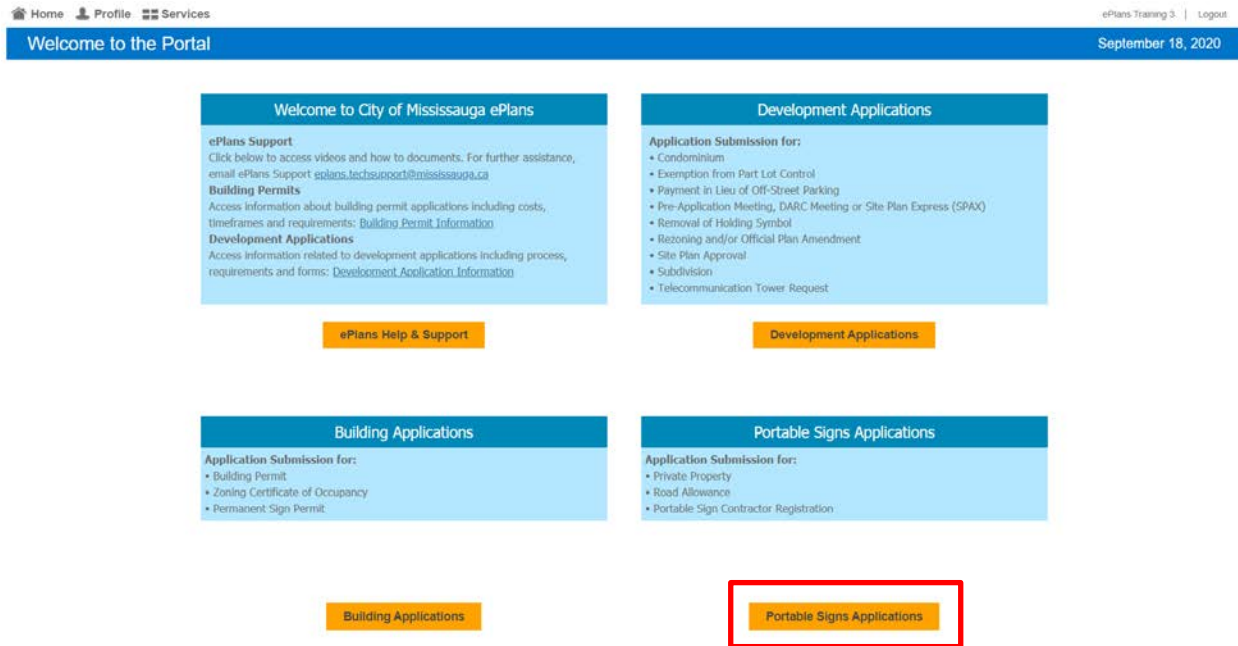
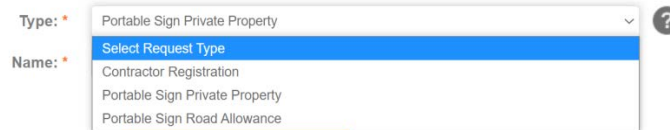


# New Portable Sign Application

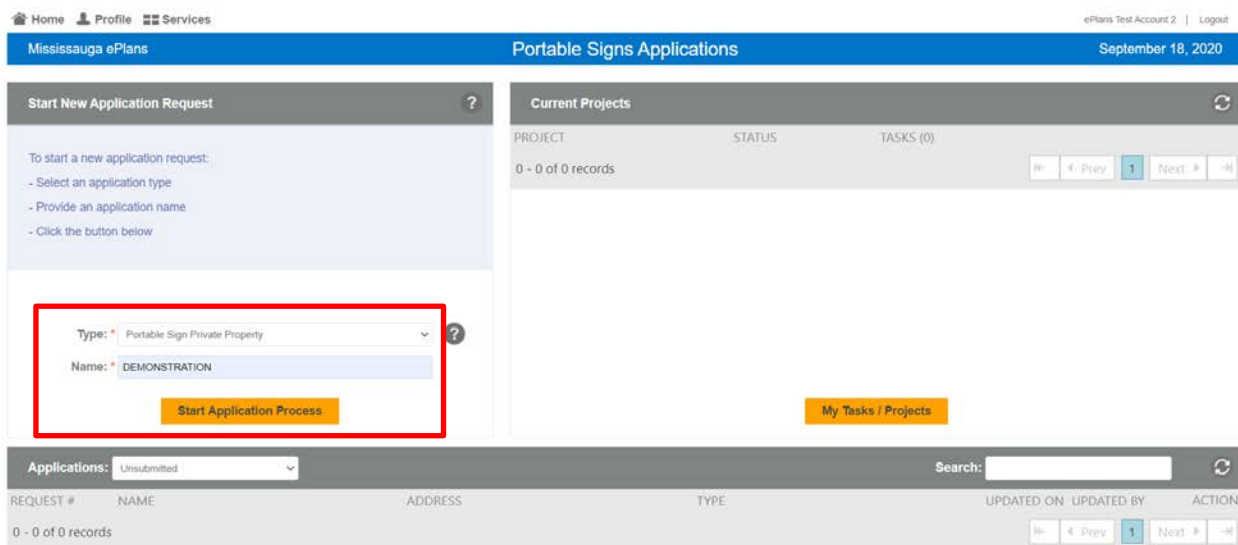
1. Log into ePlans at <https://eplans.mississauga.ca/Portal/Login/Index/Mississauga>
2. Click “Portable Sign Applications”



3. Select the application type drop down list



4. Enter the name of your request and click “start application process”



### 5. Scroll down to accept the terms and conditions

Home Profile Services KIRAW | Logout

**Terms And Conditions** September 9, 2020

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. Information collected in this application will also be made available to the Municipal Property Assessment Corporation (MPAC). The Municipal Property Assessment Corporation collects information under sections 10, 11, 14, 15, 16 and 16.1 of the Assessment Act. This information is used mainly for property valuation and assessment purposes. 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 2E5, Telephone 416-585-6666.
- Mississauga By-law 128-2008, 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. M.45*, 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 drop downs with the required information

+ Sign Contractor Company	COMPLETE
+ Sign Contractor Information (optional)	
+ Site Information	INCOMPLETE
+ Acknowledgement	INCOMPLETE
+ Signature and Fees	INCOMPLETE

When entering the street name and number, you must select from the drop down list. Start typing the first few characters and make your selection.

- Site Address INCOMPLETE

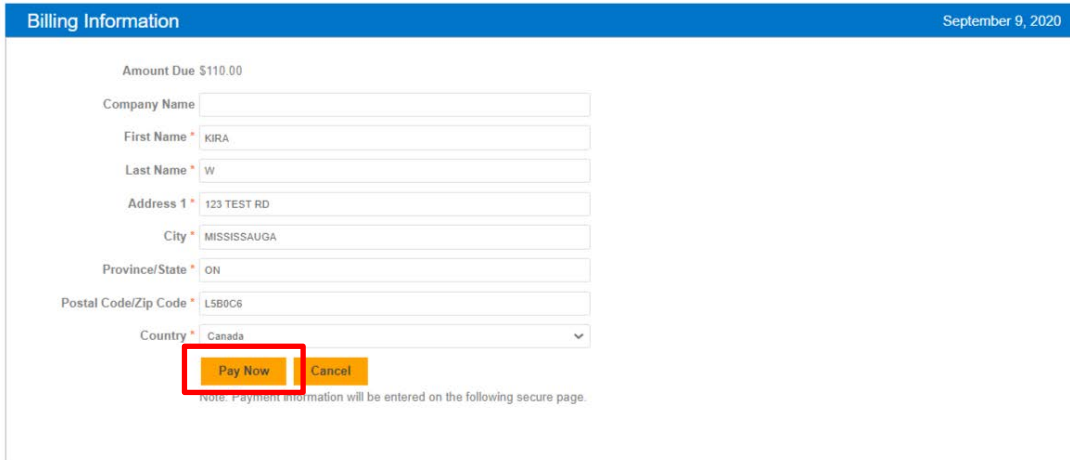
[ALL SITES](#). This map requires the use of Internet Explorer.

Street Name \* ERIN

Street number ERIN CENTRE BLVD  
ERIN MILLS PKY  
ERINDALE STATION RD

Select new address

7. Update your billing details as needed and click “pay now”



Billing Information September 9, 2020

Amount Due \$110.00

Company Name

First Name \* KIRA

Last Name \* W

Address 1 \* 123 TEST RD

City \* MISSISSAUGA

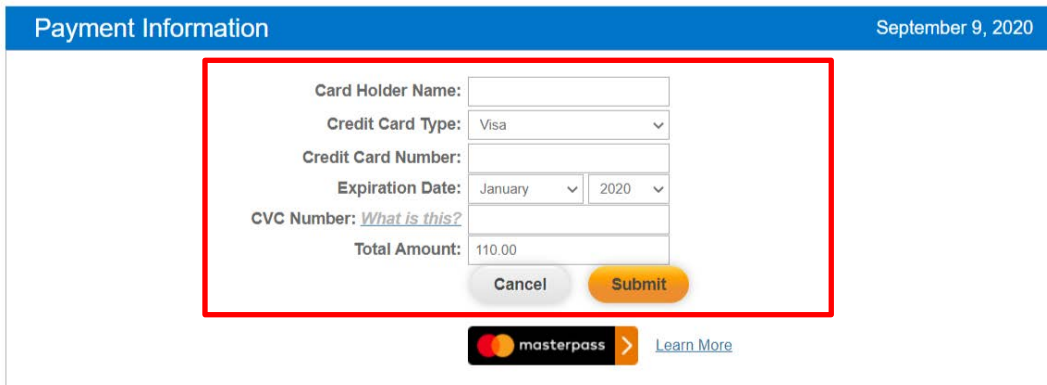
Province/State \* ON

Postal Code/Zip Code \* L5B0C6

Country \* Canada

Note: Payment information will be entered on the following secure page.

8. Enter your credit card information and click “submit”



Payment Information September 9, 2020

Card Holder Name:


Credit Card Type: Visa

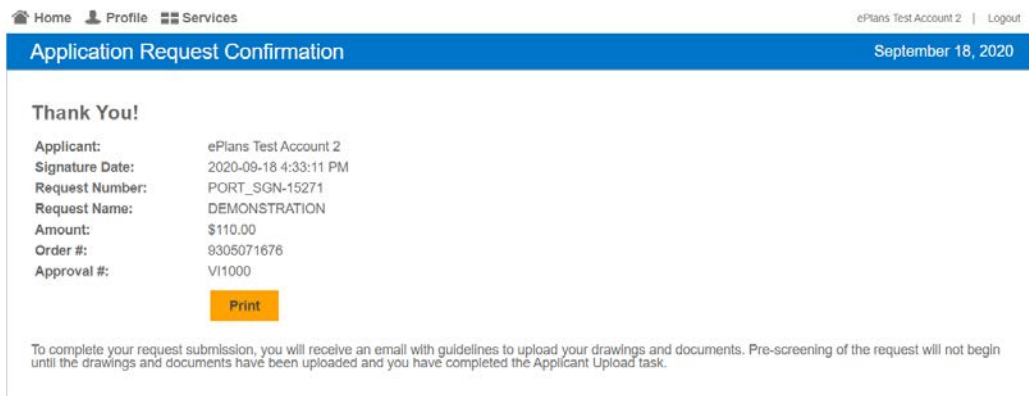
Credit Card Number:

Expiration Date: January  2020

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

Total Amount: 110.00

 [Learn More](#)



Home Profile Services ePlans Test Account 2 | Logout

Application Request Confirmation September 18, 2020

**Thank You!**

Applicant: ePlans Test Account 2  
Signature Date: 2020-09-18 4:33:11 PM  
Request Number: PORT\_SGN-15271  
Request Name: DEMONSTRATION  
Amount: \$110.00  
Order #: 8305071676  
Approval #: VI1000

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.

## IMPORTANT

Shortly after submitting your request you will receive an email prompting you to upload your site plan and letter of authorization. **You must upload these documents within 1 business day of your submission.**