City of Mississauga
ePlans Applicant Guide
For Building Permits/Sign Permits and Zoning Certificates

June, 2015	Version 1.0
Applicant User Guide –Version 1 02/04/2015	In addition to this user manual, please refer to the instructions provided in the electronic forms (eForms) for further assistance.

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Electronic Plan Submission

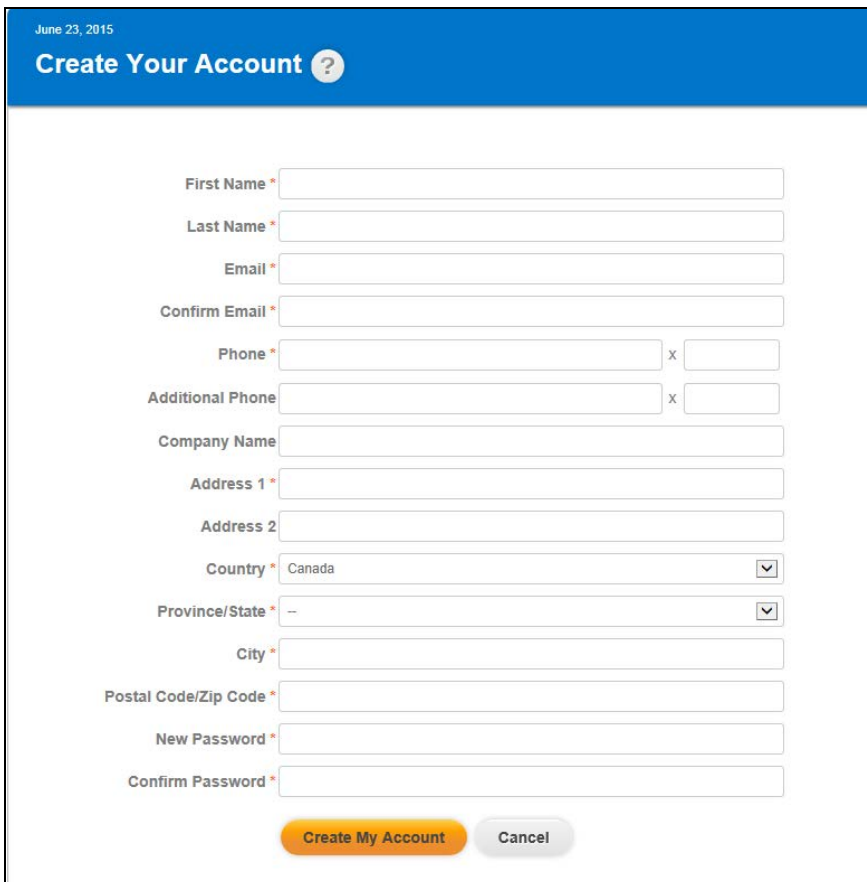Mississauga's Electronic Plan solution is a web-based solution that will allow applicants to…

- Create an account.
- Apply for building permits, sign permits, zoning certificates, site plan applications and preliminary meeting.
- Upload digital source drawings and documents.
- Make payments in conjunction with your applications.
- Track submissions and response to City requirements via email notifications.
- Access approved drawings and documents online.

Getting Started

Access our ePlans page at www.mississauga.ca/eplans

Create An Account

To create an account, press the Create An Account button. This will take to a new window to capture your information. This information can be used when making application. It is important to remember that this is how we are going to contact you.

This information will identify you as an ePlans user with the City of Mississauga.

The information you provide in protected under the Provincial Privacy legislation and will be used only for the processing of you application(s).

All mandatory fields are identified with a RED asterisk.

Your email address will be the main point of contact so please make sure it is a mailbox that you monitor and do not change your email address for the purposes of your application(s).

E-mail	This should be your main contact email. It is an email that you monitor on a regular basis. <u>This will be how we are going to communicate with you</u>.
Password	The password word requirements require combination of letters and numbers with one uppercase character. No special characters.
Forgot Password	This function will allow you to send an access code to your email. You have up to 4 hours to use the access before it expires.
Install ProjectDox Components	This will download a current version Active X controls and MS Silverlight. This link will only display when using Internet Explorer. You will be required to install the ProjectDox components to upload drawings and open the drawing files

Process Overview – How it Works

- You complete the request for application online.
- You pay an administration fee at the time of request (which is credited towards your total application fee, in most cases).
- You will receive an email with instruction on how to upload your digital drawings and documents.
- Staff will be notified when you complete this task and will conduct a pre-screening of your request to determine if your request is an ePlan candidate.
- You may receive a Resubmission task that will outline deficiencies in your request and what you need to do to meet the submission standards and resubmit.
- Once Pre-screen is approved, you will receive a Fee Payment task to make an online payment or in person.
- Once we have received your full fee, we will begin processing your application.
- At the end of the review process your will receive a Resubmission task if there are deficiencies in your application or you will receive notification that your application has been approved and a permit has been issued.
- Once issued, you will receive an email with a link to zip file containing stamped drawings and documents as well as PDFs of your permit notice or zoning certificate. Originals will be mailed.

The City of Mississauga reserves the right to require a paper based submission. It is important to note that a request for application is not an application until such time as we are satisfied that your request meets the minimum submission standards set out in this guide as well as the Building By-law.

Submitting a Request

Each request type will have a different set of online electronic forms. For most all requests, you will be required to pay an Administration Fee at the time of submission. This fee will be credited towards your total fee (Online Payments).

Main Page

1. Select your request type by clicking on the drop down list.
2. Enter a Request Name. This should be something that describes the project. For example, one storey rear addition SFD. The address and location information will be captured later in this process. Avoid using private names in the request name.

Start My Application Request	Once you have selected the type of request and entered a Request Name, press the Start My Application Request button to access the electronic form.
Manage My Existing Projects	Once your request has been accepted, use the Manage My Existing Projects button to access in process application and issued permits and zoning certificates
In Process Application Request	This block contains all your saved requests (not your applications). This could be requests you have started but are not yet ready to submit. This area could be use to store template application request forms for those clients you are managing multiple applications.
Profile	The Profile button will allow you access to update your Profile. It is extremely important that you do not change your email address during the process.

Workflow and Applicant Tasks

Each project (permit application) will have TASKs to be completed by STAFF or YOU (as the applicant). Below is formal list of Tasks that you will see in the system or in some of project reports.

|	Workflow TASK	PMR	Assignment	Description
1	Applicant Upload	Applicant	n/a	Applicant to upload drawings
2	Prescreen Review	PERMIT TECHNICIAN	First in Group	Staff perform prescreen
3	Prescreen Corrections	Applicant	n/a	Applicant to respond to prescreen corrections
4	Prescreen Review	PERMIT TECHNICIAN	First in Group	Approve prescreen
5	Fee Payment	Applicant	n/a	Applicant pays fees online/counter
6	Create Application	PERMIT TECHNICIAN	First in Group	This task cannot be completed until individual assignments completed by Supervisor OR 24 hrs have passed since the Applicant had completed the Fee Payment Task
7	Begin Review	PERMIT TECHNICIAN	First in Group	Review Assigned reviewers in P Dox. You add or delete reviews.
8	Department Review	PLAN EXAMINATION	Individual	Review submission; add changemarks, markups, and checklist items.
9	Review QA	PERMIT INFO CLERK	First in Group	Update MAX - Withheld
10	Applicant Resubmit	Applicant	n/a	
11	Resubmit Received	PERMIT TECHNICIAN	First in Group	Review submission and recirculate for next review cycle.
12	Department Review	PLAN EXAMINATION	Individual	Review submission; add changemarks, markups, and checklist items.
13	Review QA	PERMIT INFO CLERK	First in Group	Proceed to Approval/Select Permit Administrated
14	Final Approval	PERMIT ADMINISTRATOR	Individual	Sign off physical permit (Vu/Jack/Ezio/David/Tim)
15	Permit Issuance In MAX	PERMIT INFO CLERK	First in Group	Update status in MAX, print permit notice, etc.
16	Batch Stamp	PERMIT INFO CLERK	First in Group	Batch stamp drawings and documents Permit has been issued and applicant notified by email.
17	Email Notification of issuance	Applicant	n/a	Applicant receives email notification of permit issuance and instructions to download APPROVED plans and documents.

Submission Standards – Preparing your electronic submission

Once you have made your initial request and paid the administrative fee, you will receive two emails. The first email is a payment receipt/confirmation. The second email will be an invitation to upload your plans and documents so that we my Prescreen your request. The drawings and documents that you upload must meet our submission standards.

Standards allow for easy identification of drawing by naming convention, vector file types in order to facilitate the most efficient review, colour coding of comments for visual identification of departments and so on.

Required Files Types

1. Drawing Files – each drawing sheet shall be uploaded as separate file.
2. Each page of the drawing shall be uploaded as a separate file.
3. Supporting Document Files – all other files that are required as part of the application submission but are not drawing files (ie. Truss or pre-engineered structural component, soils reports, specifications, heat loss, heat gain calculations, energy efficiency calculations (SB-10, SB-12), etc.). Each document shall be uploaded as a separate file.
4. Supporting files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG, or BMP. Please submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).
5. Only PDF or vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. If PDF is the preferred file type, it is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."
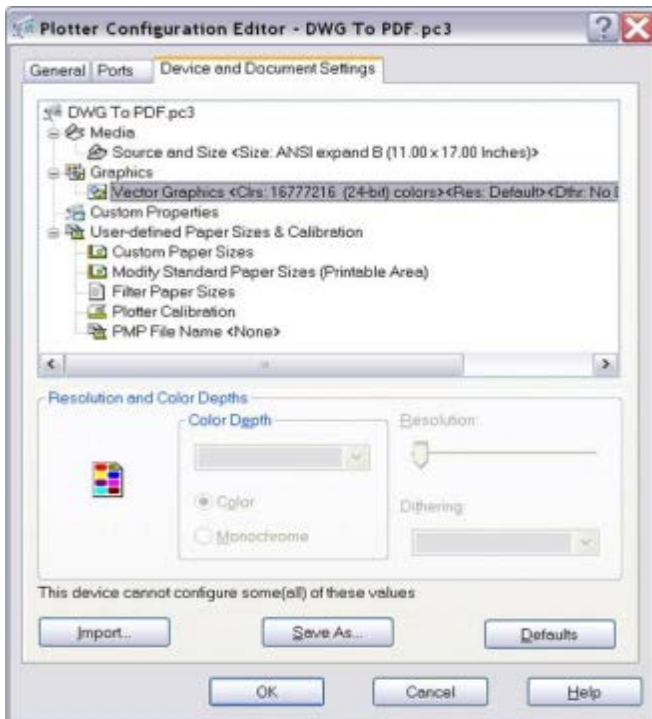
When submitting vector based PDF, you will need to provide us with a layer naming conventions so that we can manipulate the view to speed our review time.

We do not need to see layers that clutter the drawings. Layers such as floor finishes that are cross hatched, is an example of such a layer.

Border Standards

All Drawing Files

The top right corner of all drawings must be reserved for the City of Mississauga electronic approval stamps. Please leave the top right corner completely blank on all drawings (with exception of the border).

24x36 or 36x 48 Plans	All sheets – Stamp location box dimensions: 3" width x 5" height (3/4" from edge of paper in both directions)
18x 24 Plans	All sheet – Stamp location box dimensions: 3" width x 5" height (1/2" from edge of paper in both directions)
11x17 Plans	All sheet – Stamp location box dimensions: 3" width x 5" height (1/2" from edge of paper in both directions)

 The approval stamps are transparent and may be applied over the base drawing.

File Naming Standards – Building Plans (Residential & Commercial)

Filenames for drawings submitted through ePlans Review should include the first character(s) of the discipline name, followed by a 3-digit sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals. Please do not version files when uploading resubmitted files.

- **Discipline** – First character(s) in the file name represents the discipline area followed by the page number and type of drawing, i.e. A002 – Elevations. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.
- **Sheet Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99
- **Sheet Name** – Adding in the sheet name will allows plans examination staff to quickly navigate your submission, this will aid in review process. The sheet name should be the same name that you would place in your tittle block for that drawing, for example **A003 First Floor Plan**

The following table can be used as an example when creating file names for your submission.

Drawing Type	Discipline	Character	Sheet Number	Example File Names
Architectural				
Cover Sheet	ARCHITECTURAL	A	000-999	Cover Sheet/Site Plan
Floor Plan	ARCHITECTURAL	A	000-999	First to xxx Floor Plan
Foundation	ARCHITECTURAL	A	000-999	Foundation/Basement
Elevations	ARCHITECTURAL	A	000-999	Elevations
Details	ARCHITECTURAL	A	000-999	Details
Sections	ARCHITECTURAL	A	000-999	Sections
Structural				
Foundation	STRUCTURAL	S	001-999	Foundation/Basement
Floor Plan	STRUCTURAL	S	001-999	First to xxx Floor Plan
Elevations	STRUCTURAL	S	001-999	Elevations
Details	STRUCTURAL	S	001-999	Details
Sections	STRUCTURAL	S	001-999	Sections
Mechanical				
Foundation	MECHANICAL	M	001-999	Foundation/Basement
Floor Plan	MECHANICAL	M	001-999	First to xxx Floor Plan
Elevations	MECHANICAL	M	001-999	Elevations
Details	MECHANICAL	M	001-999	Details
Sections	MECHANICAL	M	001-999	Sections
Plumbing				
Foundation	PLUMBING	P	001-999	Foundation/Basement
Floor Plan	PLUMBING	P	001-999	First to xxx Floor Plan
Elevations	PLUMBING	P	001-999	Elevations
Details	PLUMBING	P	001-999	Details
Sections	PLUMBING	P	001-999	Sections
Electrical				
Foundation	ELECTRIC	E	001-999	Foundation/Basement
Floor Plan	ELECTRIC	E	001-999	First to xxx Floor Plan
Elevations	ELECTRIC	E	001-999	Elevations
Details	ELECTRIC	E	001-999	Details
Sections	ELECTRIC	E	001-999	Sections
Interior Design				
Foundation	INTERIOR DESIGN	ID	001-999	Foundation/Basement
Floor Plan	INTERIOR DESIGN	ID	001-999	First to xxx Floor Plan
Elevations	INTERIOR DESIGN	ID	001-999	Elevations
Details	INTERIOR DESIGN	ID	001-999	Details
Sections	INTERIOR DESIGN	ID	001-999	Sections
Landscape	LANDSCAPE	L	001-999	
Survey	SURVEY	S	001-999	

Shoring	SHORING	SHR	001-999	
Fire Protection	FIRE	F	001-999	
Energy	ENERGY	EN	001-999	

Markup Name and Colour Standards

- Standard markup names and colours will be used for each reviewing department for easy identification. A markup can have one or more "changemarks." Changemarks are created to quickly identify a markup and associated comments.

MARKUP NAME	MARKUP COLOUR
Building/Code Review	RED
Zoning Review	BLUE
Plumbing Review	BROWN
HVAC Review	PURPLE
Fire Prevention Review	DARK RED
Development Construction/Grading Review	GREEN
Customer Service Review	ORANGE
Sign Reviewer Review	RED
Inspection	RED

Applicant Upload

In order for staff to complete the Prescreening of your application, you will need to upload your drawings and documents. Once you have paid the administration fee, you will receive two emails. The first email is a payment confirmation email while the second email is an invitation to submit plans for electronic Plan Review. The pre-screening of you application request cannot begin until you have uploaded your drawings and documents and have completed the Upload task.

You will have 14 calendar days to upload your drawings. If we have not heard from you we will send you a reminder email after 7 days. Once the 14 days expire, we may cancel your requests and you will forfeit your administration fee.

Invitation to Submit Plans For Electronic Plan Review

Hello Jack - Applicant:

Welcome to the City of Mississauga ePlans system. This invitation has been sent to you in response to your building permit application request. A project folder has been created to allow you to electronically upload your drawings and supporting documents. At this point your application has not been formerly accepted. Once you complete the task below, we will review your request and advise you of any outstanding information.

To access your new project:

1. Click the Project Access link below.
2. Enter your Email and Password to login.
3. Click on the Project Name, if not already in your project.
4. Refer to the Applicant Guide for detailed instructions to upload drawings, documents and application forms.
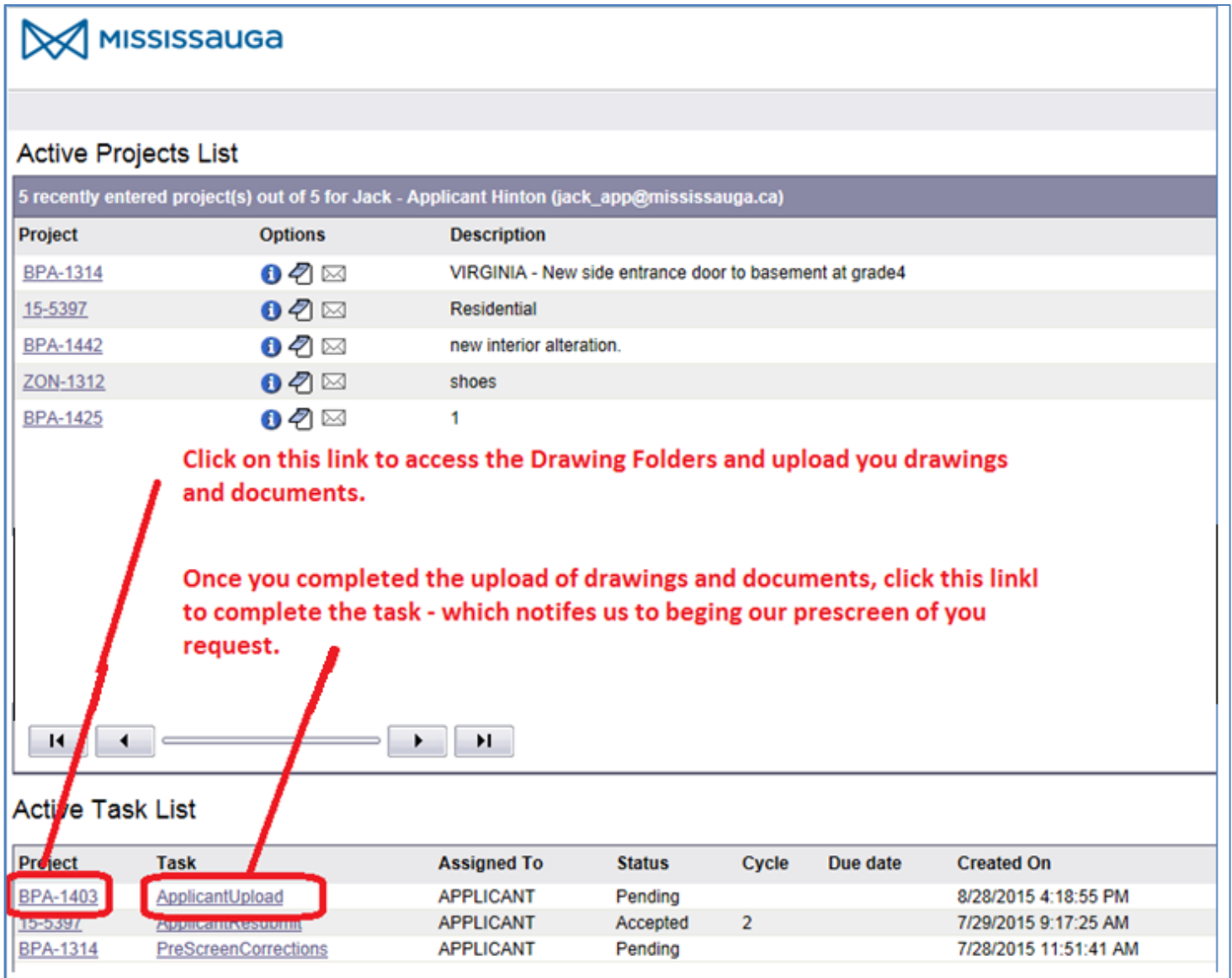
Please note that you will have **14 calendar days** to upload your drawings and supporting documents. Failure to upload your drawings within this time frame will result in a cancelation of your request and your administrative fee will be forfeited and you will need to re-apply.

User Login:	jack_app@mississauga.ca
TEMP Project No.: Once your request is accepted, you will receive a new Project No.	**BPA-1419**
Task:	**ApplicantUpload**
Project Contact:	**[Permit Info Clerk (905) 615 3200 x4140]** eplans.building@mississauga.ca
Project Access	

Log in to Upload Drawings

- Log in to Mississauga's ePlans website and press the **Manage My Existing Project** button. This will take you to your Projects Home page displayed below.
- Click on the Project link to access a page where you can upload your drawings and documents.
- Once you have completed the upload, please return this page by pressing the Projects button. Click on the Applicant Upload link to complete the Upload task that notifies to proceed to pre-screen your request.
- See screen print below.

Folder Structure

- When uploading drawings and documents, you need to make sure that these files get uploaded to correct folder. It is your responsibility to ensure that correct documents are uploaded to the correct folder.

Drawings - All drawings should be uploaded to the "Drawings" folder for each project including the Site layout for building plans should be uploaded into the drawings folder.

Documents - All documentation (any non-drawing files, truss calculations, geotechnical reports, etc.) should be uploaded into the "Documents" folder for each project.

Application Forms – Any forms that you are required to complete and sign will be in his folder.

Approved – Once your application is ISSUED or APPROVED, all approved Drawings and Documents will be found in this folder.

Inspections – staff use only

Internal Only – staff use only

Once your files have been uploaded, you need to complete the Application Upload task. You can do this by returning to the Project Home page and pressing the ApplicantUpload link. This will open a new page as displayed below.

YOU MUST COMPLETE THE TASK WHICH NOTIFIES US THAT YOU HAVE COMPLETED YOUR REQUEST SUBMISSION.

Prescreen Review

Prescreening is a cursory review of your uploaded drawings and documents to ensure that you have met the submission standards and that your submission is complete. Allow a minimum of two (2) working days after you have uploaded your documents for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a "Prescreening Corrections Request" e-mail with instructions on the changes requested and how to resubmit.

Responding to Prescreen Corrections

If there are items that need to be addressed, you will receive an email called a Prescreen Correction Notice. This email will instruct you to login to view the outstanding items before Prescreen can be approved. Once you login and press the **Manage My Existing Project** button to open the application. You will see your request number alongside the Prescreen Correction

Clicking on the View Intake Checklist link, this link will also display the number of outstanding items that need to be address before your Prescreen in accepted. You can also access this list by clicking on the Checklist Report tab.

At this point, you have access to the Drawings and Document folder to upload requested information.

BPA-1314 : APPLICANT

SELECTED CORRECTIONS

CATEGORY1	CATEGORY3	COMMENT TITLE	COMMENT	RESPONSE	STATUS	UPDATED BY	STATUS UPDATED
Review Coordinator	Applicable Law	CONSERVATION - TORONTO	Our records indicates that the scope of your application falls within the screening area of Toronto Region Conservation Authority. Without written clearance, your application cannot be considered complete. Written clearance is required prior to the issuance of your building permit. Changes that are **Review QA Response:**	**Enter your response in this text box. You must complete this for every item in your list.** **Once completed, click on Save and Close.**	○ Note ○ Met ⦿ Not Met	Virginia Lemieux	7/24/2015 10:29:00 AM

Update Correction List   Save and Close

Once you have addressed all the items and uploaded and Drawings and Documents, click on the PreScreen Corrections link in your Active Task list. You are now ready to complete the task by checking the acknowledgment box, the button will become active. Once you complete this task, your request will be returned to the Review Coordinator to evaluate your resubmission. Please note that we are limiting the Prescreen to (2) review cycles. This means if you do not address all the items you have (2) attempts to get it right. After the second cycle if there are still outstanding items, we will be processing your building permit application as Incomplete (legislative time frames do not apply).

| Review Information | Permit Information | Contact Information | Resources | Checklist Report (1) | Routing Slip |

Review Coordinator   Virginia Lemieux (virginia.lemieux@mississauga.ca)
Review Cycle   0
Workflow/Activity Name BuildingReview_Workflow / PreScreenCorrections
ⓘ Activity Instructions Please address all Checklist Items and upload any required drawings and / or documents. You will receive an email for fee payment once all the items have been satisfied.
Current User Logon   Jack - Applicant Hinton (jack_app@mississauga.ca)

Task Instructions

VIEW INTAKE CHECKLIST (1)

☑ I have uploaded the corrected documents and/or drawings as indicated below.

Thank you for your request. Please download the Building Permit Application form and any other applicable forms from the Applications Forms folder, print the document, sign it in blue ink, scan the document, and upload it to the Application Forms directory.
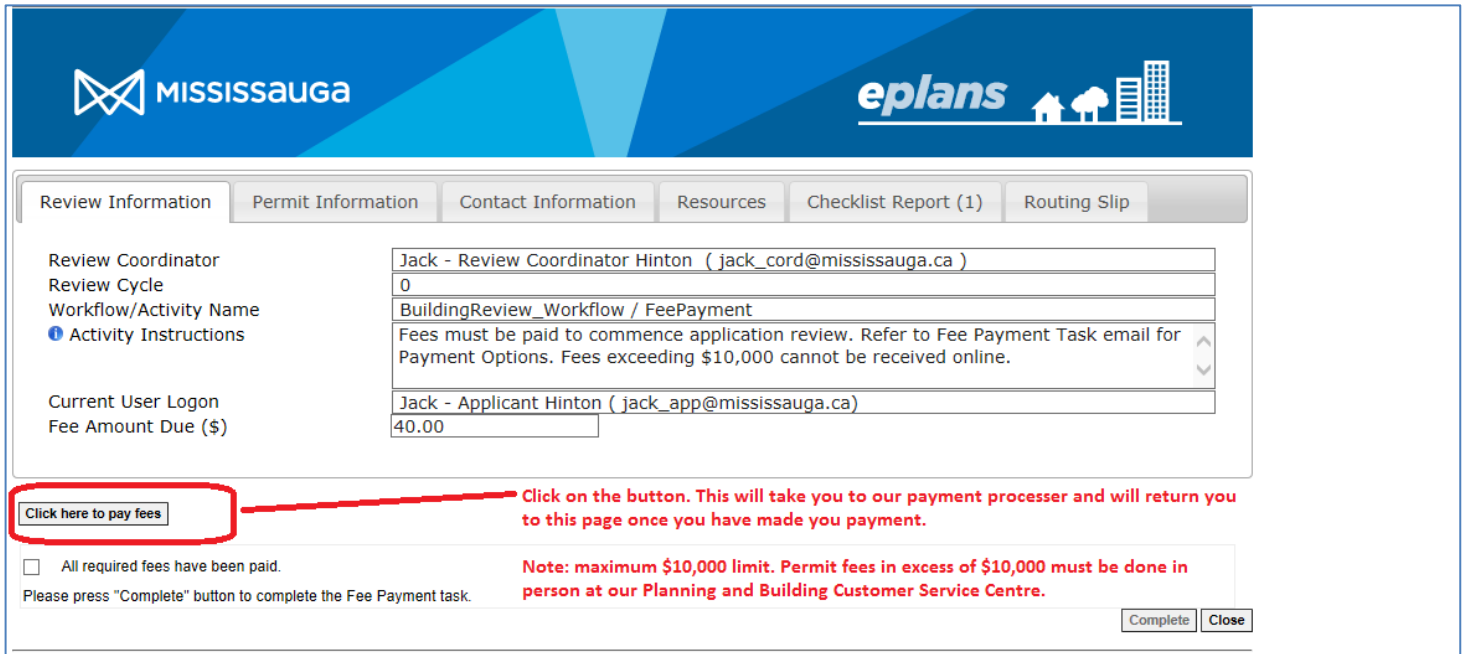
Check the Box and tthen click on teh Corrections Complete button.

Corrections Complete   Save And Close

Fee Payment

Once we receive your PreScreen Corrections (if required), the PRESCREEN task will be completed. This will automatically create a FEE PAYMENT task for you. You will receive an email specifying the total building permit or sign permit fee.

- Log into ePlans with your account.
- Press the Manage My Existing Projects
- Click on the FEE PAYMENT task in your Active Task List

Once payment is accepted, you will receive an email receipt. You will be returned to the above page where you need to click in the check box and then press the "Complete" button. This is very import as it lets us know that you have made your payment.

At this point we will begin our review by circulating your application. You will receive an email containing the formal application number and date we began our review. If you application has been accepted as a complete application, the legislative time frame will be indicated in the email.

NOTE : is the case of Zoning Certificates that have a flat rate fee, you would have paid the full amount at the time of your initial request. At this point you will receive an email indicating that we have accepted your application and will be starting our review. Once the review is complete you will either receive your issued Zoning Certificate or an APPLICANT RESUBMIT task to address any deficiencies.

Applicant Resubmit

Once we have completed our review by all required review groups, you may receive an Applicant Resubmit task to address by responding to any deficiencies. If there are no deficiencies, your application will proceed to approval (see Permit Issuance section). To respond to your Applicant Resubmit task…

- Log into ePlans with your account.
- Press the Manage My Existing Projects
- Click on the APPLICANT RESUBMIT task in your Active Task List

Items that need to be addressed are divided into two different types, CHECKLIST items and CHANGEMARKS.

CHECKLIST – These are items that are NOT related to deficiency in the drawings but rather requests for information.

CHANGMARKS – These are deficiencies in your drawing submission and will require a resubmission of the actual drawing.

| Review Information | Permit Information | Contact Information | Resources | Checklist Report (2) | Routing Slip |

Click on the Checklist tab to see Checklist items.

Cycle	Group	Comment Text	Status	Applicant Response	Updated	Update
2	BLDG ENG PLAN EXAMINER	Submit floor framing layout and specifications for Engineered Lumber beams and wood I joist, sealed and signed by a P. Eng. where members are supporting concentrated loads and/or fall under structural applications, that are outside the scope of manufacturer's approved technical literature.	NotMet	done	Jack - Applicant Hinton	8/14/2015 10:03:22 AM
2	BLDG ENG PLAN EXAMINER	Submit engineered roof truss layout and specifications as per 2012 OBC, Div. B, Article 9.23.13.11. Wood Roof Trusses, sealed and signed by a P. Eng.	NotMet	DONE	Jack - Applicant Hinton	8/14/2015 10:03:22 AM

Click on the Manage Selected Checklist Comments to respond to the NOT MET items.

Manage Selected Checklist Comments

Export to Excel

Note that you must supply an Applicant Response.

CHANGEMARKS - Review Cycle: 1 ▼

Filter Changemarks by Keyword: [_____] SEARCH SHOW ALL

🔄 Click Here to Load Changemarks...

Changemarks get resolved by uploading a new version othe file with the deficiencies addressed. You need to respond in the Applicant Response box to let the Plans Examiner know how you have addressed the deficiency. When uploading revised drawings, you must use the SAME file name.

Status	File	Cycle	Review Activity	File	Markup	Subject	Conditions	Applicant Response
No		1	BLDG ENG PLAN EXAMINER	A003.pdf	BLDG lhinton	Provide details of bearing	Provide details of bearing Review QA Response ☒	
No		1	BLDG ENG PLAN EXAMINER	A003.pdf	BLDG lhinton	Bearing	Bearing Review QA Response ☒	

Save Changemark Updates

DEPARTMENT REVIEW - Review Cycle: 1 ▼

	CYCLE	REVIEW ACTIVITY	REVIEWED BY	ACTIVITY HRS (HH.MI)	STATUS & NOTES

This frame will display the review status of each required review. You cannot make any changes in this frame.

WITHHELD

☑ | 1 | BLDG ENG PLAN EXAMINER | JACK - REVIEWER HINTON JACK_REVIEW@MISSISSAUGA.CA 905-615-3200 X4248 | | REVIEW QA RESPONSE:

☐ PLAN REVIEW COMPLETE

Task Instructions

Checklist Item: Please click the Checklist Report tab and review each item. Each comment will be indicated as **"Met"** or **"Not Met"** or **"Note"**.

☐ I have reviewed and addressed the Checklist Comments provided on the "Checklist Report" tab above.

☐ I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.

☐ If applicable, I have uploaded the additional / revised drawings into the "DRAWINGS" folder and / or uploaded additional / revised documents into the "DOCUMENTS" folder. In case of revised drawings and documents, I have used the SAME file name as the original files.

☐ I am ready to complete my assigned task.

[Complete] [Save And Close]

Onced you have addressed ALL the CHECKLIST items and CHANGEMARKS, you need to read and acknowledge each checkbos, the Complete button will become active, you need to finish by pressing the Complete button. This tells us that you have resubmitted for second and subsequent review circulations.
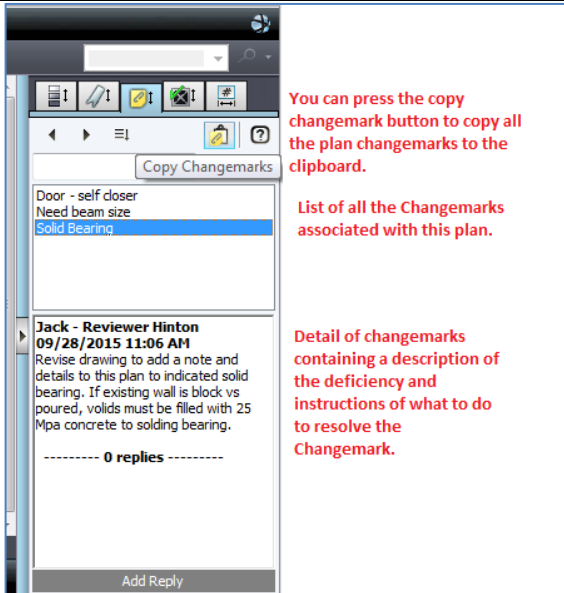
Viewing the Graphical Markups

Outstanding deficiencies can either be in the form of Checklist items and Changemarks. Changemarks are the graphical deficiencies associated with an individual plan. Changemarks are a type of markup that needs to resolves before you application can be issued.
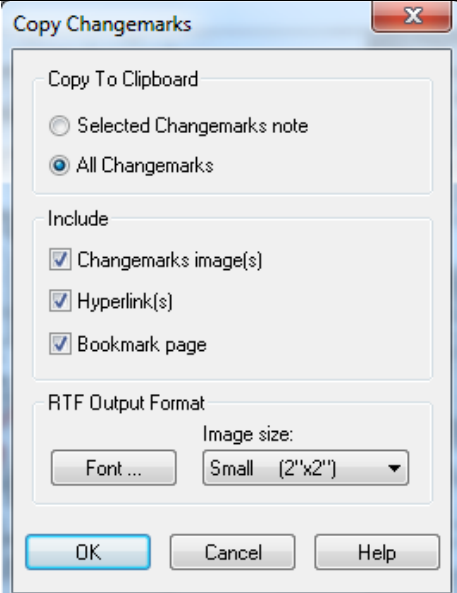
You can view markups (changemarks) at any time.
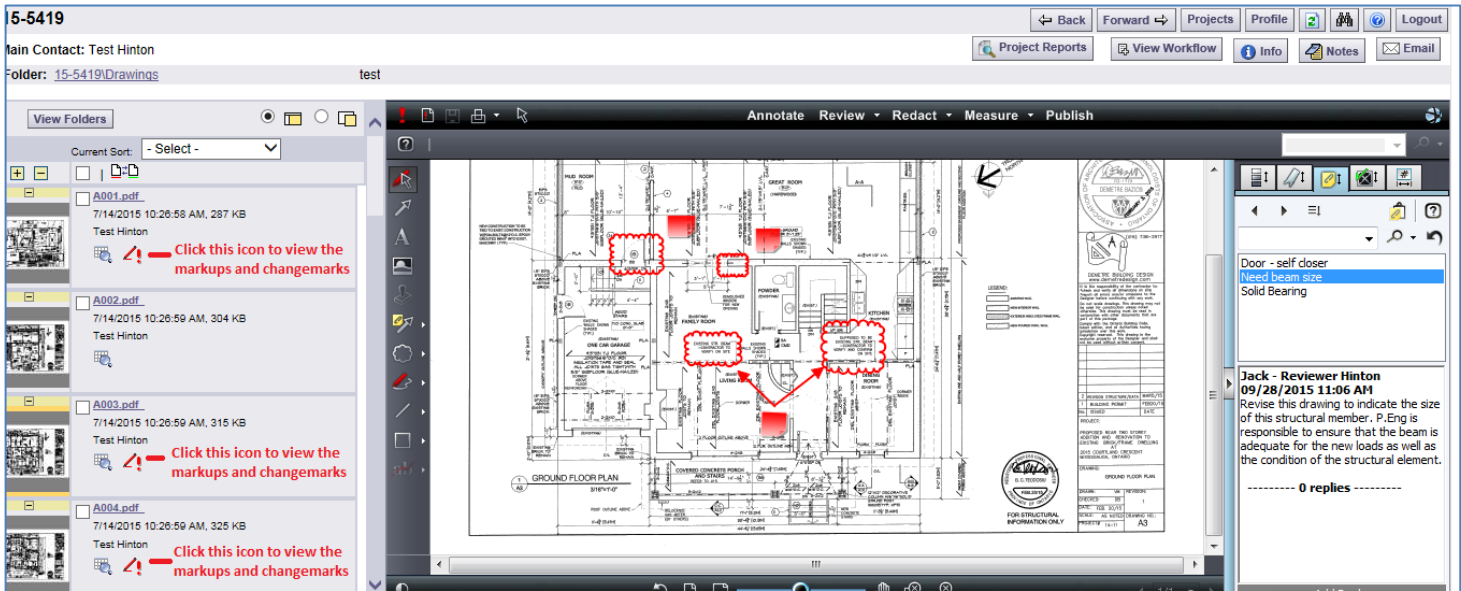
You can view the changemarks in the specific drawing and you would address how you are going to resolve the deficiency in the eForm (see page 21).

You can print a list of all changemarks associated with the individual plan in the case where you wish to circulate the deficiencies to other design professionals (not included in the project).

You can press the copy changemark button to copy all the plan changemarks to the clipboard.

List of all the Changemarks associated with this plan.

Detail of changemarks containing a description of the deficiency and instructions of what to do to resolve the Changemark.

List of Comments

Copied Changemarks Pasted into a Word Document – example

Door - self closer (Jack - Reviewer Hinton 2015/09/28 11:06:49 AM)

Need beam size (Jack - Reviewer Hinton 2015/09/28 11:06:44 AM)

Solid Bearing (Jack - Reviewer Hinton 2015/09/28 11:06:53 AM)

Door - self closer   (Back to List)
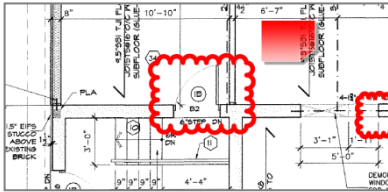
Created by: Jack - Reviewer Hinton
On: 2015/09/28 11:06:49 AM
Revise this plan to indicate that this door is equipped with a self-closing device. Door schedule also needs to be updated to indicate self-closer and weather-stripped.

--------- 0 Replies ---------

(Back to List)

Need beam size   (Back to List)
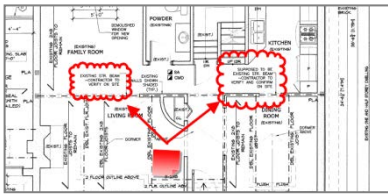
Created by: Jack - Reviewer Hinton
On: 2015/09/28 11:06:44 AM
Revise this drawing to indicate the size of this structural member. P.Eng is responsible to ensure that the beam is adequate for the new loads as well as the condition of the structural element.

Solid Bearing   (Back to List)
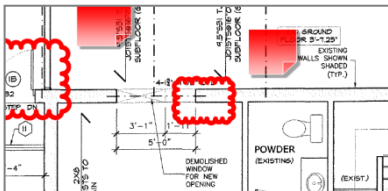
Created by: Jack - Reviewer Hinton
On: 2015/09/28 11:06:53 AM
Revise drawing to add a note and details to this plan to indicated solid bearing. If existing wall is block vs poured, voids must be filled with 25 MPa concrete to solid bearing.

Checking Status of Applications

You can check the status of your application at any time during the review process. The simplest way to check the overall status is to login into ePlans and run the **Current Project – Department Review Status** report. There a number of reports available to the applicant at any time.

- Log into ePlans with your account.
- Press the Manage My Existing Projects
- Click on the Project/Application number link
- Click on the Reports tab (this take a minute to display)
- Click on the View report icon adjacent to the **Current Project – Department Review Status**

View	Report Name	Report Type	Report Description
🔍	Current Project - Project Status Report	Project	All unresolved checklist items and changemarks
🔍	Workflow - Routing Slip	Project	Workflow Routing Slip
🔍	Workflow - Checklist Report	Workflow	Checklist Report (Met and Not Met)
🔍	Workflow - Department Review Status	Project	Department Review Status
🔍	Workflow - Review Cycle Count	Project	Review Cycle Count

Page **1** of **1** (5 items)

Project SEC UNIT 15-6770 SU   Workflow BuildingReview_Workflow (07/27/2015 04:02 PM)   View Report

1 of 1   Find | Next

Current Project - Department Review Status
SEC UNIT 15-6770 SU

Review Cycle	Group Name	Review Status
⊟ 1		
	BLDG ENG PLAN EXAMINER	Withheld
	HVAC PLAN EXAMINER	Withheld
	PLUMBING PLAN EXAMINER	Approved
	TW - DEVELOPMENT CONSTRUCTION	Withheld
	ZONING PLAN EXAMINER	Withheld
⊟ 2		
	BLDG ENG PLAN EXAMINER	Approved
	HVAC PLAN EXAMINER	Approved
	PLUMBING PLAN EXAMINER	Approved
	TW - DEVELOPMENT CONSTRUCTION	Withheld
	ZONING PLAN EXAMINER	Approved

Select the BuildingReview_Workflow from the drop down list.

You will need to expand the Review Cycle by clicking on the PLUS signs.

There maybe mutliple review cycles, use the highest number review cycle to see the current status of the department review status.

All Department Reviews must be APPROVED before you application/permit can be issued.

Once you have determined the overall review status of the individual review departments, you can now run the **Current Project – Current Project Status** report to view all in the deficiencies associated with that application.

This report will display all the outstanding and note status comments. The report is grouped by Department Review and will display both Changemark conditions and Checklist conditions.

You can generate the report to another format by using the report writer tool bar.

Contacting & Collaborating with Staff

The ePlans application has a Team Email feature that allows you to correspond directly with staff. If you have questions about any of the comments or conditions, you can email the Plans Examiner. This is a DO NOT REPLY email mailbox so you cannot create email threats but each email is recorded in the database as will form a part of the file documents.

You could use this feature to request a face to face to meeting or to set up a time to have a telephone conversation.

Be sure to only select the Plans Examiner or Staff associated with your application by pressing on the '+' sign adjacent to the Department Review group. If you select the entire group, you will not get a response.
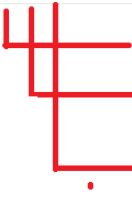
Permit Issuance

At some point, your application will be ready for issuance. You will receive an email indicating that your permit has been issued. That email will contain instructions as to how to access your approved/stamped drawings, permit notice, payment receipt, and supporting documents.

MISSISSAUGA

Application Issuance Notice

Attention Jack - Applicant:

We are pleased to inform you that your application has been approved. Please click the Project Access link below to download the approved plans from the "Approved" folder.

Please access our Schedule Permit Inspection service to request required inspections and read how to track you inspection status.

http://www.mississauga.ca/portal/services/scheduleinspection

Note:

- The owner/person in charge of construction is required to provide one hardcopy of the approved drawings and specifications on site at all times.
- Your permit notice(s) will be mailed to you and shall be displayed and kept on site at all times.

User Login:	jack_app@mississauga.ca
Project:	15-5361
Project Address:	2052 COURTLAND CRES
Project Description:	Residential
Project Contact:	Jack – Review Coordinator Hinton jack_cord@mississauga.ca
	Project Access

If you have questions related to this information, please contact our Inspection Services Section at (905) 615-5660 Monday to Friday 8:00am to 4:00pm.

Please do not reply to this email.

Clicking on the Project Access will open up the application. You may need to login to navigate to the project and project folder.

- Log into ePlans with your account.
- Press the Manage My Existing Projects
- Click on the Project link task in your Active Project List

NOTE: you will not have a TASK so the Project link will be displayed in your Active Project List frame at top of the screen.

All of the permit documents will be located in the APPROVED folder.

It is your responsibility to print these documents (at a reasonable scale and in colour) and have them available on site for City of Mississauga inspection staff.

Files retrieved from: 15-5361\Approved

Your files are ready to be downloaded. All selected files have been compiled
into a single ZIP file for your convenience.

Download Zip File (8.5 MB) Delete Zip File

After your download has completed successfully, please delete the zip file from
the server, for the protection of your intellectual property.

The **APPROVED** folder will contain the following files.

Drawings	All architectural, structural, mechanical, and applicable electrical drawings will be individually stamped with the Issued Permit stamp in the top right hand corner of the drawings.
Documents	All documents that where submitted and deemed to be a part of the issued permit documents. These documents will be stamped with the Issued Permit stamp on the front page of any multi page documents.
Permit Notice	You will find a PDF version of the Permit Notice. The paper Permit Notice and the Public Permit Notice will be mailed to you.
Fee Report	You will find a PDF of a Fee Report indicating a breakdown of the various fees related to the issuance of your permit under the Building By-law. Other fees paid in conjunction with your permit such as security deposits and development charges, etc. are not included.
Other	Based on the scope of your application, other information maybe in the APPROVED folder for your information.

Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 60 minutes of inactivity. When you are ready to resume working with the system, click any button on the screen. The system automatically loads the login page for you. You can also close the web browser window and reload the login page manually in a new browser window.

Getting Help