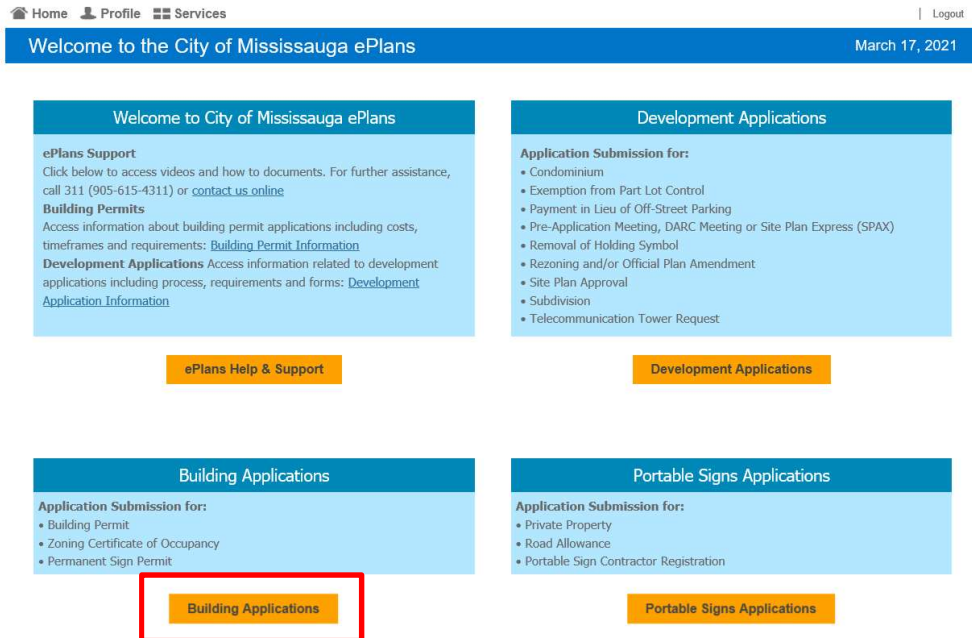


# HOW TO: PRESCREEN CORRECTIONS (Projects created after April 19, 2019 – Tasks PF)

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



Home Profile Services | Logout

Welcome to the City of Mississauga ePlans March 17, 2021

**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
- Zoning Certificate of Occupancy
- Permanent Sign Permit

**Building Applications**

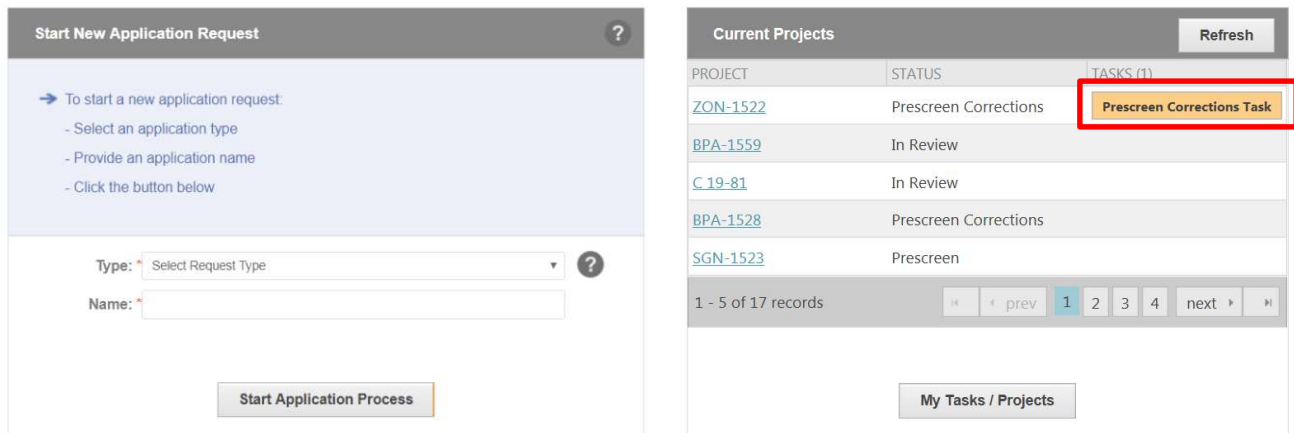
**Portable Signs Applications**

**Application Submission for:**

- Private Property
- Road Allowance
- Portable Sign Contractor Registration

**Portable Signs Applications**

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



**Start New Application Request** ?

→ To start a new application request:

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

Type:  ?

Name:

**Start Application Process**

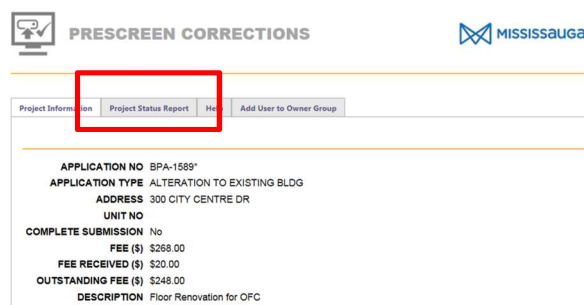
**Current Projects** Refresh

PROJECT	STATUS	TASKS (1)
<a href="#">ZON-1522</a>	Prescreen Corrections	<b>Prescreen Corrections Task</b>
<a href="#">BPA-1559</a>	In Review	
<a href="#">C_19-81</a>	In Review	
<a href="#">BPA-1528</a>	Prescreen Corrections	
<a href="#">SGN-1523</a>	Prescreen	

1 - 5 of 17 records

**My Tasks / Projects**

4. Once the eForm opens, click on the “Project Status Report” tab to view the required corrections.



**PRESCREEN CORRECTIONS** MISSISSAUGA

Project Information **Project Status Report** Help Add User to Owner Group

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**APPLICATION NO** BPA-1569\*

**APPLICATION TYPE** ALTERATION TO EXISTING BLDG

**ADDRESS** 300 CITY CENTRE DR

**UNIT NO**

**COMPLETE SUBMISSION** No

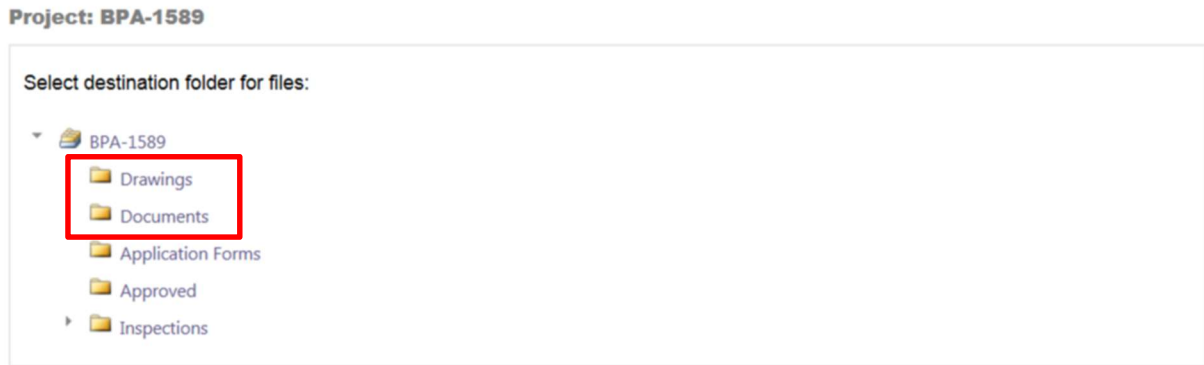
**FEE (\$)** \$268.00

**FEE RECEIVED (\$)** \$20.00

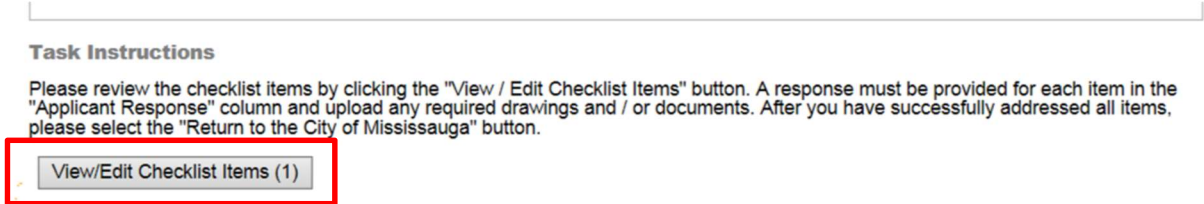
**OUTSTANDING FEE (\$)** \$248.00

**DESCRIPTION** Floor Renovation for OFC

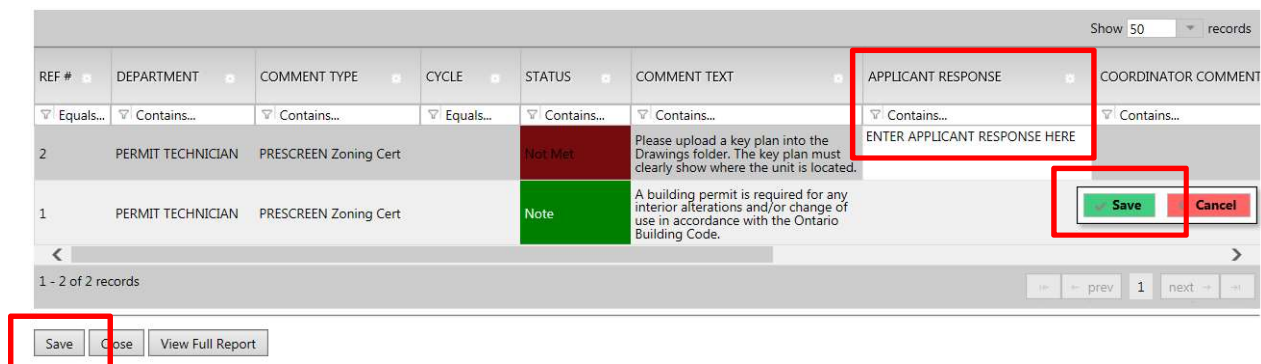
- Once you have collected or prepared your new/corrected information, upload them into the drawings or documents folder.



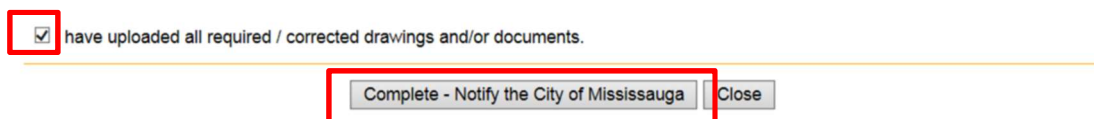
- Click on “View/Edit Changemark Items” and “View/Edit Checklist Items” to enter your applicant responses. This will open the viewer in a new window.



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



- Select the check box and click “Complete - Return to the City of Mississauga”



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



## PRESCREEN CORRECTIONS

Project Information	Project Status Report	Help	Add User to Owner Group
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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 (\$)** \$20.00  
**OUTSTANDING FEE (\$)** \$248.00  
**DESCRIPTION** Floor Renovation for OFC

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### Task Instructions

Please review the checklist items by clicking the "View / Edit Checklist Items" button. A response must be provided for each item in the "Applicant Response" column and upload any required drawings and / or documents. After you have successfully addressed all items, please select the "Return to the City of Mississauga" button.

[View/Edit Checklist Items \(1\)](#)

### Project: BPA-1589

Select destination folder for files:

- ▼ BPA-1589
  - Drawings
  - Documents
  - Application Forms
  - Approved
  - Inspections

### Applicant Comments

### Reviewer Comments

Reviewer Comments Last updated: 3/20/2019 3:20:39 PM

I have uploaded all required / corrected drawings and/or documents.

[Complete - Notify the City of Mississauga](#)

[Close](#)