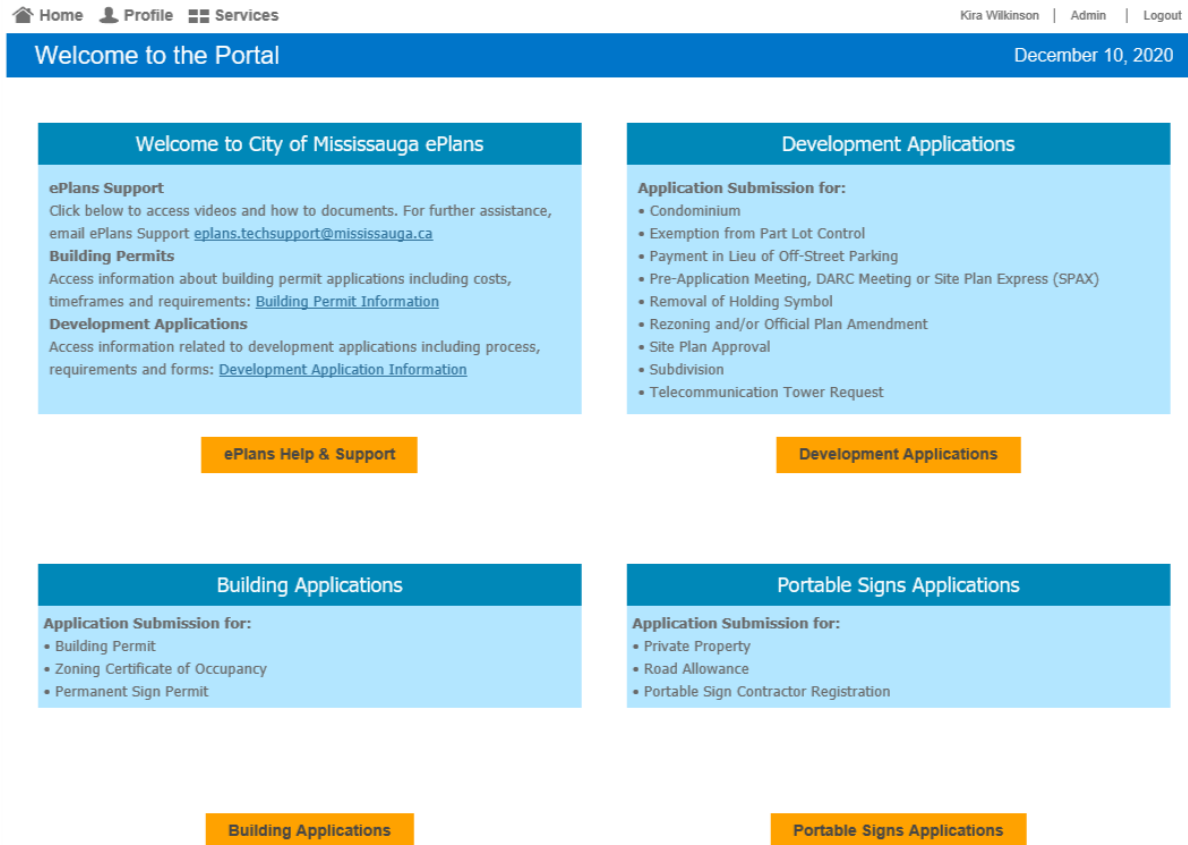


HOW TO: SUBMIT AN APPLICATION REQUEST

1. Log into ePlans
2. Select the type of application you want to submit



Home Profile Services Kira Wilkinson | Admin | Logout

Welcome to the Portal December 10, 2020

Welcome to City of Mississauga ePlans

ePlans Support
Click below to access videos and how to documents. For further assistance, email ePlans Support eplans.techsupport@mississauga.ca

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
- Zoning Certificate of Occupancy
- Permanent Sign Permit

Building Applications

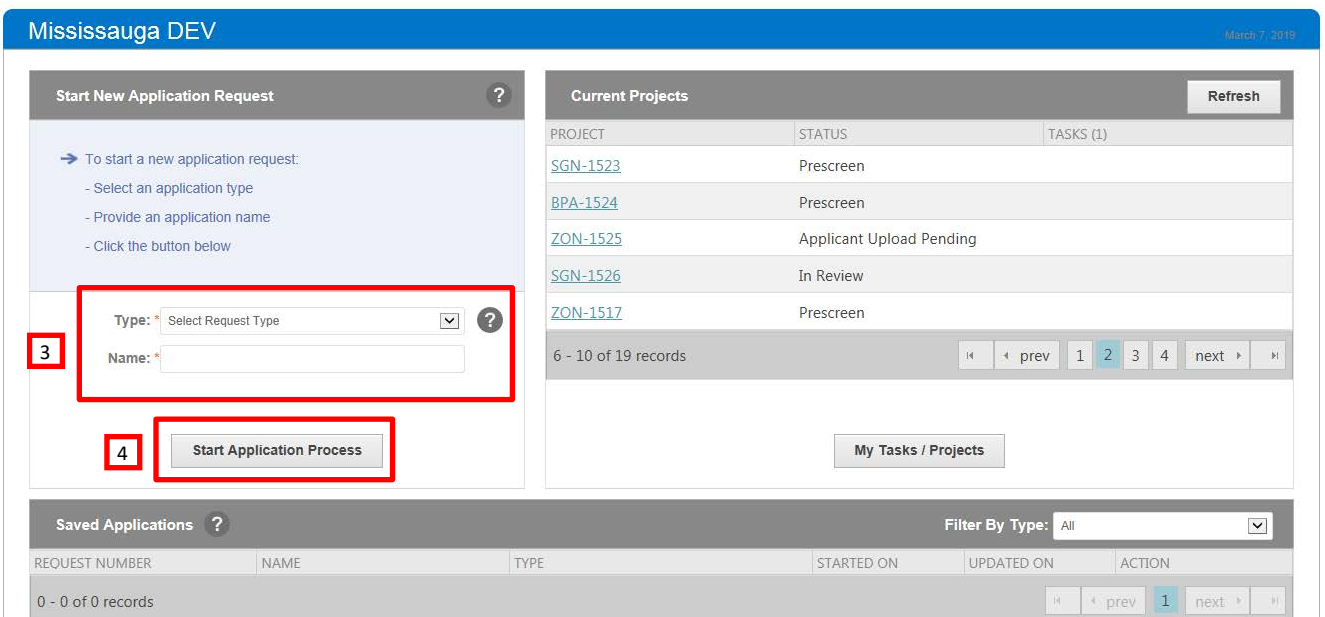
Portable Signs Applications

Application Submission for:

- Private Property
- Road Allowance
- Portable Sign Contractor Registration

Portable Signs Applications

3. Select your request type and enter a name for your project
4. Click “start application process”



Mississauga DEV March 7, 2019

Start New Application Request ?

→ To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * ?

Name: *

4

Current Projects

PROJECT	STATUS	TASKS (1)
SGN-1523	Prescreen	
BPA-1524	Prescreen	
ZON-1525	Applicant Upload Pending	
SGN-1526	In Review	
ZON-1517	Prescreen	

6 - 10 of 19 records

Saved Applications ? Filter By Type: All

REQUEST NUMBER	NAME	TYPE	STARTED ON	UPDATED ON	ACTION
0 - 0 of 0 records					

5. Accept the terms & conditions

Home Profile Services Kira Wilkinson | Admin | Logout

Terms And Conditions ? December 10, 2020

LIMITATION OF LIABILITY AND RELEASE:
In no event will the City or its employees be liable for any incidental, indirect, special, punitive, exemplary, or consequential damages, arising out of your use of or inability to use the Site, including without limitation, loss of revenue or anticipated profits, loss of goodwill, loss of business, loss of data, failure to meet deadlines, computer failure or malfunction, or any and all other damages. 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 8(1.1) 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 2E3, Telephone 416-585-6666.
- 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.P.13*, 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.P.13*, 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 225-2007, as amended, and the *Planning Act, RSO 1990, c.P.13*, 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](#)

6. Complete all of the required fields in each step. The steps displayed will vary depending on the request type you 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.](#)

Request Name: Demo ?

- + Applicant Information ?
- + Step 1 - Project Information ?
- + Step 2 - Purpose of Application ?
- + Step 3 - Registered Property Owner Information ?
- + Step 4 - Builder (if applicable) ?
- + Step 5 - Tenant (if applicable) ?
- + Step 6 - Tarion Warranty Corporation (Ontario New Home Warranty Program) ?
- + Step 7 - Applicable Law ?
- + Step 8 - Sign Application And Pay Fees ?

[Save for Later](#) [Submit Request](#)

7. Click "Save & Calculate Administrative Fees" in the last step

8. Click "Submit Request"

Step 8 - Sign Application And Pay Fees ?

I, being the authorized applicant, acknowledge that:

- This application request that I am submitting for a Building Permit is not a formal application at this time.
- An administrative fee component will be payable at the time of this application request submission. The administrative fee is **NON-REFUNDABLE** and will be credited towards the total application fee.
- The City of Mississauga will need to pre-screen this application request and all fees will have to be paid in full before the City will accept this request and change it to a formal application for review.
- After two (2) pre-screen reviews, if all the requested pre-screen corrections are not addressed, the City of Mississauga may proceed to process the application as an incomplete submission. Legislative processing times will not be applicable for incomplete submissions.
- The City of Mississauga may make changes to the information provided in this application request in order to accept as a Building Permit application.

I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, attached plans and specifications, and other documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have authority to bind the corporation.

Applicant: **Kira Wilkinson** Signature date: 2020-12-10 5:12 PM

7 [Save & Calculate Administrative Fees](#)

The Permit Fee will be calculated during the Pre-Screening process. Permit fee will be payable prior to the completion of the Pre-Screening process.

[Save for Later](#) [Submit Request](#)

8

9. Enter Billing information and click “Pay Now”
10. Enter Payment information and click “Submit”

Billing Information

Amount Due \$180.00

Company Name

First Name * KIRA

Last Name * TEST

Address 1 * 123 ANY ST

City * MISSISSAUGA

Province/State * ON

Postal Code/Zip Code * A1B2C3

Country * Canada

9

Note: Payment information will be entered on the following

Payment Information

Card Holder Name:

Credit Card Type: Visa

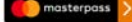
Credit Card Number:

Expiration Date: January 2018

CVC Number: [What is this?](#)

Total Amount: 180.00

10

 [Learn More](#)

11. Your temporary project number will be provided

Application Request Confirmation

Thank You!

Applicant: Kira Applicant

Signature Date: 2019-03-07 9:42:28 PM

Request Number: BPA-1556

Request Name: TEST MARK 7

Amount: \$20.00

Order #: 5781469015

Approval #: V12000

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.

You will receive a transaction receipt for your payment via email. Your official receipt will be available at the time of application approval.

Next Steps

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