

Email Change Request

Planning and Building Department
Building Division
3rd Floor, 300 City Centre Drive
Mississauga, ON L5B 3C1
905 615 4311
www.mississauga.ca



DATE: _____

REQUESTOR INFORMATION

Name: _____

Company Name: _____

Phone number: _____

Re: CHANGE USER/EMAIL ADDRESS

Please be advised that I/we wish to change the email address associated with the applicant role of this project:

Application number: _____

Project Address: _____

Old email address to be removed: _____

New applicant email address: _____

New applicant name: _____

New applicant address: _____

New applicant phone number: _____

Reason for change:

I, the requestor:

- Understand that if approved, I will need to create a new ePlans account with the new email address.
- Understand that all user/email changes are subject to the Permit Administrators approval
- Understand that there can be only one user per project
- Understand that the new user will be responsible for *all* future task completion in ePlans
- Understand that the applicant email can only be changed once
- Understand that I may be required to provide [written consent from the designer\(s\)](#)

Requestor's Signature

Property Owner's signature

Requestor's Name

Property Owner's Name & Company Name