

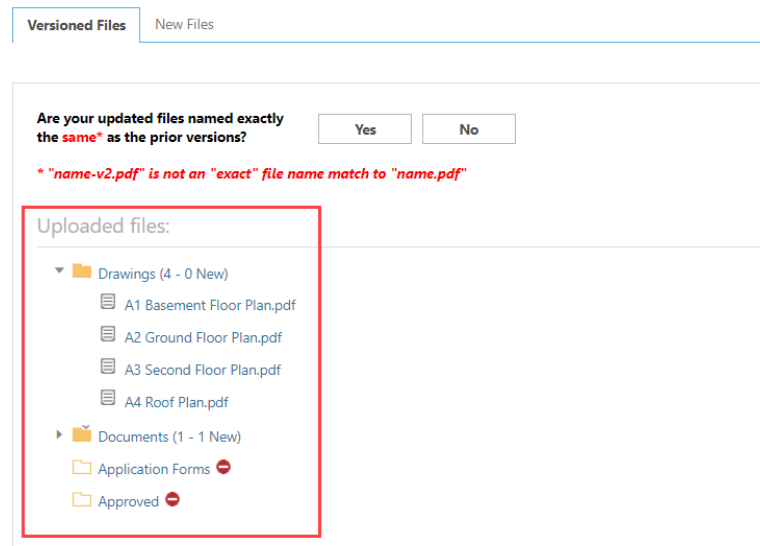
After an application has gone through department review, you may be required to revise your drawings. The revised drawings should retain the same PDF file names that were used in the original upload.

Do not add "REVISED", "V2", the date or *any other variation* to the file names

### Example:

Original file name:	A1 Basement Floor Plan
Revised file, file name (correct):	A1 Basement Floor Plan
Revised file, file name (incorrect):	A1 Basement Floor Plan REVISED

If you don't remember the original file names, you can view them in the task eForm (pictured below), or you can [copy file names from ePlans](#).



Versioned Files New Files

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"

Uploaded files:

- Drawings (4 - 0 New)
  - A1 Basement Floor Plan.pdf
  - A2 Ground Floor Plan.pdf
  - A3 Second Floor Plan.pdf
  - A4 Roof Plan.pdf
- Documents (1 - 1 New)
  - Application Forms
  - Approved

[Click here for projects created AFTER February 23, 2023.](#)

## Projects created AFTER February 26, 2023

In the applicant resubmit task eForm, you will be asked:

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

Versioned Files New Files

[Click here for “Yes” instructions](#)

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"*

[Click here for “No” instructions](#)

### YES

If you select YES, meaning that your revised drawing(s) have the exact same file name(s) as the originals, select the appropriate folder and then “Select Files to Upload”.

Upload your files as usual.

Versioned Files New Files

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 (1 - 1 New)
- Application Forms
- Approved

Versioned Files New Files

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"*

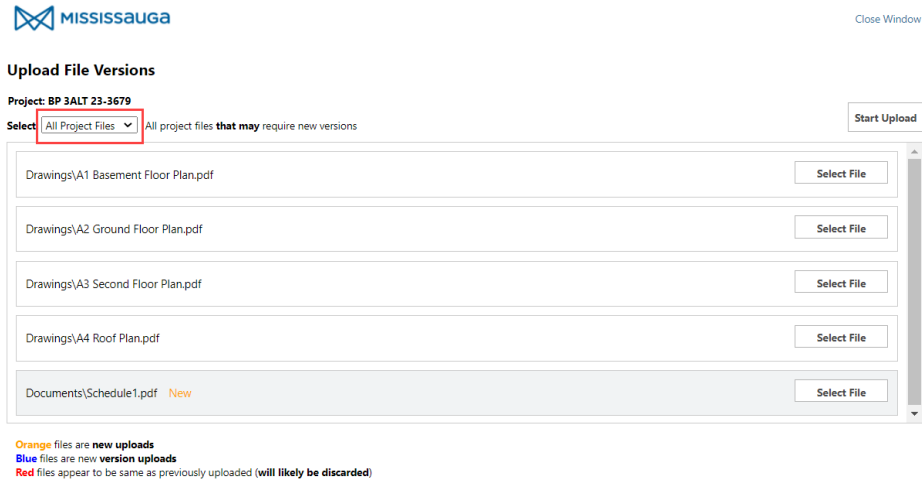
Select your files to upload to this folder:

- Drawings (4 - 0 New)

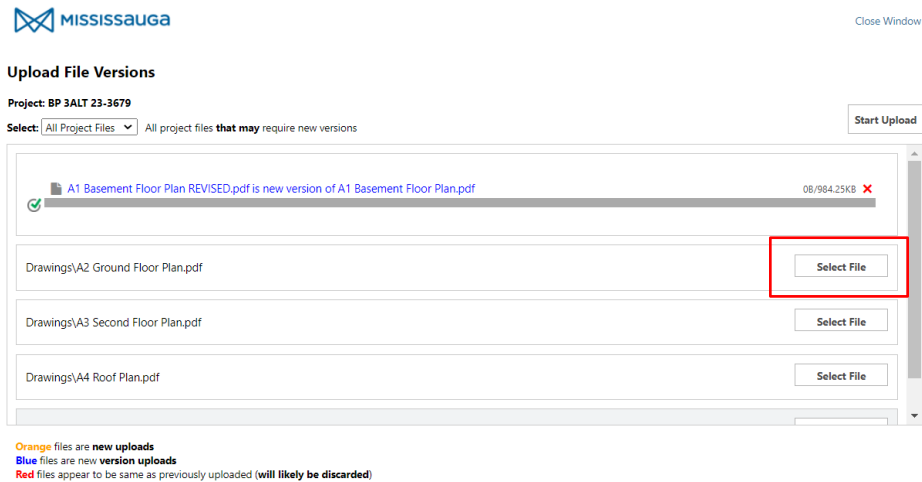
NO

If you select “No”, meaning their revised file(s) do *not* have the exact same PDF file name(s) as the originals, the “Upload File Versions” box will pop up.

Change the “select” drop down to “All Project Files”



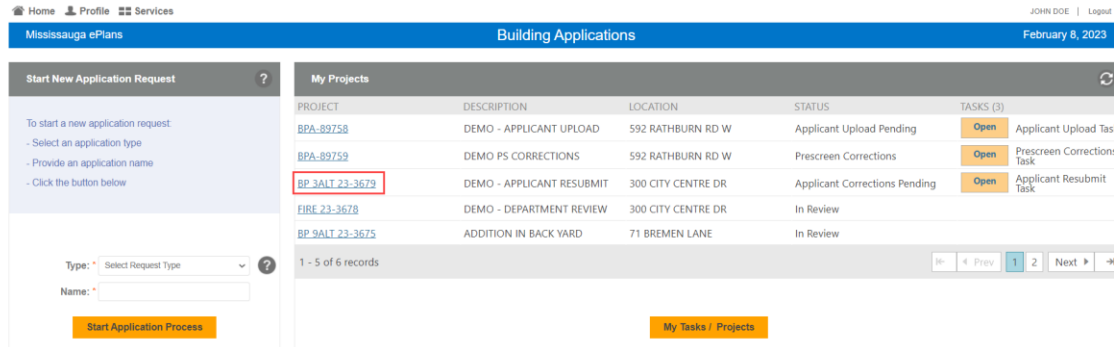
Use the “Select File” button(s) to select each revised file individually.



**Using this method will essentially rename the *new* file (in ePlans) to match the *original* file name**

## Copy File Names from ePlans

1. Select project number



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**

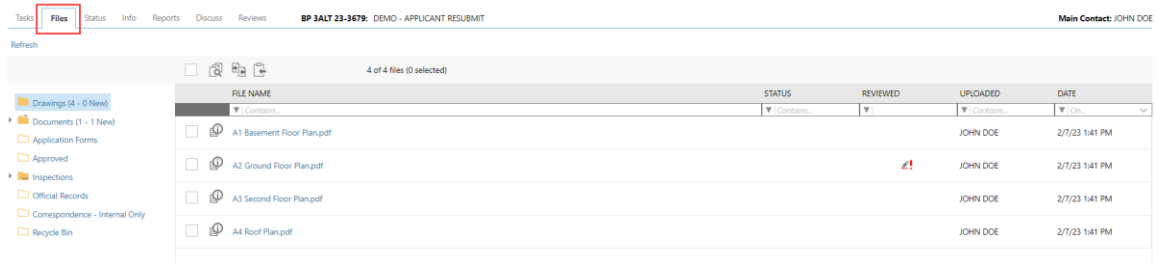
**My Projects**

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (3)
<a href="#">BPA-89758</a>	DEMO - APPLICANT UPLOAD	592 RATHBURN RD W	Applicant Upload Pending	<b>Open</b> Applicant Upload Task
<a href="#">BPA-89759</a>	DEMO PS CORRECTIONS	592 RATHBURN RD W	Prescreen Corrections	<b>Open</b> Prescreen Corrections Task
<a href="#">BP 3ALT 23-3673</a>	DEMO - APPLICANT RESUBMIT	300 CITY CENTRE DR	Applicant Corrections Pending	<b>Open</b> Applicant Resubmit Task
<a href="#">FIRE 23-3678</a>	DEMO - DEPARTMENT REVIEW	300 CITY CENTRE DR	In Review	
<a href="#">BP 9ALT 23-3675</a>	ADDITION IN BACK YARD	71 BREMEN LANE	In Review	

1 - 5 of 6 records

**My Tasks / Projects**

2. Select "Files" tab



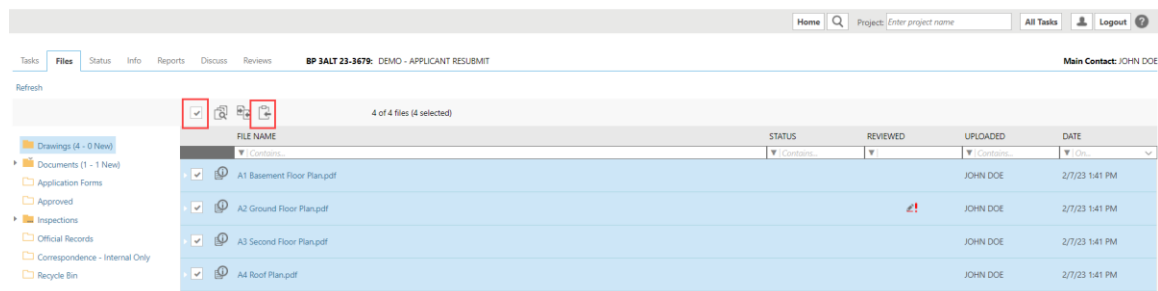
Tasks **Files** Status Info Reports Discuss Reviews BP 3ALT 23-3673: DEMO - APPLICANT RESUBMIT Main Contact: JOHN DOE

Refresh

4 of 4 files (0 selected)

FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
<input type="checkbox"/> A1 Basement Floor Plan.pdf			JOHN DOE	2/7/23 1:41 PM
<input type="checkbox"/> A2 Ground Floor Plan.pdf		!	JOHN DOE	2/7/23 1:41 PM
<input type="checkbox"/> A3 Second Floor Plan.pdf			JOHN DOE	2/7/23 1:41 PM
<input type="checkbox"/> A4 Roof Plan.pdf			JOHN DOE	2/7/23 1:41 PM

3. Click "Select All" checkbox
4. Click "Copy selected files name" icon



Home Project: Enter project name All Tasks Logout

Tasks **Files** Status Info Reports Discuss Reviews BP 3ALT 23-3673: DEMO - APPLICANT RESUBMIT Main Contact: JOHN DOE

Refresh

4 of 4 files (4 selected)

FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
<input checked="" type="checkbox"/> A1 Basement Floor Plan.pdf			JOHN DOE	2/7/23 1:41 PM
<input checked="" type="checkbox"/> A2 Ground Floor Plan.pdf		!	JOHN DOE	2/7/23 1:41 PM
<input checked="" type="checkbox"/> A3 Second Floor Plan.pdf			JOHN DOE	2/7/23 1:41 PM
<input checked="" type="checkbox"/> A4 Roof Plan.pdf			JOHN DOE	2/7/23 1:41 PM

Paste the file names into an email or word document and use as needed.