

# Download Permit and Approved Documents

When your portable sign application is approved, you will receive an email notification. This email will state your **new permit number** as well as your original request number.



## APPLICATION APPROVED

Hello ePlans:

We are pleased to inform you that your portable sign permit has been issued.

Request Number: PORT\_SGN-15271 Issued Permit Number: PORT SGN 20-236

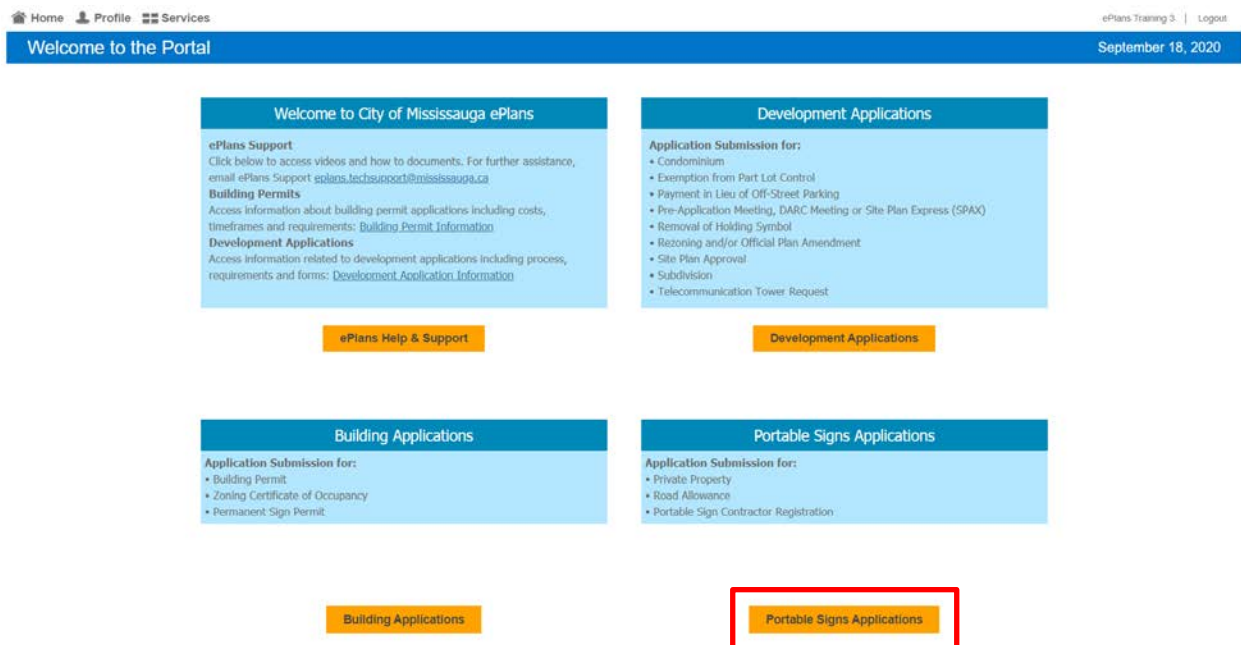
- Your approved drawings and documents are now available for download from the "Approved" folder in ePlans.
- Instructions on how to download approved drawings can be found [here](#).
- A copy of the sign permit notice is also available in the "Approved" folder.

User Login:	<a href="mailto:eplans2019@gmail.com">eplans2019@gmail.com</a>
Project:	PORT SGN 20-236
Project Address:	488 EGLINTON AVE W
Project Description:	SINDHI
Date Issued:	2020-09-18
<a href="#">Project Access</a>	

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

**Please do not reply to this email.**

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



The screenshot shows the ePlans portal interface. At the top, there are navigation links for Home, Profile, and Services. The main header area includes a welcome message and the date September 18, 2020. Below this, there are four main application categories: ePlans Support, Development Applications, Building Applications, and Portable Signs Applications. Each category has a list of application types. The 'Portable Signs Applications' button is highlighted with a red box.

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 [eplans.techsupport@mississauga.ca](mailto:eplans.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](#)

**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

**Building Applications**

**Application Submission for:**

- Building Permit
- Zoning Certificate of Occupancy
- Permanent Sign Permit

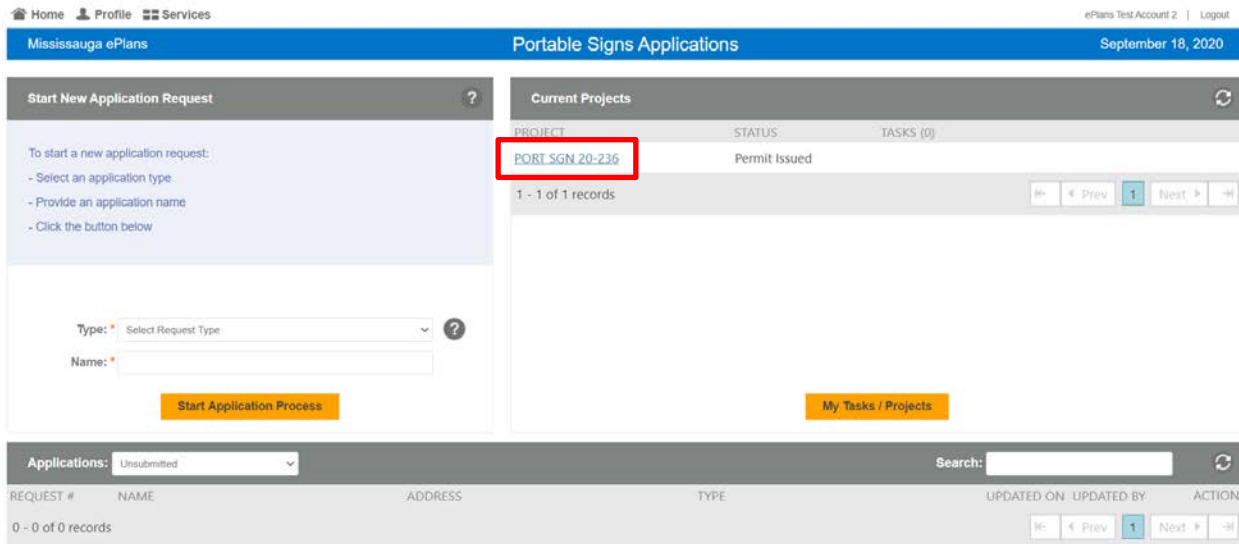
**Portable Signs Applications**

**Application Submission for:**

- Private Property
- Road Allowance
- Portable Sign Contractor Registration

**Portable Signs Applications**

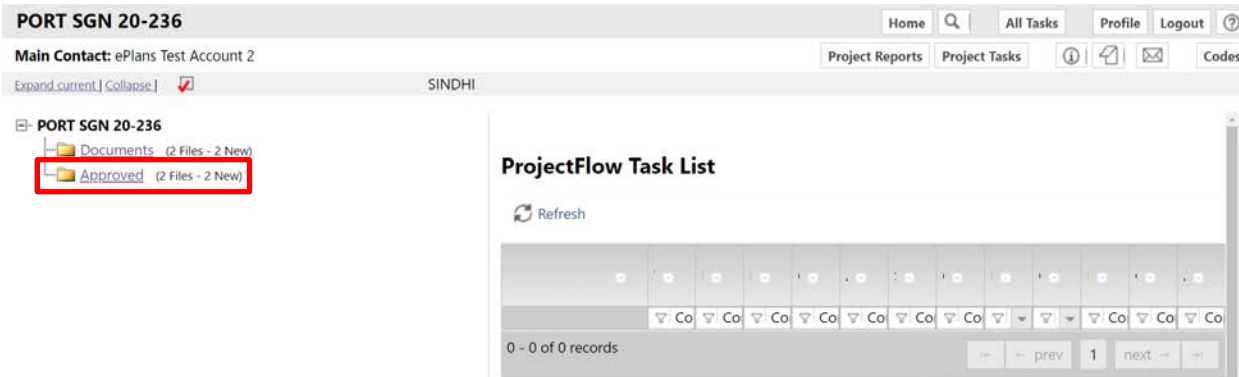
3. Click on your project number from your “current projects”. NOTE: This is a new permit number stated in your application approved email.



The screenshot shows the 'Current Projects' section of the ePlans application. A table lists projects with columns for PROJECT, STATUS, and TASKS (0). The project 'PORT SGN 20-236' is highlighted with a red box. Below the table, there are navigation controls and a 'My Tasks / Projects' button.

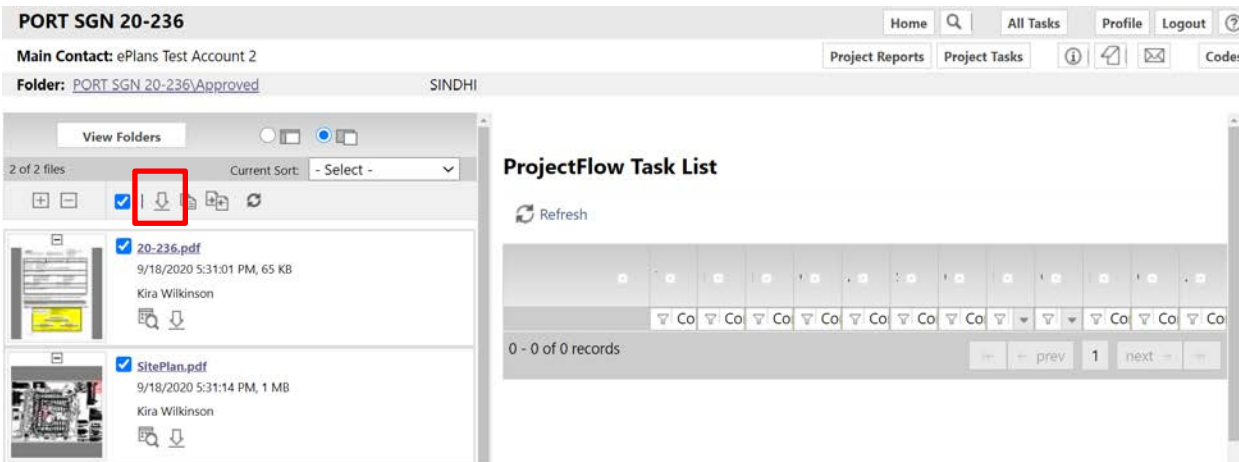
PROJECT	STATUS	TASKS (0)
PORT SGN 20-236	Permit Issued	

4. Click on the “Approved” folder



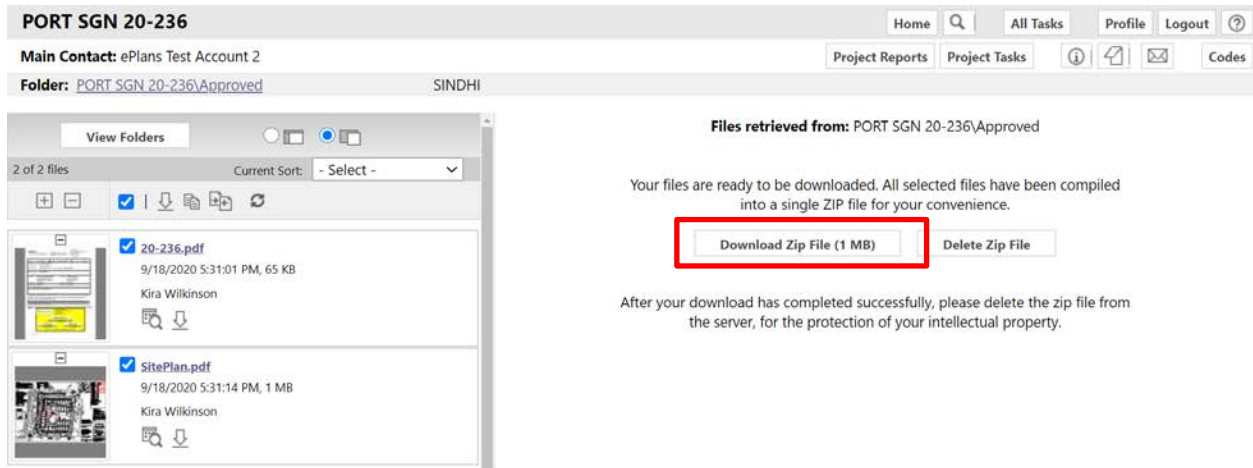
The screenshot shows the project details page for 'PORT SGN 20-236'. On the left, there is a folder structure with 'Documents (2 Files - 2 New)' and 'Approved (2 Files - 2 New)'. The 'Approved' folder is highlighted with a red box. On the right, there is a 'ProjectFlow Task List' section with a 'Refresh' button and a table with columns for 'Co'.

5. Click the check box next to the documents you want to download and click the “download” button



The screenshot shows the project details page for 'PORT SGN 20-236' with the 'Approved' folder expanded. A 'View Folders' window is open, showing two files: '20-236.pdf' and 'SitePlan.pdf'. Both files have their checkboxes checked, and the download icon is highlighted with a red box. The 'ProjectFlow Task List' section is also visible on the right.

6. Click “download zip file” to access your files and save them to your device



The screenshot displays the ePlans web interface for project PORT SGN 20-236. The interface includes a navigation bar with links for Home, All Tasks, Profile, and Logout. Below the navigation bar, the main contact is identified as 'ePlans Test Account 2' and the folder is 'PORT SGN 20-236\Approved'. A sidebar on the left shows a file list with two items: '20-236.pdf' (65 KB) and 'SitePlan.pdf' (1 MB), both uploaded by Kira Wilkinson on 9/18/2020. The main content area shows a confirmation message: 'Files retrieved from: PORT SGN 20-236\Approved'. Below this message, a red box highlights the 'Download Zip File (1 MB)' button, with a 'Delete Zip File' button next to it. A final instruction states: 'After your download has completed successfully, please delete the zip file from the server, for the protection of your intellectual property.'