

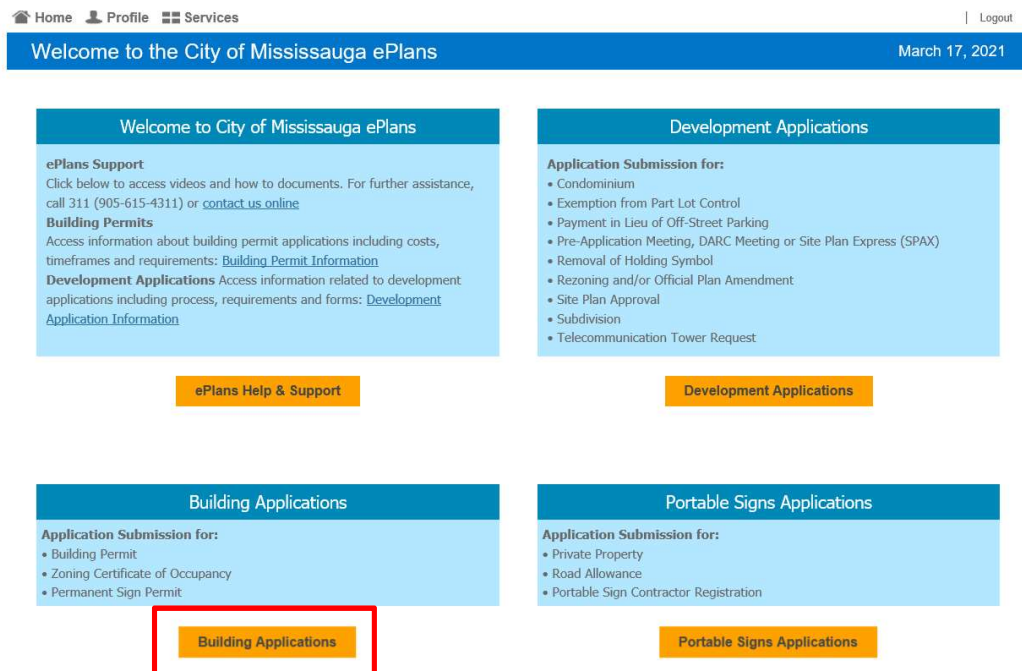
HOW TO: APPLICANT RESUBMIT (Projects created after April 19, 2019 - Tasks PF)

Please note that you cannot resubmit any information or respond to examiner's comments until all examiners have completed their review

If your resubmission does not comply with the following ePlans resubmission requirements, it will be rejected:

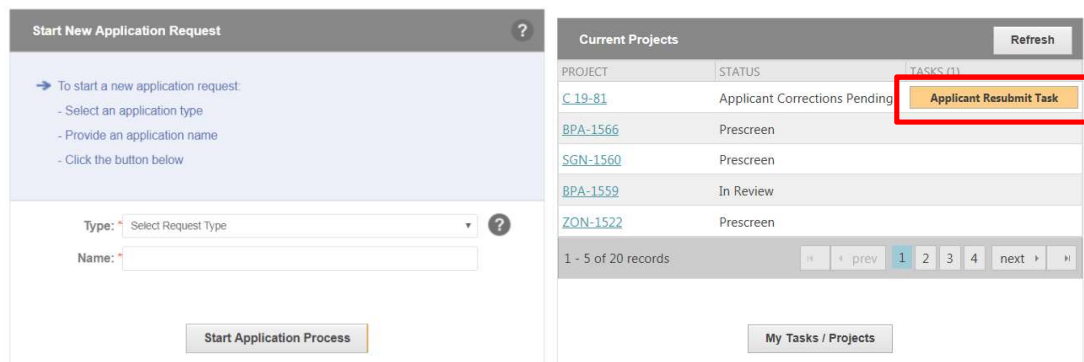
- Revised drawings must retain the *exact same* file name as the original(s)
- You must provide an applicant response for each comment. This should be a short statement that indicates how you have addressed the comment.

1. Log into ePlans
2. Select “Building Applications”



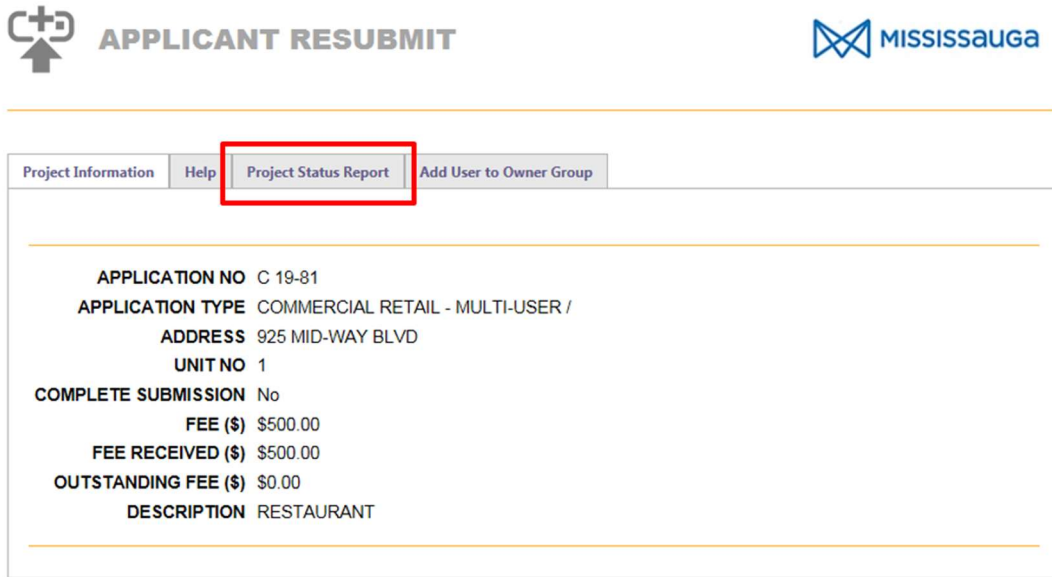
The screenshot shows the ePlans dashboard. At the top, there are navigation links for Home, Profile, and Services, along with a Logout button and the date March 17, 2021. The main content area is divided into four sections: ePlans Support, Development Applications, Building Applications, and Portable Signs Applications. Each section has a list of application types and a corresponding button. The 'Building Applications' button is highlighted with a red box.

3. Click on the “Applicant Resubmit Task” button. This will open your task in a new window.



The screenshot shows the 'Current Projects' table. The table has columns for PROJECT, STATUS, and TASKS (1). The first row, project C19-81, has a status of 'Applicant Corrections Pending' and a button labeled 'Applicant Resubmit Task' which is highlighted with a red box. Other projects listed include BPA-1566, SGN-1560, BPA-1559, and ZON-1522. Below the table, there is a pagination control showing '1 - 5 of 20 records' and a 'My Tasks / Projects' button.

4. Click on the “Project Status Report” tab to view the outstanding comments

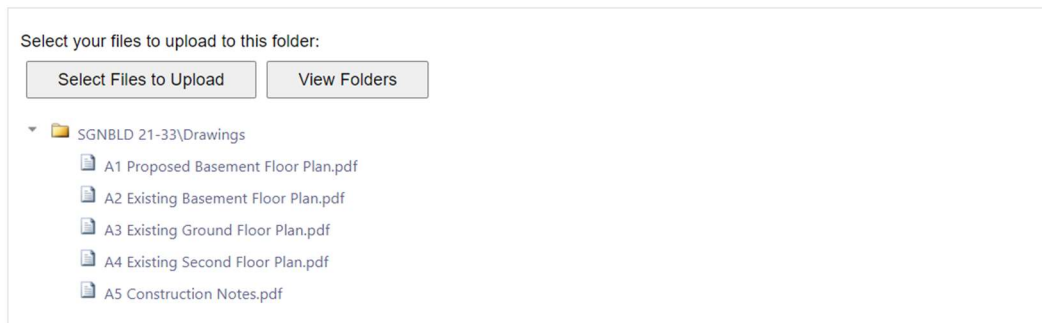


Task Instructions

5. Upload your revised drawings and/or documents

- Ensure your revised files retain the exact same file name as the original.
- Copy and paste the original files name to avoid any discrepancies.
- Do not add “REVISED”, “V2”, the date or any other variation to the file names.
- Click here to learn more about versioning drawings

Project: SGNBLD 21-33



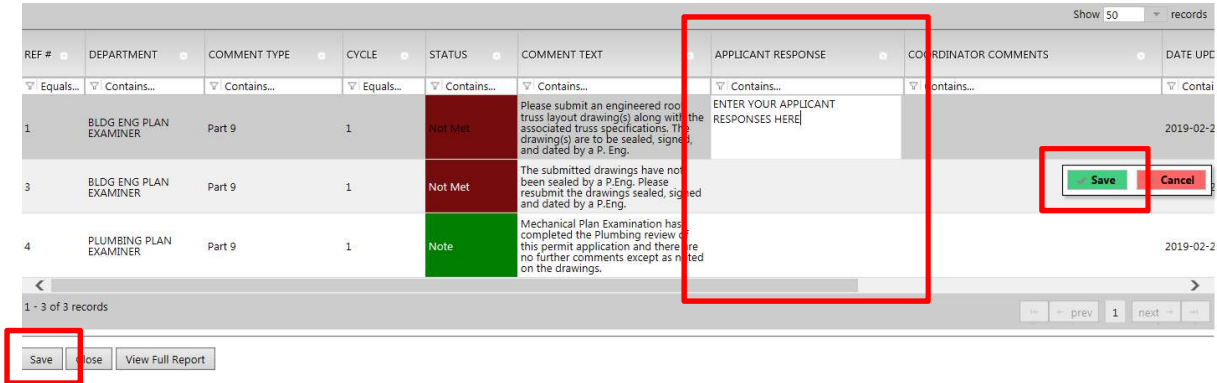
6. Click on “View/Edit Changemark Items” and “View/Edit Checklist Items” to enter your applicant responses. This will open the viewer in a new window.

Task Instructions

After you have successfully uploaded all required plans and documents, please click the 'Return to Mississauga' button.



7. Type your responses to each comment in the applicant response column (scroll to the right)
 - a) Click the green “save” button when you are done editing responses
 - b) Click the “save” button at the bottom when complete



REF #	DEPARTMENT	COMMENT TYPE	CYCLE	STATUS	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS	DATE UPD
1	BLDG ENG PLAN EXAMINER	Part 9	1	Not Met	Please submit an engineered roof truss layout drawing(s) along with associated truss specifications. The drawing(s) are to be sealed, signed, and dated by a P. Eng.	ENTER YOUR APPLICANT RESPONSES HERE		2019-02-2
3	BLDG ENG PLAN EXAMINER	Part 9	1	Not Met	The submitted drawings have not been sealed by a P.Eng. Please resubmit the drawings sealed, signed and dated by a P.Eng.			
4	PLUMBING PLAN EXAMINER	Part 9	1	Note	Mechanical Plan Examination has completed the Plumbing review of this permit application and there are no further comments except as noted on the drawings.			2019-02-2

1 - 3 of 3 records

Save Close View Full Report

8. Select the check boxes and click “Complete - Notify the City of Mississauga”

Task Instructions

- 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.

After completing all of the steps outlined above, you will receive a confirmation email titled “APPLICANT RESUBMIT RECEIVED”

Your resubmission will be circulated to plan examiners for another plan review provided it meets the ePlans resubmission requirements.