

## HOW TO: FEE PAYMENT (Projects created after April 19, 2019 - Tasks PF)

You can only pay the application fee after you have been assigned the Fee Payment task. You will receive an email titled “Fee Payment Required” when this task is assigned to you. If you have not yet been assigned the task, you cannot make a payment.

Fees greater than \$30,000 cannot be paid in ePlans. Please refer to [Electronic payments](#) for payments greater than \$30,000.

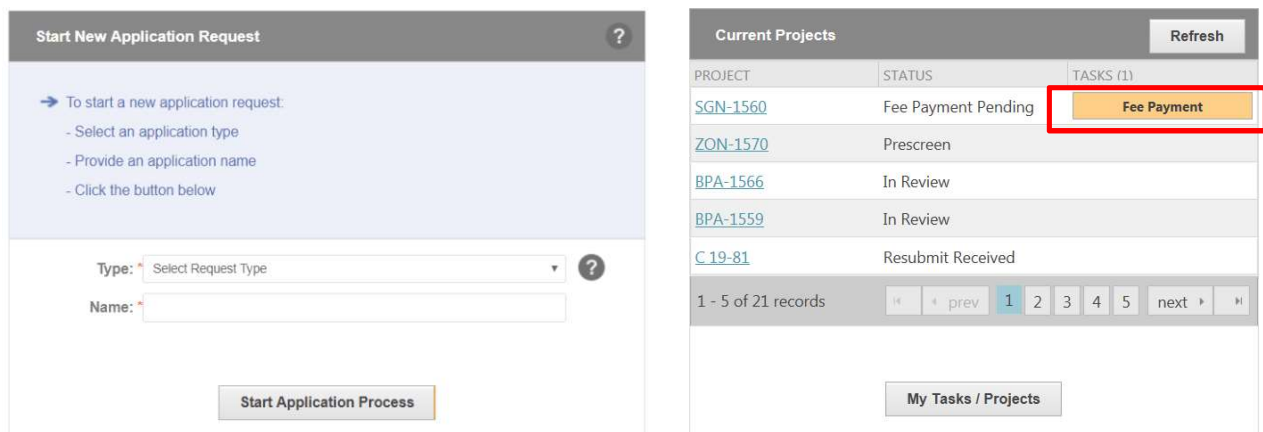
1. Log into ePlans
2. Select “Building Applications”



The screenshot shows the ePlans home page with a navigation bar at the top containing 'Home', 'Profile', 'Services', and 'Logout'. Below the navigation bar is a blue banner that reads 'Welcome to the City of Mississauga ePlans' and 'March 17, 2021'. The main content area is divided into four panels:

- Welcome to City of Mississauga ePlans:** Contains 'ePlans Support' (with links to videos and documents), 'Building Permits' (with links to costs and requirements), and 'Development Applications' (with links to process and forms).
- Development Applications:** Lists application types such as Condominium, Exemption from Part Lot Control, and Site Plan Approval.
- Building Applications:** Lists application types such as Building Permit, Zoning Certificate of Occupancy, and Permanent Sign Permit. This panel has a red box around its 'Building Applications' button.
- Portable Signs Applications:** Lists application types such as Private Property, Road Allowance, and Portable Sign Contractor Registration.

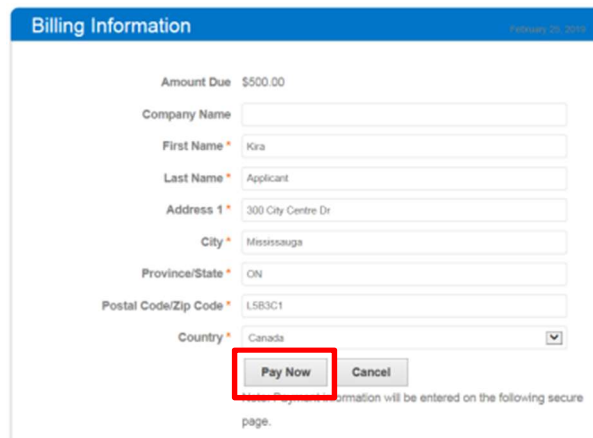
3. Click on the “Fee Payment” button. This will open your task in a new window.



The screenshot shows two side-by-side screenshots from the ePlans interface:

- Start New Application Request:** A form with instructions: 'To start a new application request: - Select an application type - Provide an application name - Click the button below'. It includes a 'Type' dropdown menu, a 'Name' text field, and a 'Start Application Process' button.
- Current Projects:** A table with columns 'PROJECT', 'STATUS', and 'TASKS (1)'. The first row shows project 'SGN-1560' with status 'Fee Payment Pending' and a 'Fee Payment' button highlighted with a red box. Other projects include ZON-1570 (Prescreen), BPA-1566 (In Review), BPA-1559 (In Review), and C 19-81 (Resubmit Received). A pagination bar at the bottom shows '1 - 5 of 21 records' and a 'My Tasks / Projects' button.

4. Update your billing information (if needed) and click “pay now”.



**Billing Information** February 23, 2019

Amount Due \$500.00

Company Name

First Name \* Kira

Last Name \* Applicant

Address 1 \* 300 City Centre Dr

City \* Mississauga

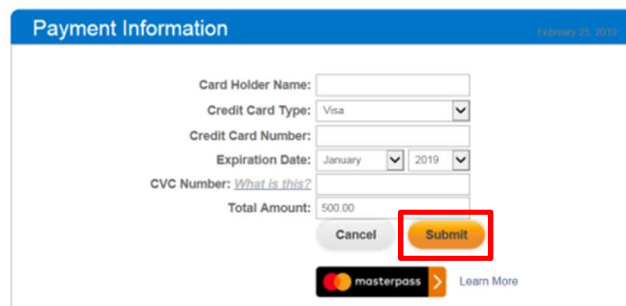
Province/State \* ON

Postal Code/Zip Code \* L5B3C1

Country \* Canada

Payment information will be entered on the following secure page.

5. Enter your payment information and click “submit”



**Payment Information** February 23, 2019

Card Holder Name:


Credit Card Type: Visa

Credit Card Number:

Expiration Date: January  2019

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

Total Amount: 500.00

 [Learn More](#)

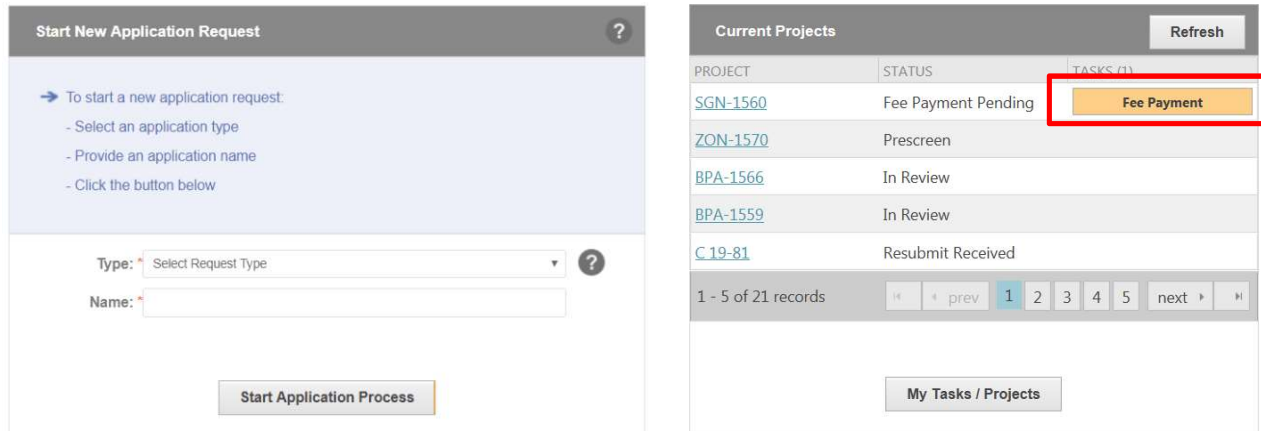
You will receive a transaction receipt and confirmation that we have received your payment via email.

Your official receipt will be available at the time of application approval.

## In Person Payment

Once you have received the “Fee Payment Required” email, you may attend the Planning & Building Customer Service Counter at 300 City Centre Dr, 3<sup>rd</sup> Floor to pay the fees in person.

1. After you have paid in person, log into ePlans and click on the “Fee Payment” button. This will open your task in a new window.



The screenshot shows two panels. The left panel, titled "Start New Application Request", contains instructions: "To start a new application request: - Select an application type, - Provide an application name, - Click the button below". It has a "Type:" dropdown menu set to "Select Request Type" and a "Name:" text input field. A "Start Application Process" button is at the bottom. The right panel, titled "Current Projects", has a "Refresh" button and a table with columns "PROJECT", "STATUS", and "TASKS (1)". The table lists projects: SGN-1560 (Fee Payment Pending), ZON-1570 (Prescreen), BPA-1566 (In Review), BPA-1559 (In Review), and C 19-81 (Resubmit Received). A "Fee Payment" button is highlighted in a red box in the "TASKS (1)" column for the first row. Below the table is a pagination control showing "1 - 5 of 21 records" and a "My Tasks / Projects" button.

2. Select the check box
3. Click “Complete - Notify the City of Mississauga”

### APPLICANT FEE PAYMENT



**Project Information** Help

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**APPLICATION NO** BPA-1589\*

**APPLICATION TYPE** ALTERATION TO EXISTING BLDG

**ADDRESS** 300 CITY CENTRE DR

**UNIT NO**

**COMPLETE SUBMISSION** No

**FEE (\$)** \$268.00

**FEE RECEIVED (\$)** \$268.00

**OUTSTANDING FEE (\$)** \$0.00

**DESCRIPTION** Floor Renovation for OFC

#### Task Instructions

Fees must be paid to commence application review. Refer to Fee Payment Task email for Payment Options. Fees exceeding \$10,000 cannot be received online.

- 2**  All required Fees have been paid.

**3**

You will receive a confirmation email that we have received your payment.

Your official receipt will be available at the time of application approval.