



How to Complete Applicant Upload

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

Welcome to City of Mississauga ePlans	Development Applications
Pleas Support Circle bains are accessively and have to documents, for further assistance, call 131 (1994):154-1311 or central run and me Publicing Permits Publicing Permits Access Information about building permit applications including earls, Interfarmas and megaments: <u>Building Permits</u> Development Applications . Access information instants to development applications including process, responses and forms: <u>Development</u> <u>Applications</u> (Applications)	Application Solumitation for: • Condensition Fore Full CC Control • Examplian from Fare LC Control • Payment in Lias of Of Strate Rading • Pre-Application Heering, DAIC: Metring of Site Flain Express (SFAA) • Rismond of Liading Symbol • Rismond of Liading Symbol • Rismond of Approval • State Hana Approval • State Hana Approval
ePlans Help & Support	Development Applications
Building Applications	Portable Signs Applications
Application Submission for:	Application Submission for:
Building Permit (ind. demo, revisions and preliminary zoning review) Zoning Certificate of Occupancy	Private Property Road Allowance
zoning Certificate of Occupancy Permanent Sign Permit	Hoao Allowance Portable Sign Contractor Registration

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

Mississauga oPlans			Building App	Building Applications		
Start New Application Request	?	My Projects				6
To start a new application request:		PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (3)
Select an application type Provide an application name Click the button below		<u>BPA-84305</u>	DEMO		Applicant Upload Pending	Open Applicant Upload Task
Type: * Select Request Type	~ ?	1 - 5 of 50 records				Prev 1 2 3 4 5 Next ▶
Name: *		You have more than 50 projects, to view all your projects, click the button below.				
Start Application Process				My Tasks / Project:		

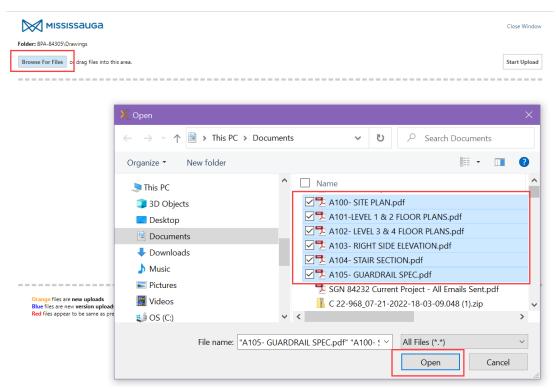
4) Upload the required drawings and documents using the upload buttons provided

APPLICANT UPLOAD	PDF Drawings Submission Policy
Project Information Help Add User to Owner Group	Sheet orientation: Drawings uploaded must be in landscape orientation
APPLICATION NO 8PA-89758* APPLICATION TYPE	Multipage: Only single page PDF files allowed. Drawings must be uploaded as one page/sheet per PDF file
ADDRESS 592 RATHBURN RD W UNIT NO COMPLETE SUBMISSION DESCRIPTION DEMO - APPLICANT UPLOAD	File Type: Files uploaded must be PDF file
FEE (\$) \$20.00 FEE RECEIVED (\$) \$20.00 OUTSTANDING FEE (\$) \$0.00	File naming: File names must match the drawing number and name in the title block. For example:
Task Instructions Please follow the steps below:	A01 SITE PLAN A02 BASEMENT FLOOR PLAN S01 FOUNDATION/BASEMENT M01 BASEMENT HVAC
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 🕜	File names must not include: • Address
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.	 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"

Mississauga	Close Window
Folder: 8PA-84305\Drawings	
Browse For Files or drag files into this area.	Start Upload
A100- SITE PLAN.pdf	0B/31.54KB 🗙
A101-LEVEL 1 & 2 FLOOR PLANS.pdf	0B/251.08KB 🗙
A 102- LEVEL 3 & 4 FLOOR PLANS.pdf	0B/53.86KB 🗙
A 103- RIGHT SIDE ELEVATION.pdf	08/26.73KB 🗙
A 104- STAR SECTION.pdf	0B/43.71KB 🗙
 ✓ ▲ A105- GUARDRAIL SPEC.pdf ✓ 	A104- STAIR SECT
0 of 6 uploaded Hide Details	
	0B/614.19KB
Orange files are new uploads	
Orange files are new uploads Image files are new uploads Blue files are new uploads Image files are new uploads Red files appear to be same as previously uploaded (will likely be discarded) Image files are new uploads	

- 5) Complete the task
 - a. Select the checkboxes
 - b. Click the "submit" button



Applicant Upload



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



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

Submit Close