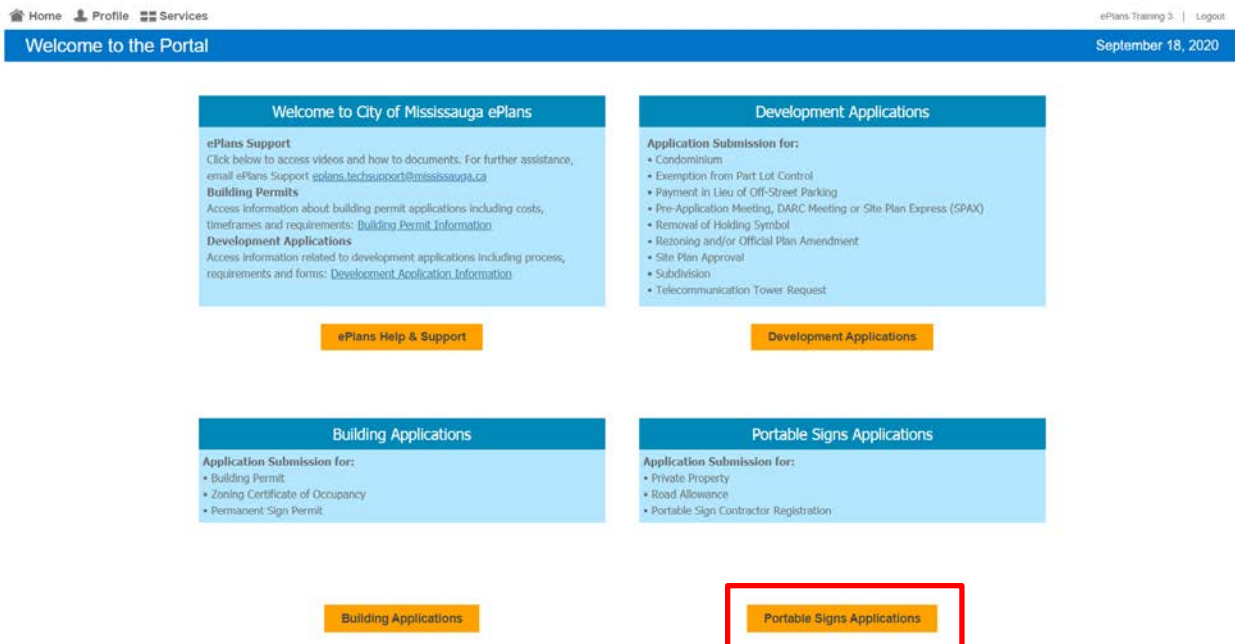


Applicant Upload

After submitting your private property portable sign application, you will be required to upload the site plan and authorization letter from the property owner.

If you do not complete your applicant upload **within 1 business day** of your application submission, your application will be cancelled.

1. Log into ePlans at <https://eplans.mississauga.ca/Portal/Login/Index/Mississauga>
2. Click “Portable Sign Applications”



Home Profile Services ePlans Training 3 | Logout
Welcome to the Portal September 18, 2020

Welcome to City of Mississauga ePlans
ePlans Support: Click below to access videos and how to documents. For further assistance, email ePlans Support esplans.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

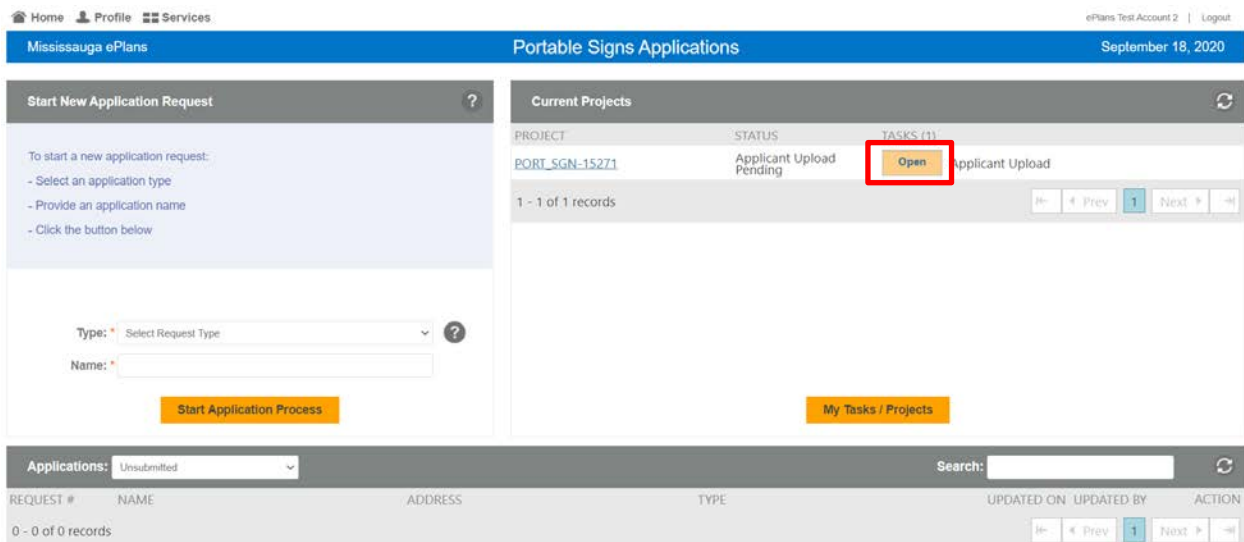
Building Applications
Application Submission for:
• Building Permit
• Zoning Certificate of Occupancy
• Permanent Sign Permit

Building Applications

Portable Signs Applications
Application Submission for:
• Private Property
• Road Allowance
• Portable Sign Contractor Registration

Portable Signs Applications

3. Click on the “open” button from your “current projects”. This will open the task in a new window



Home Profile Services ePlans Test Account 2 | Logout
Mississauga ePlans Portable Signs Applications September 18, 2020

Start New Application Request
To start a new application request:
- Select an application type
- Provide an application name
- Click the button below

Type: * Select Request Type
Name: *

Start Application Process

Current Projects

PROJECT	STATUS	TASKS (1)
PORT_SGN-15271	Applicant Upload Pending	Applicant Upload

1 - 1 of 1 records

My Tasks / Projects

Applications: Unsubmitted Search:

REQUEST #	NAME	ADDRESS	TYPE	UPDATED ON	UPDATED BY	ACTION
0 - 0 of 0 records						

4. Click on the “Documents” folder

UPLOAD AND SUBMIT

Permit Information	Review Information
<hr/>	
APPLICATION NO PORT SGN 20-236	
APPLICATION TYPE PORTABLE SIGN / CLASS A PORTABLE SIGN	
ADDRESS 488 EGLINTON AVE W	
UNIT NO	
COMPLETE SUBMISSION No	
DESCRIPTION SINDHI	

Task Instructions

1. Upload the following into the “Documents” folder below:
 - a. Site Plan of the property indicating the sign location and distance to nearest street line, sidewalk, driveway.
 - b. Authorization letter from the property owner stating the days applied for.
2. Select the checkbox at the bottom of this window
3. Click “Upload Complete – Submit” to submit your application.

Project: PORT_SGN-15271

Select destination folder for files:

- PORT_SGN-15271
 - Documents**

Upload Task Complete (I have uploaded all required drawings and/or documents)

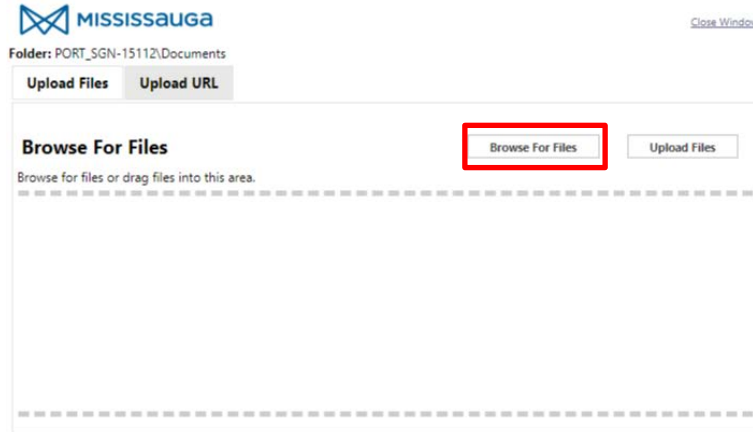
5. Click “Select files to upload”

Project: PORT_SGN-15271

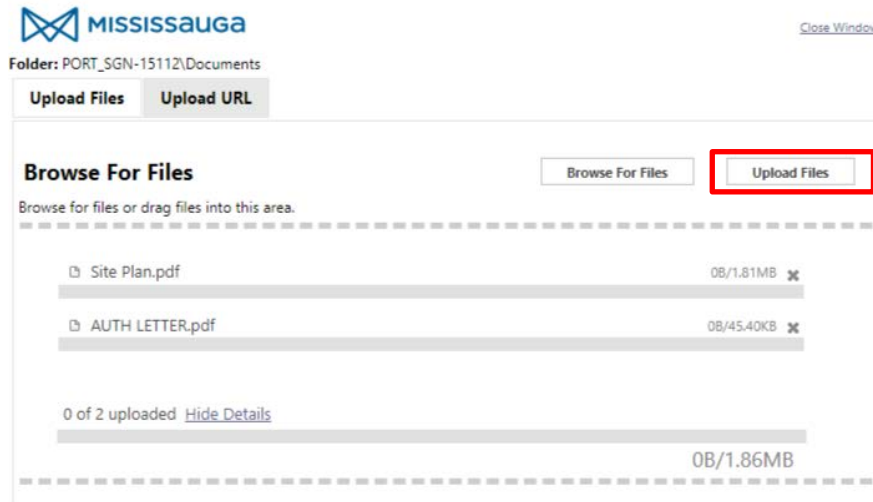
Select your files to upload to this folder:

PORT_SGN-15271\Documents

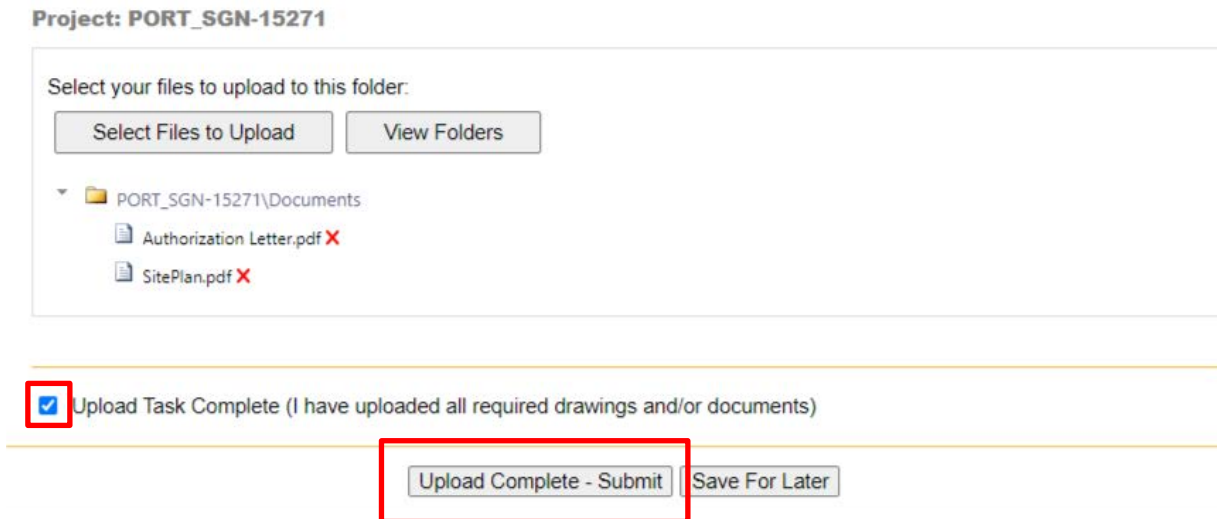
6. Click “Browse for files” and select the files from your device



7. Click “upload files”



8. Select the check box and click “Upload complete - Submit”



You will receive an email confirming that your upload was received.



APPLICANT UPLOAD RECEIVED

Hello ePlans:

Thank you for completing your **APPLICANT UPLOAD** task. Your request will be reviewed by staff.

Once your application is approved, the permits and documents will be available for download and you will be notified by email.

User Login:	eplans2019@gmail.com
Project No.:	PORT_SGN-15271
Project Address:	488 EGLINTON AVE W
Project Description:	SINDHI
Project Access	

For technical support, please visit www.mississauga.ca/eplanshelp or [contact us](#).

Please do not reply to this email.

Your application will be reviewed by staff. When your application is approved, you will receive another email notification