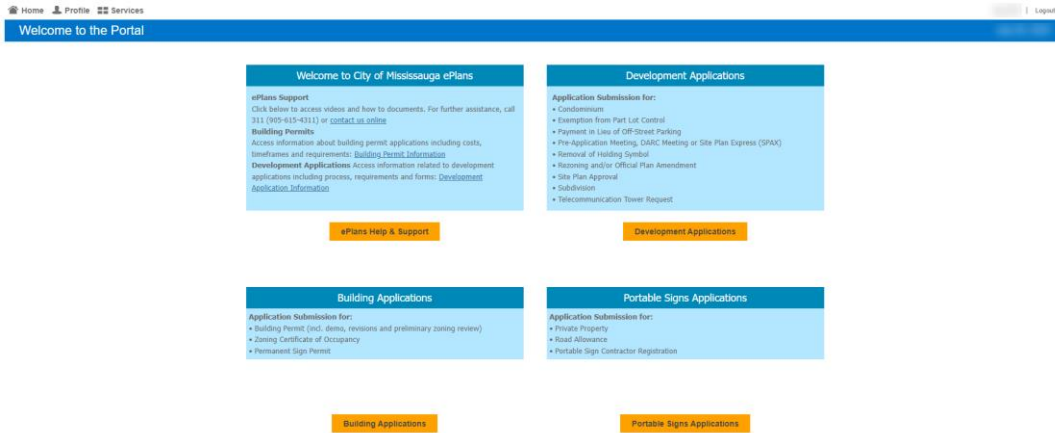
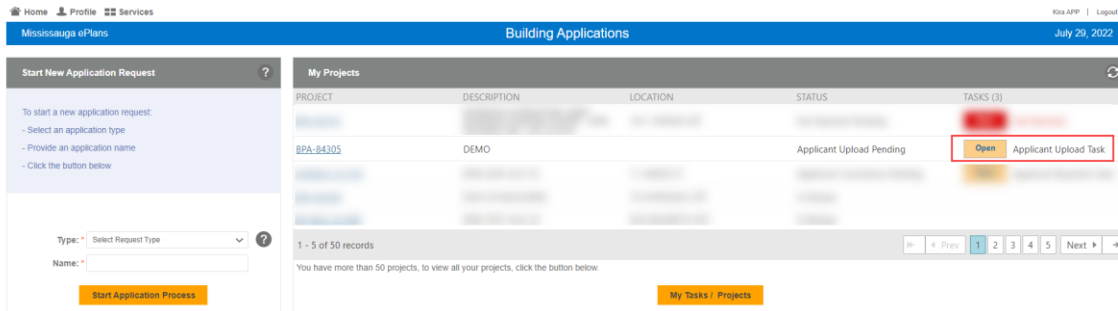


How to Complete Applicant Upload

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



- 3) Click "Open" to accept the task. This will open the task in a new window.



- 4) Upload the required drawings and documents using the upload buttons provided

APPLICANT UPLOAD

Project Information | Help | Add User to Owner Group

APPLICATION NO BPA-89758*

APPLICATION TYPE

ADDRESS 592 RATHBURN RD W

UNIT NO

COMPLETE SUBMISSION

DESCRIPTION DEMO - APPLICANT UPLOAD

FEE (\$) \$20.00

FEE RECEIVED (\$) \$20.00

OUTSTANDING FEE (\$) \$0.00

Task Instructions

Please follow the steps below:

STEP 1 of 3: Use the buttons below to upload your drawings & documents. If you are not sure what to upload, visit the link in the help tab

File Upload for: BPA-89758

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

Upload Drawings
Upload Documents
Upload Application Forms

Uploaded files:

No files uploaded yet.

PDF Drawings Submission Policy

Sheet orientation:

Drawings uploaded must be in landscape orientation

Multipage:

Only single page PDF files allowed. Drawings must be uploaded as one page/sheet per PDF file

File Type:

Files uploaded must be PDF file

File naming:

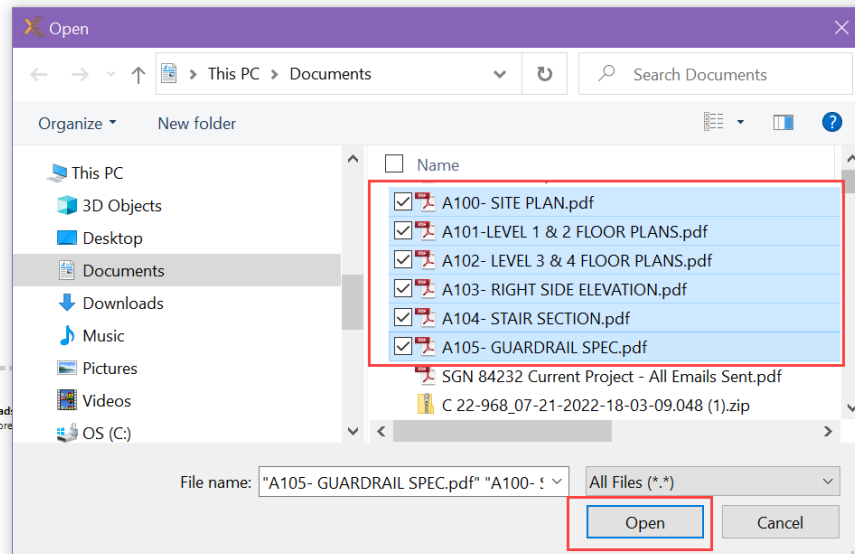
File names must match the drawing number and name in the title block. For example:

- A01 SITE PLAN
- A02 BASEMENT FLOOR PLAN
- S01 FOUNDATION/BASEMENT
- M01 BASEMENT HVAC

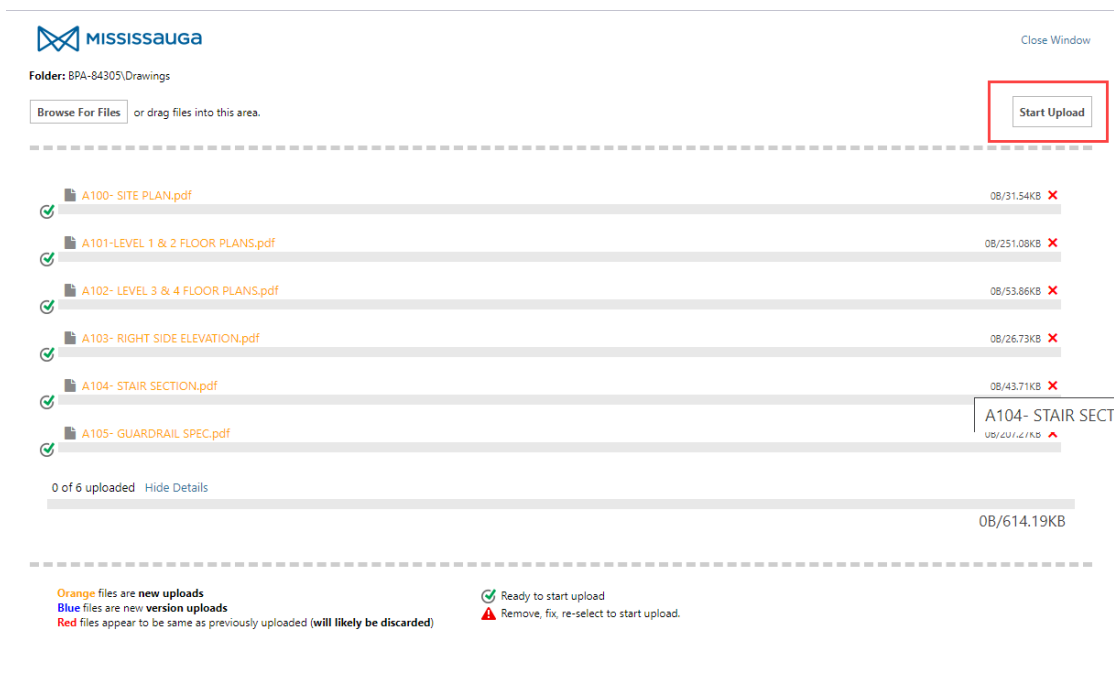
File names must **not** include:

- Address
- Date
- Business name
- Dashes, hyphens, underscores or any other special characters
- More than 60 characters

- a. Click “Browse for files”
- b. Select the desired files from the “Open” pop up box and click “open”




- c. Click “Start Upload”



5) Complete the task

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

STEP 2 of 3: Check below to confirm you have completed this task and are now ready to submit

Confirmation 

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

STEP 3 of 3: Click the "Submit" button below to complete your task
