

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.

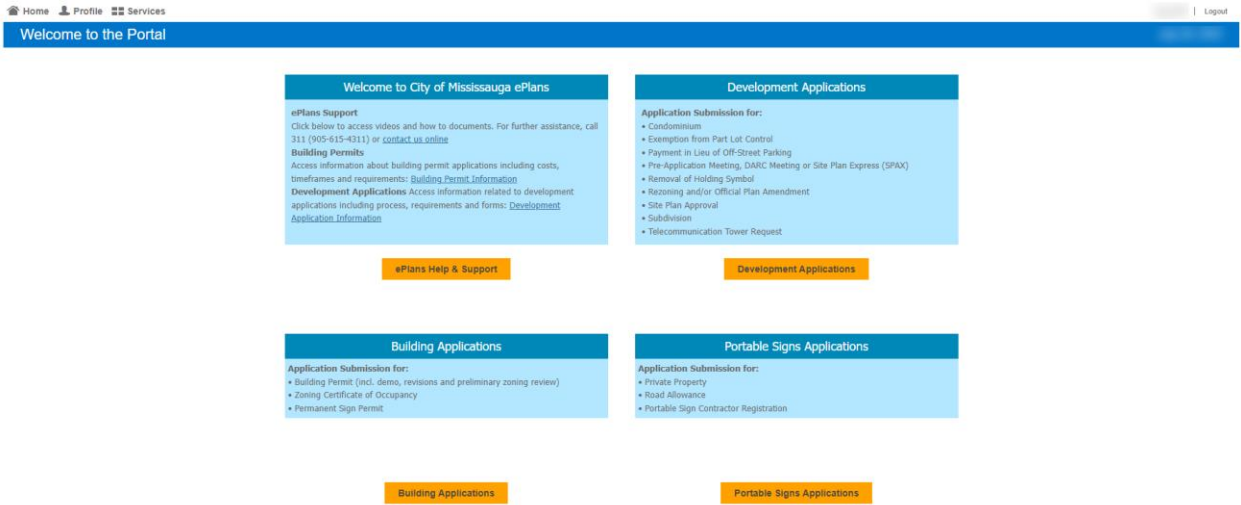
Contents

Projects created before February 26, 20232

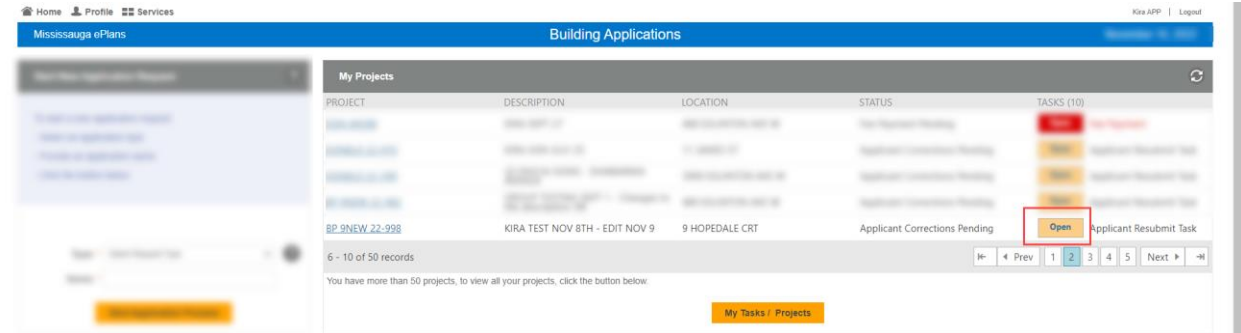
Projects created after February 26, 2023..... 4

Projects created before February 26, 2023

- 1) Log into ePlans at 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

Export to Excel

Import Excel Responses

Watch video

Review and respond online.

Review and respond in Excel, then upload your responses.

2023/11/27

PF

- 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: Enter keyword

Type: Show All

Cycle: Show All

Time: Show All

Milestone: Show All

Close Window

Refresh

| | | | | | |
|-----------------|--|-------------|-----------------|---------|-----------------------------|
| Ref # 8 | SIGN OBC PLAN EXAMINER | Kira REVIEW | 7/28/22 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 | 7/28/22 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) 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

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

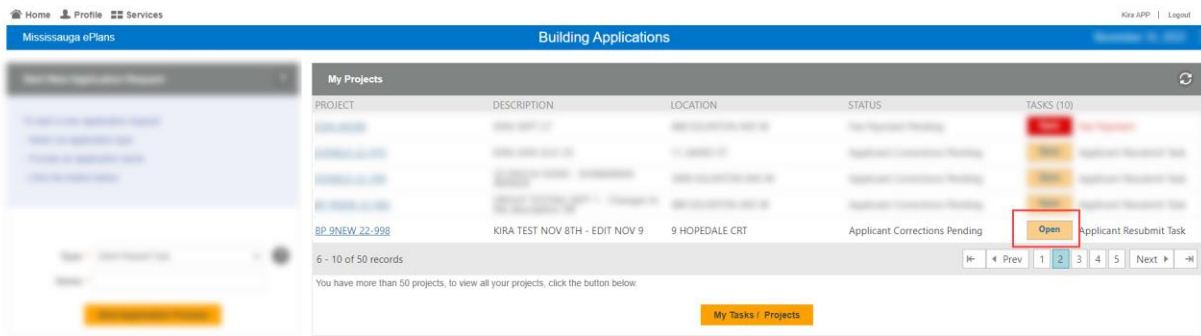
Complete - Notify the City of Mississauga

Projects created after February 26, 2023

- 1) Log into ePlans at www.mississauga.ca/eplans
- 2) Select the appropriate service

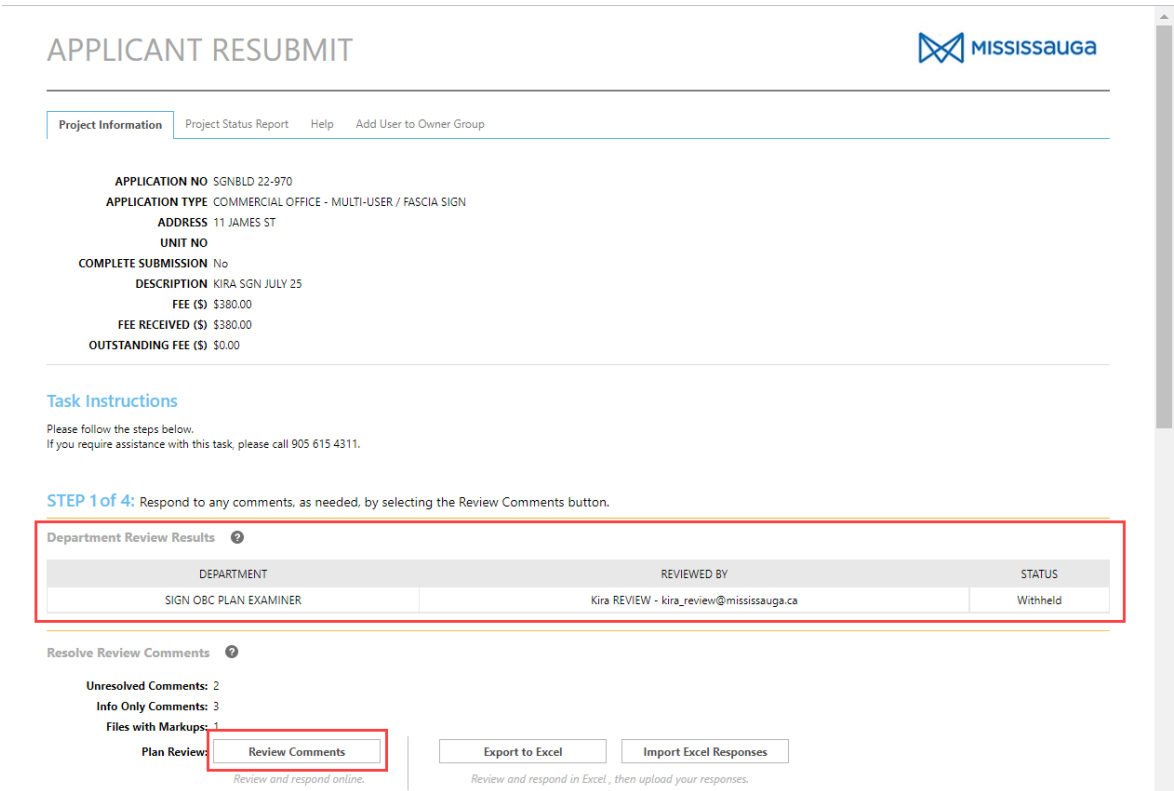


- 3) Click “Open” to accept the task. The task will open in a new window.



- 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

Responses: Show All

Search: Enter keyword

Close Window

Type: Show All

Cycle: Show All

Time: Show All

Milestone: Show All

Refresh

| | | | | | |
|-----------------|--|-------------|-----------------|---------|-----------------------------|
| Ref.# 8 | SIGN OBC PLAN EXAMINER | Kira REVIEW | 7/28/22 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 | 7/28/22 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.

Versioned Files

New Files

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

Yes

No

* "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

Versioned Files

New Files

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

Submit Close

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”