP 3ALT 21-10072** ?

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Select your files to upload to this folder:

Select Files to Upload

View Folders

▶ ■ Drawings (10 - 0 New)

6) Complete the task

- a. Select the checkboxes
- b. Click the “Complete – Notify the City of Mississauga”

**Confirmation** ?

Selection is required.

- 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.

Close

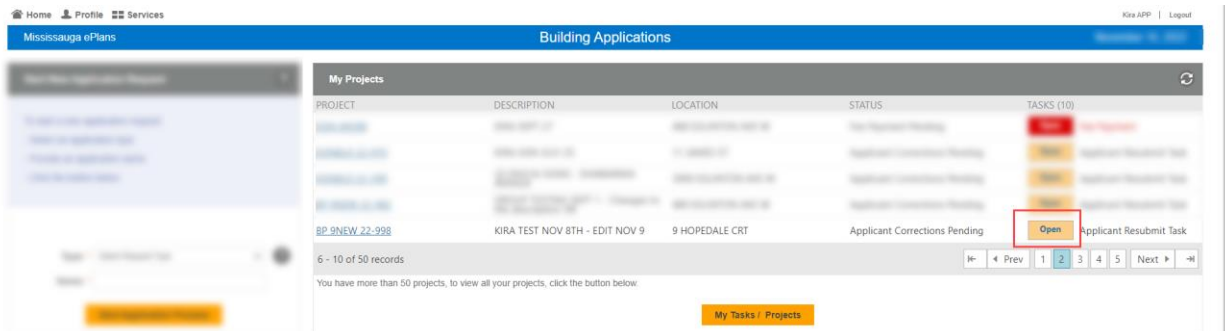
Complete - Notify the City of Mississauga

## Projects created after February 26, 2023

- 1) Log into ePlans at [www.mississauga.ca/eplans](http://www.mississauga.ca/eplans)
- 2) Select the appropriate service

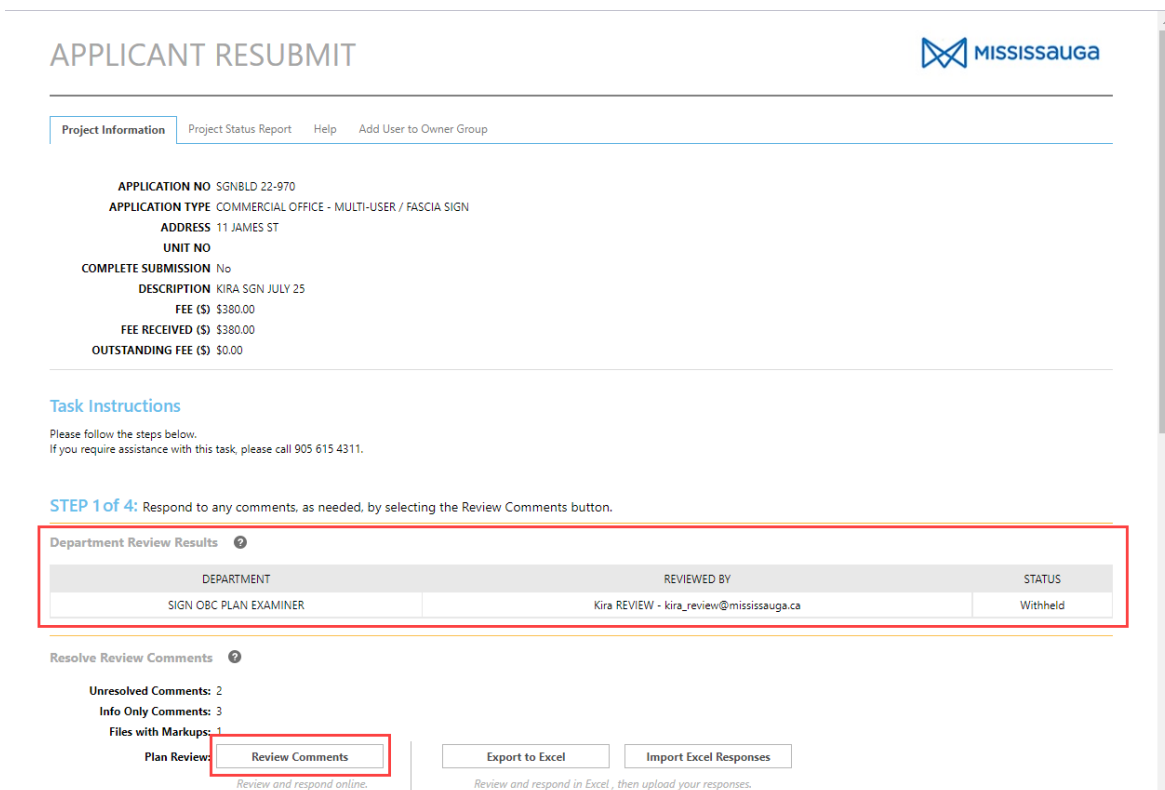


- 3) Click “Open” to accept the task. The task will open in a new window.



- 4) Once the eForm opens, click on the “Review Comments” button. This will open the viewer in a new window.

Alternatively, the comments can be exported using the “Export to Excel” button.



- c. Type a written responses to each UNRESOLVED comment in the response box
- d. Click “close window” when complete. This will save the responses.

Dept:	Show All	Status:	Unresolved	Response:	Show All	Search:	Enter keyword	<input type="button" value="Close Window"/>
Type:	Show All	Cycle:	Show All	Time:	Show All	Milestone:	Show All	
Refresh								
Ref.# 8	SIGN OBC PLAN EXAMINER	Kira REVIEW	7/29/22 2:19 PM	Cycle 1	Please enter your responses			
Unresolved	KEY PLAN Please provide a key plan showing the location of this unit within the building, the location of the signs on the unit and the location of the unit's main entrance.							Type your response here.
Library Comment								
Ref.# 9	SIGN OBC PLAN EXAMINER	Kira REVIEW	7/29/22 2:20 PM	Cycle 1	Please enter your responses			
Unresolved	ELEVATION DRAWINGS Please provide a fully detailed and dimensioned elevation drawing showing the height and the width of this unit (building).							Type your response here.
Library Comment								

5) Upload the requested information using the “Versioned files” tab and/or “New files” tab. [Click here for more information on versioning files.](#)

**STEP 2 of 4:** Upload the requested information into the appropriate folder below. Revised drawings must be uploaded with the exact same PDF file name as the original.

Version Upload for: BP 3ALT 23-3679

Select “Versioned Files” to upload files as new version updates for files previously submitted and received.  
Select “New Files” to upload any additional new file into this project as requested.

Are your updated files named exactly the same\* as the prior versions?

\* “name-v2.pdf” is not an “exact” file name match to “name.pdf”

Select the destination folder to upload your files:  
Select arrow next to folder to expand folder list.

- Drawings (4 - 0 New)
- Documents
- Application Forms
- Approved

Select the destination folder to upload your files: Select arrow next to folder to expand folder list.

- Drawings (4 - 0 New)
- Documents
- Application Forms
- Approved

6) Complete the task

- a. Select the checkboxes
- b. Click the “submit” button

**STEP 3 of 4:** Check all below to confirm you have completed this task and are now ready to submit

Confirmation

- \*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. **\*Required**
- \*I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the “Review Comments” button above. **\*Required**

**STEP 4 of 4:** Click the “Submit” button below to complete your task

After completing all of the steps outlined above, the applicant will receive a confirmation email titled “Applicant Resubmit Received”

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

If the resubmission does *not* meet the resubmission requirements, it will be rejected and the applicant will receive an email titled “Resubmission Not Accepted”