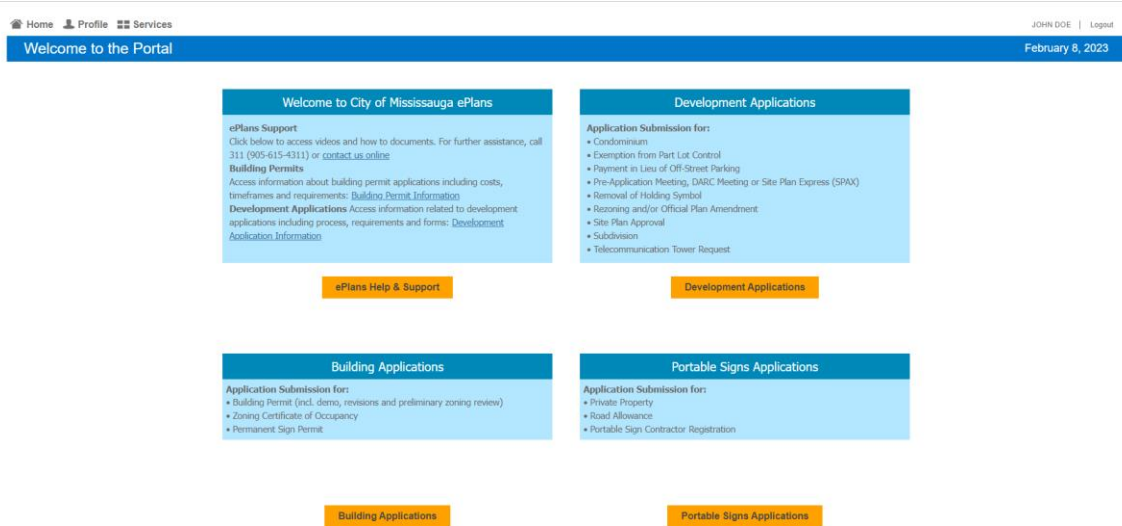


1. Log into ePlans
2. Select a service that includes the desired application type



Home Profile Services JOHN DOE | Logout

Welcome to the Portal February 8, 2023

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 (incl. demo, revisions and preliminary zoning review)
- Zoning Certificate of Occupancy
- Permanent Sign Permit

Building Applications

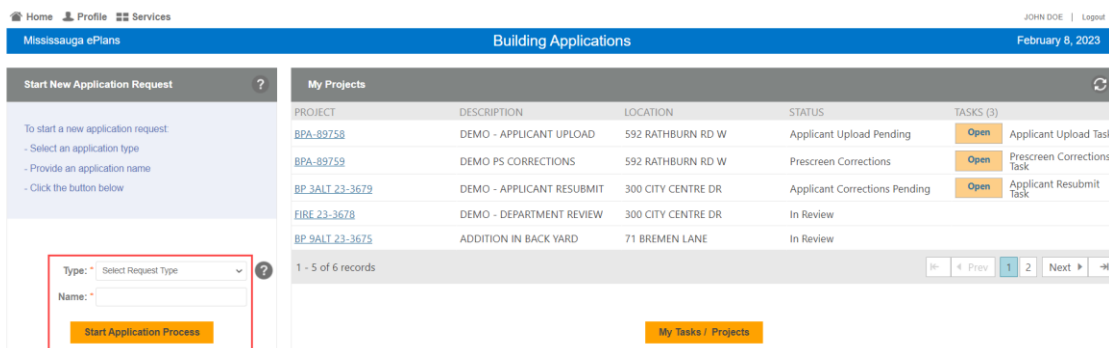
Portable Signs Applications

Application Submission for:

- Private Property
- Road Allowance
- Portable Sign Contractor Registration

Portable Signs Applications

3. Select a request type from the drop down list
 - a. Enter a name for the project
 - b. Click “Start Application Process”



Home Profile Services JOHN DOE | Logout

Mississauga ePlans Building Applications February 8, 2023

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

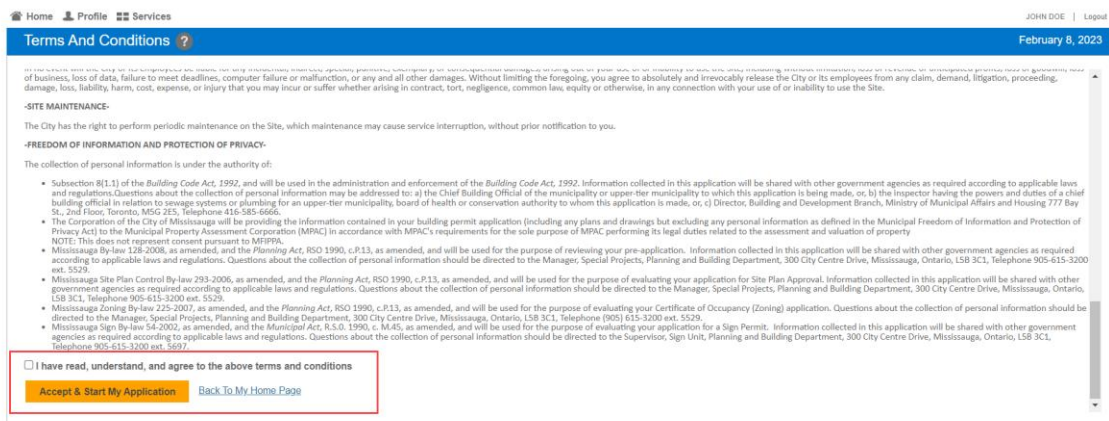
My Projects ↻

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (3)
BPA-89758	DEMO - APPLICANT UPLOAD	592 RATHBURN RD W	Applicant Upload Pending	Open Applicant Upload Task
BPA-89759	DEMO PS CORRECTIONS	592 RATHBURN RD W	Prescreen Corrections	Open Prescreen Corrections Task
BP_3ALT_23-3679	DEMO - APPLICANT RESUBMIT	300 CITY CENTRE DR	Applicant Corrections Pending	Open Applicant Resubmit Task
FIRE 23-3678	DEMO - DEPARTMENT REVIEW	300 CITY CENTRE DR	In Review	
BP_9ALT_23-3675	ADDITION IN BACK YARD	71 BREMEN LANE	In Review	

1 - 5 of 6 records ⏪ Prev 1 2 Next ⏩

My Tasks / Projects

4. Accept the terms & conditions



Home Profile Services JOHN DOE | Logout

Terms And Conditions ? February 8, 2023

By clicking on this link you are accepting the terms and conditions... Without limiting the foregoing, you agree to absolutely and irrevocably release the City or its employees from any claim, demand, litigation, proceeding, damage, loss, liability, harm, cost, expense, or injury that you may incur or suffer whether arising in contract, tort, negligence, common law, equity or otherwise, in any connection with your use of or inability to use the Site.

-SITE MAINTENANCE-
The City has the right to perform periodic maintenance on the Site, which maintenance may cause service interruption, without prior notification to you.

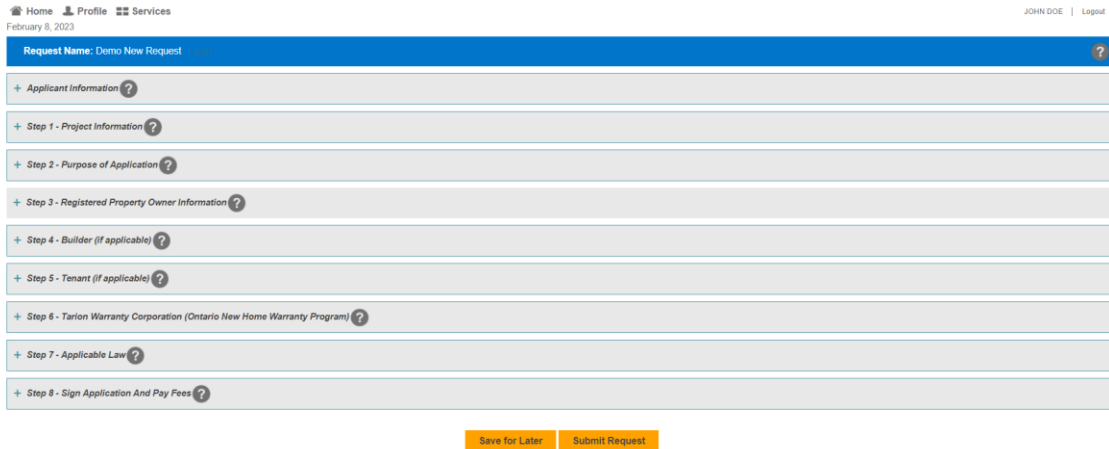
-FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY-
The collection of personal information is under the authority of:

- Subsection 81(1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Information collected in this application will be shared with other government agencies as required according to applicable laws and regulations. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or b) the Inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5, Telephone 416-395-6666.
- The Corporation of the City of Mississauga will be providing the information contained in your building permit application (including any plans and drawings but excluding any personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act) to the Municipal Property Assessment Corporation (MPAC) in accordance with MPAC's requirements for the sole purpose of MPAC performing its legal duties related to the assessment and valuation of property.
- NOTE: This does not represent consent pursuant to MFIPPA.
- Mississauga By-law 128-2006, as amended, and the Planning Act, RSO 1990, c.R13, as amended, and will be used for the purpose of reviewing your pre-application. Information collected in this application will be shared with other government agencies as required according to applicable laws and regulations. Questions about the collection of personal information should be directed to the Manager, Special Projects, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone 905-615-3200 ext. 5529.
- Mississauga Site Plan Control By-law 293-2006, as amended, and the Planning Act, RSO 1990, c.R13, as amended, and will be used for the purpose of evaluating your application for Site Plan Approval. Information collected in this application will be shared with other government agencies as required according to applicable laws and regulations. Questions about the collection of personal information should be directed to the Manager, Special Projects, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone 905-615-3200 ext. 5529.
- Mississauga Zoning By-law 215-2007, as amended, and the Planning Act, RSO 1990, c.R13, as amended, and will be used for the purpose of evaluating your Certificate of Occupancy (Zoning) application. Questions about the collection of personal information should be directed to the Manager, Special Projects, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone 905-615-3200 ext. 5529.
- Mississauga Sign By-law 54-2002, as amended, and the Municipal Act, R.S.O. 1990, c. M45, as amended, and will be used for the purpose of evaluating your application for a Sign Permit. Information collected in this application will be shared with other government agencies as required according to applicable laws and regulations. Questions about the collection of personal information should be directed to the Supervisor, Sign Unit, Planning and Building Department, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, Telephone 905-615-3200 ext. 5697.

I have read, understand, and agree to the above terms and conditions

Accept & Start My Application [Back To My Home Page](#)

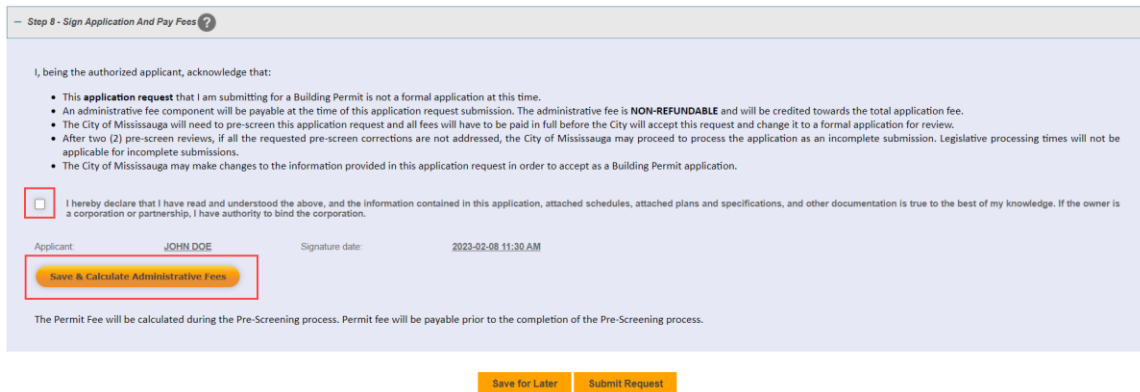
5. Complete all of the required fields in each step. The steps displayed will vary depending on the request type selected



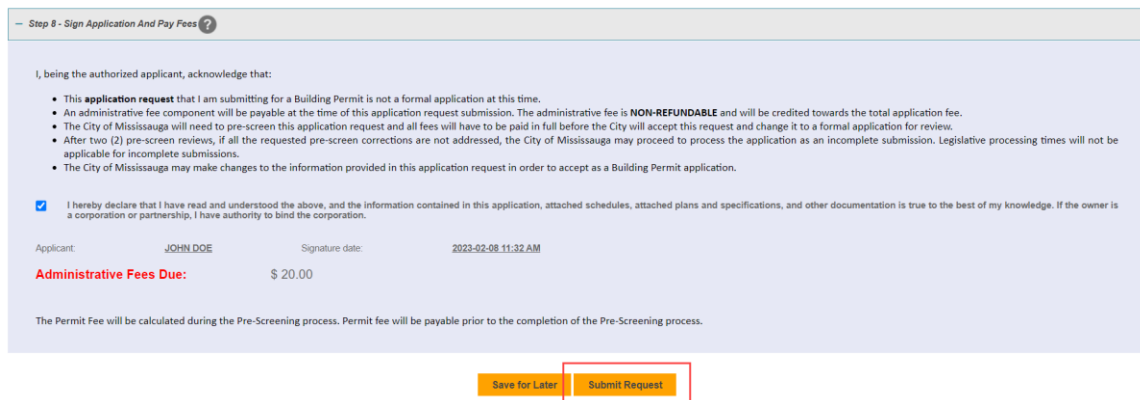
*****IMPORTANT NOTE ABOUT PROJECT ADDRESS*****

To ensure success, slowly *start* typing in the street name and CHOOSE THE STREET FROM THE DROP DOWN LIST. Follow this same procedure for the street number. [Click here for more information.](#)

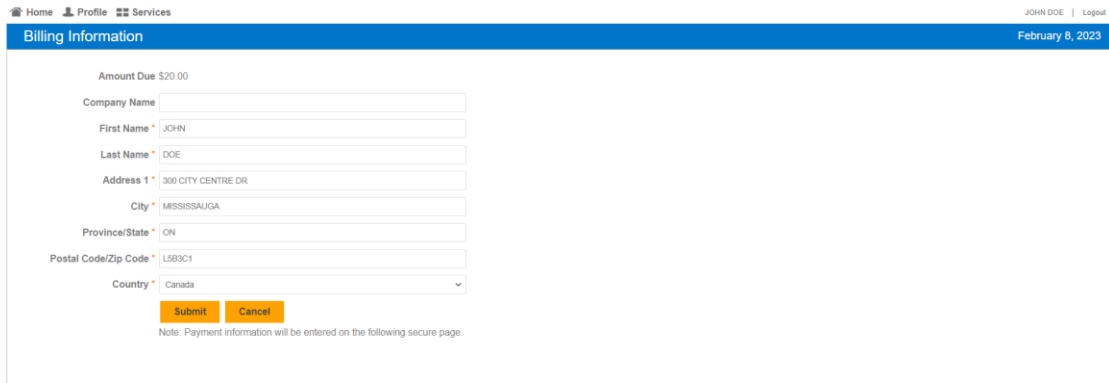
6. In the last step
 - a. Select the check box
 - b. Click “Save & Calculate Administrative Fees”



7. Click “Submit Request”

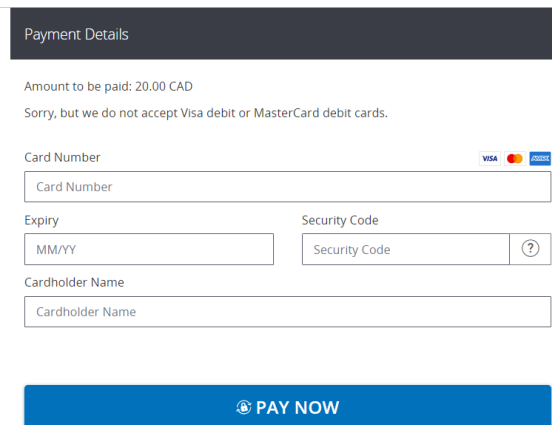


8. Verify/edit Billing information and click “Submit”



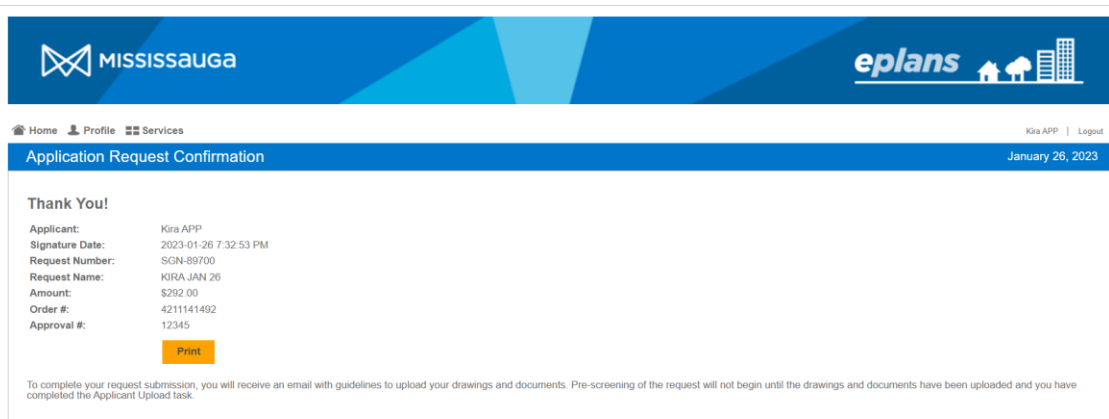
The screenshot shows the 'Billing Information' page. At the top, there are navigation links for Home, Profile, and Services, and a user profile for JOHN DOE with a Logout link. The page title is 'Billing Information' and the date is February 8, 2023. The main content area shows the 'Amount Due \$20.00' and a form with the following fields: Company Name, First Name (JOHN), Last Name (DOE), Address 1 (300 CITY CENTRE DR), City (MISSISSAUGA), Province/State (ON), Postal Code/Zip Code (L5B3C1), and Country (Canada). There are 'Submit' and 'Cancel' buttons at the bottom of the form. A note below the buttons states: 'Note: Payment information will be entered on the following secure page.'

9. Enter credit card information and click “Pay Now”



The screenshot shows the 'Payment Details' page. At the top, there is a dark header with the text 'Payment Details'. Below the header, it states 'Amount to be paid: 20.00 CAD' and 'Sorry, but we do not accept Visa debit or MasterCard debit cards.' The form includes fields for Card Number (with VISA, MasterCard, and AMEX logos), Expiry (MM/YY), Security Code (with a help icon), and Cardholder Name. A large blue 'PAY NOW' button is at the bottom of the form.

10. Application Request Confirmation will be displayed.



The screenshot shows the 'Application Request Confirmation' page. At the top, there are navigation links for Home, Profile, and Services, and a user profile for Kira APP with a Logout link. The page title is 'Application Request Confirmation' and the date is January 26, 2023. The main content area features a 'Thank You!' message and a list of details: Applicant (Kira APP), Signature Date (2023-01-26 7:32:53 PM), Request Number (SGN-89700), Request Name (KIRA JAN 26), Amount (\$292.00), Order # (4211141492), and Approval # (12345). There is a 'Print' button below the details. A note at the bottom states: 'To complete your request submission, you will receive an email with guidelines to upload your drawings and documents. Pre-screening of the request will not begin until the drawings and documents have been uploaded and you have completed the Applicant Upload task.'

Applicant will receive a transaction receipt for the payment via email. The official receipt will be provided when the application is approved.

After submitting the request the applicant will receive an email prompting them to upload their drawings and documents and complete the applicant upload task.