



# ON-LINE BUILDING PERMIT INSPECTION SCHEDULING

## User Manual

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### Schedule a Building Permit Inspection On-line

The Schedule Inspection service together with My Applications is a convenient way to schedule building permit inspections 24/7. Inspections can be scheduled up until midnight for inspections on the following business day.

**Inspections can only be scheduled once a Building Permit has been issued.**

## REQUIRED INSPECTION GUIDELINE

(Refer to Schedule “E” of the Building By-law at [http://www7.mississauga.ca/documents/bylaws/building\\_by-law\\_2014.pdf](http://www7.mississauga.ca/documents/bylaws/building_by-law_2014.pdf) for full details)

Type of Inspection	When Required
Footing	Readiness to construct footings
Backfill	Completion of footings and foundations prior to commencement of backfilling
Framing	Completion of structural framing
HVAC Rough-In	Completion of ductwork and piping of heating, ventilation, air-conditioning and air-contaminant extraction equipment
Insulation	Completion of insulation and vapour barriers and air barriers
Fire Separations	Completion of fire separations and closures
Fire Protection Systems	Completion of fire protection systems, including standpipe, sprinkler, fire alarm and emergency lighting systems
Fire Access Routes	Completion of fire access routes
Building Sewers	Readiness for inspection and testing of building sewers
Building Drains	Readiness for inspection and testing of building drains
Water Service Pipe	Readiness for inspection and testing of water service pipes
Fire Service Main	Readiness for inspection and testing of fire service mains
Plumbing Rough-In (DWV)	Readiness for inspection and testing of drainage systems and venting systems
Plumbing Rough-In (Water Distribution)	Readiness for inspection and testing of the water distribution system
Pool/Spa Suction and Gravity Outlet System	Readiness for inspection of suction and gravity outlets, covers and suction piping outlets of an outdoor pool
Pool/Spa Circulation/Recirculation System	Completion of the circulation/recirculation system of an outdoor pool, a public pool or spa and substantial completion of the pool before it is filled with water

Sewage System Excavation	Readiness to construct the sewage system
Sewage System Completion	Completion of the installation of the sewage system before the commencement of backfilling
Site Services	Completion of installation of plumbing not located in a structure before the commencement of backfilling
Occupancy (Unfinished Building)	Completion of construction and installation of components required to permit occupancy if the building or part of the building to be occupied is not fully completed
Occupancy (Residential)	Completion of construction and installation of components required to permit the issue of an occupancy permit
Plumbing – Final	Readiness for inspection and testing of plumbing fixtures and plumbing appliances
HVAC – Final	Completion of heating, ventilation, air-conditioning and air-contaminant extraction equipment
Completion of Unfinished Building – Final	Completion of a building where an occupancy permit was issued
Residential – Final	Completion of a building for which an occupancy permit is required
General – Final	Occupancy or use after completion of a building

## My Applications

This feature allows clients to bookmark applications so that a building permit application number and its associated WEB Access ID number do not have to be entered each time the application status is reviewed or an inspection is requested. This feature also contains the Notify Me option which automatically sends an email informing you of changes in your application activity status.

<http://www.mississauga.ca/portal/services/myapplications>

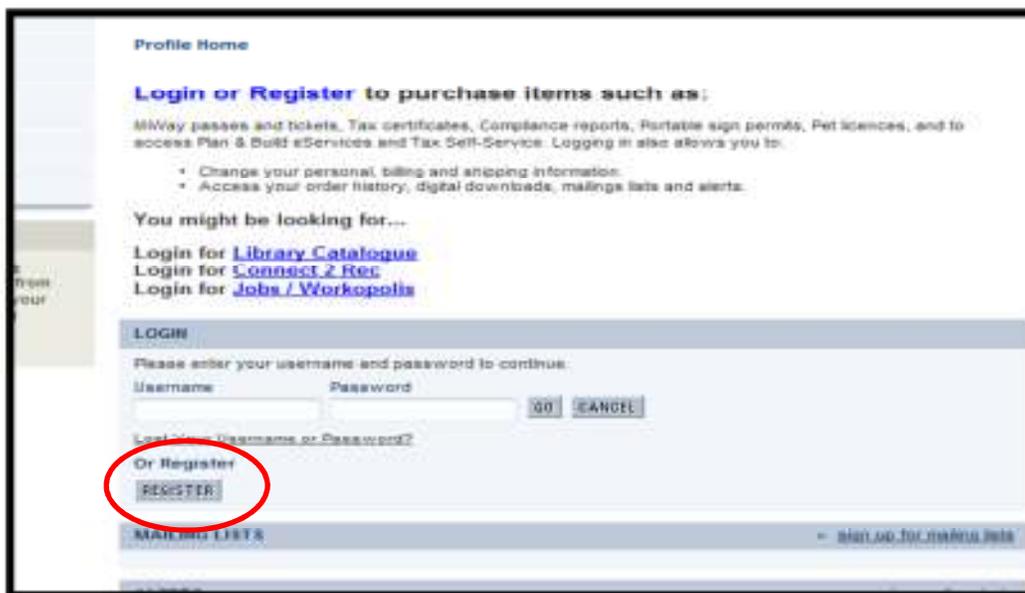
## Create an On-Line Account

If you have not already created an on-line account with the City, you must first create an on-line account. If you already have an on-line account proceed to page 10.

- Go to [www.mississauga.ca](http://www.mississauga.ca) and click on *login*



- Click the *Register* button



- Complete the registration information
  - When entering phone and fax numbers simply enter the digits, no spaces
  - Do not enter an extension number in the Phone Number field
- Click **“Submit”**

The screenshot shows the Mississauga website header with the logo and navigation menu. The main content area is titled "Profile" and contains a "REGISTRATION" section. The registration form includes fields for "Required Information" (First Name, Last Name, Username, Password, Confirm Password, Password Reminder Question, Answer, Email Address, Confirm Email Address) and "Optional Information" (Company Name, Phone Number, Phone Type, Fax Number, Mobile Email, Ward). A "SUBMIT" button is circled in red at the bottom right of the form. Below the form is a "Notice of Collection of Personal Information" section.

**MISSISSAUGA**

enter search term Q advanced search

Select Language | HOME CITY HALL RESIDENTS BUSINESS DISCOVER MISSISSAUGA SERVICES ONLINE CONTACT & HELP

menu

- Billing information
- Digital Downloads
- Order history
- Personal information
- View/Edit Personalized Page
- eMail Alerts - New!
- Profile Home
- Shipping information

**MANAGE YOUR PROFILE**

- How to - Edit your Profile  
Learn how to unsubscribe from mailing lists/alerts, change your password, & other account information.

Profile

Profile Home

**REGISTRATION**

Please fill in the information below to complete the registration process. Please note that the Username and Email Address must be unique.

**Required Information**

First Name:

Last Name:

Username:

Password:

Confirm Password:

Password Reminder Question: Childhood super hero

Answer:

Email Address:

Confirm Email Address:

**Optional Information**

Company Name:

Phone Number:

Phone Type: Residential

Fax Number:

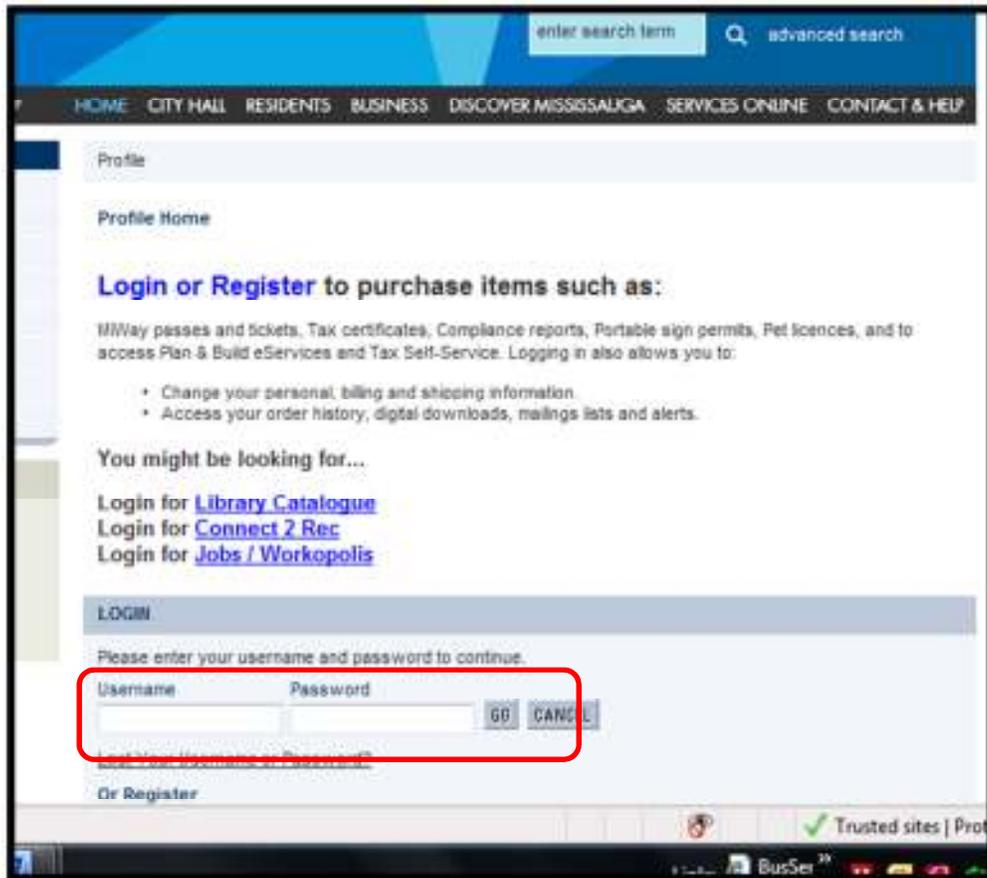
Mobile Email:

Ward: Select Ward

**SUBMIT** **Cancel**

**Notice of Collection of Personal Information**  
Personal information on this form is collected under the authority of Section 11 of the Municipal Act, 2001. The information will be used by the purpose of online registration, security and identification of users, access control to the user.

- Once you have completed the registration process, the page will refresh and you will be returned to the Login page where you can enter your Username and Password, which are both case sensitive



## Schedule a Building Permit Inspection

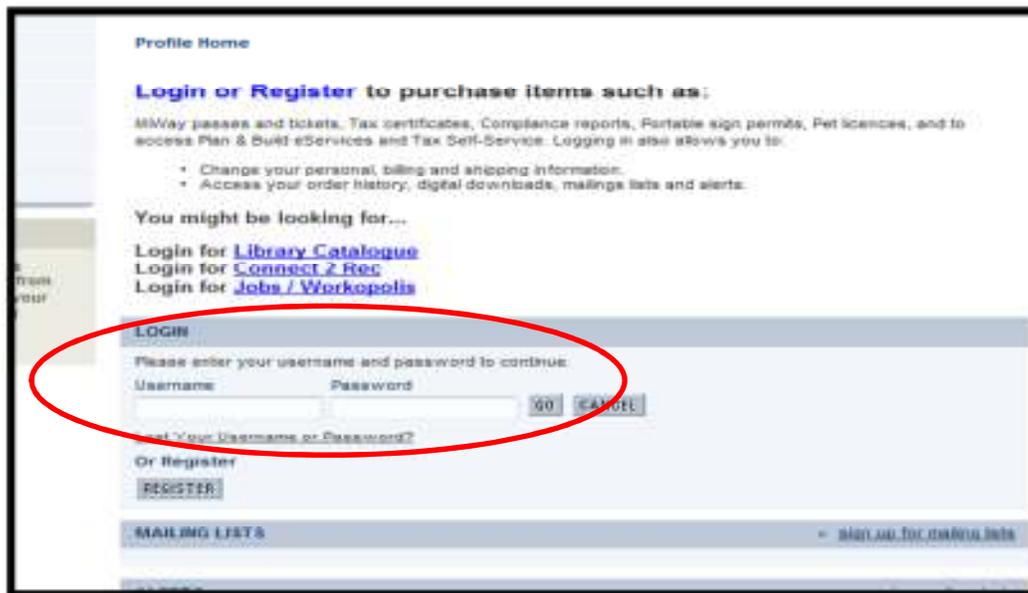
**You cannot schedule a building permit inspection until a building permit has been issued.**

### Login

- Go to [www.mississauga.ca](http://www.mississauga.ca)
- Click on “**login**”



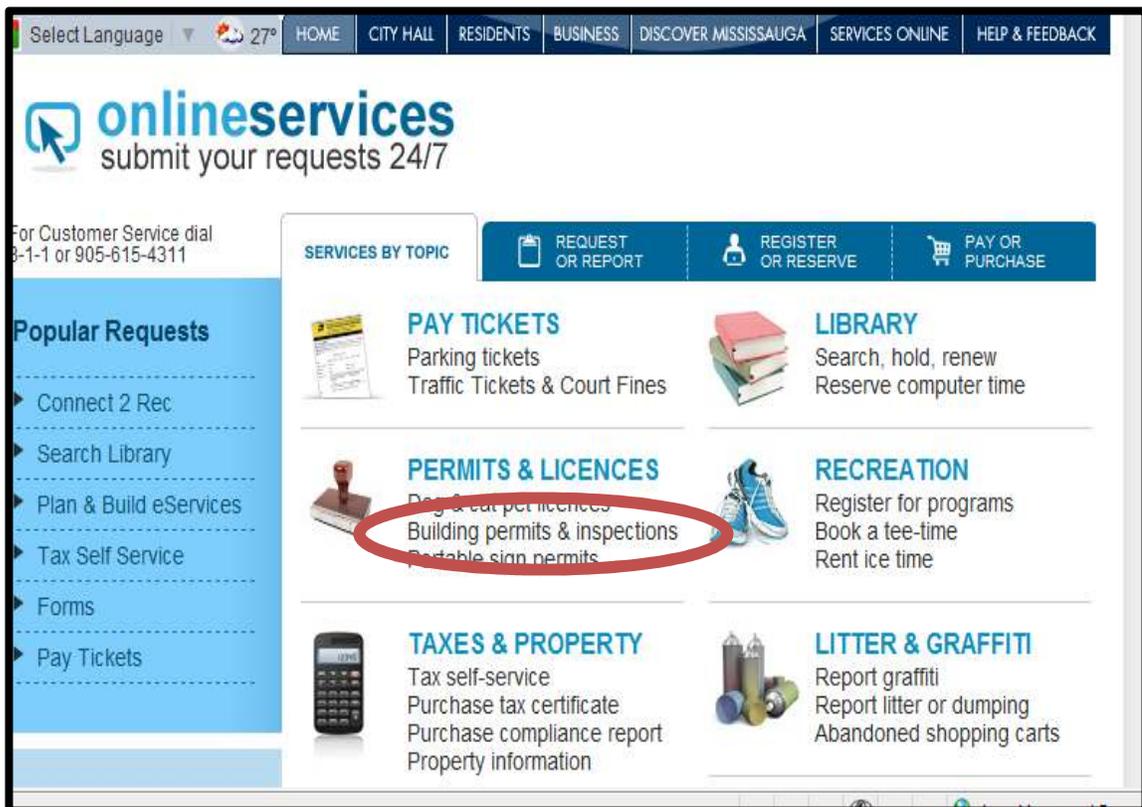
- In the Login area enter your Username and password & click “**GO**”



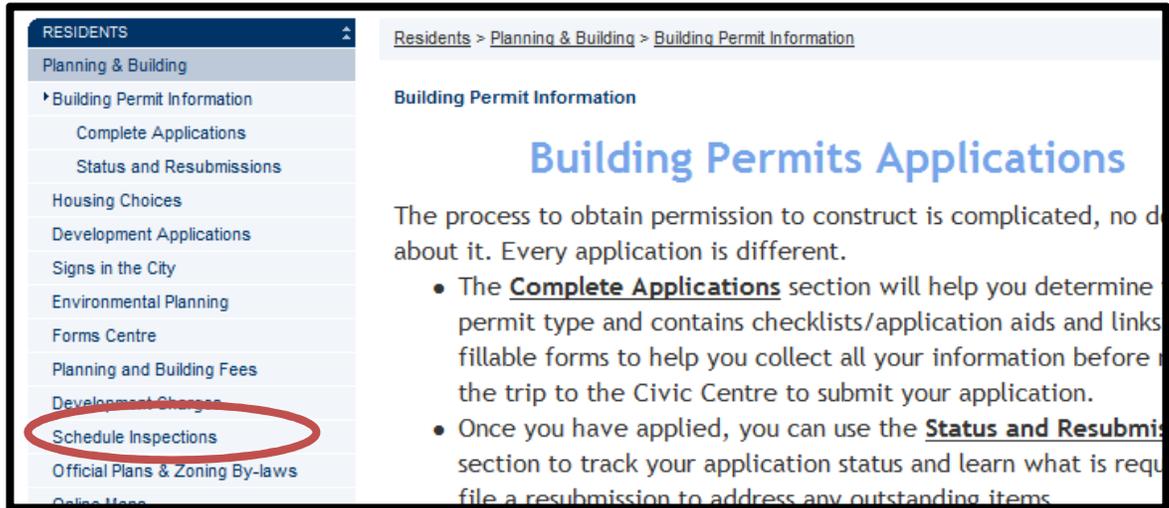
- After you have successfully logged in, double-click on the “**Services Online**” tab – you do not need to access the drop-down menu that will appear.



- On the **onlineservices** page, select “**Building permits & inspections**”



- On the menu on the left side of the Building Permit page, select “**Schedule Inspections**”



- Enter both your Building Permit Application Number and the application WEB ID that was assigned to your file.
- Your Building Permit application number and application WEB ID can be found on the Building Permit Notice.



## Schedule Single Inspection

- Once you have retrieved your building permit, the **Schedule Inspection** page will open.
- Check to ensure that you have selected the correct building permit application under **Application Detail Information**.

The screenshot shows a web interface for scheduling an inspection. At the top, there is a header 'SCHEDULE INSPECTION' with a link for 'Previous Inspection'. Below this is a section titled 'Application Detail Information' which contains a table of application details:

Application:	BP 9NEW 00-1234	Status:	ISSUED PERMIT
Address:	1234 Main St	Unit:	#18-20 (EVEN)
Model Type:		Issue Date:	9999-99-99
Description:	CONDOMINIUM ROW DWELLING - BLK 2 (7 UNITS)		

- Under “**Enter Inspection Details**”, select the drop-down menu next to the **Building** field
- Where only one address is attached to an application, one address, will be displayed
- If the application deals with multiple addresses, all the addresses will be displayed
- Select the address of the property that you wish to schedule an inspection for
- Once an address is selected the page will refresh

The screenshot shows the 'Enter Inspection Details' form. It includes the following fields and options:

- Building\*:** A dropdown menu with the text 'Please Select a Address'.
- Requestor\*:** A dropdown menu with the text 'Please Select a Address'. Below it, the address '6785 INVADER CRES' and phone number '(905)815-3200' are visible.
- Phone\*:** A text input field.
- Select\*:** A dropdown menu with the text 'Please Select a Type'.
- Preferred Date\*:** A text input field with a calendar icon.

NOTE: If you have a preference for the timing of the inspection, select the morning on the day of the inspection.

- Once the page has refreshed the legal description of the property will automatically be entered
- The Requestor Name and Phone number fields will automatically be completed based on your log-in information.
- Any changes can be made manually. The City will use the contact information to contact you in the event that an inspection cannot be scheduled on the requested date
- From the **SELECT** drop down menu, select the type of inspection you would like to schedule – *Building, HVAC, Plumbing, or Sign*

Please ensure that you have the correct permit and read the instructions section before attempting to schedule an inspection. To review previous inspection results, please scroll to the bottom of this page

**SCHEDULE INSPECTION** [Previous Inspection Results...](#)

**Application Detail Information**

Application: BP 3ALT Status:  
Address: 67 CRES Unit: B  
Model Type: Issue Date:  
Description: ADDITION/ALTERATION - MEZZANINE ADDITION & INTERIOR ALTERATIONS.

**Enter Inspection Details**

Building\*: 67 CRES  
Legal Description: PLAN M479 PT LOTS  
Requestor\*:  
Phone\*:  
Select\*: Please Select a Type  
Type\*: Please Select a Type  
Preferred Date\*:  
Unit: B  
Instructions: Max 255 Characters

Building Inspection  
HVAC Inspection  
Plumbing Inspection  
Sign Inspection

reference for the timing of the inspection, please contact the assigned the day of the inspection.

- Click on the drop-down menu next to the **TYPE** field to further refine the type of inspection that is required

**Application Detail Information**

Application: BP 3ALT 13 4561      Status: ISSUED PERMIT  
Address: 6765 INVADER CRES      Unit: B  
Model Type:      Issue Date: 2013-07-16  
Description: ADDITION/ALTERATION - MEZZANINE ADDITION & INTERIOR ALTERATIONS.

**Enter Inspection Details**

Building\*: 6765 INVADER CRES  
Legal Description: PLAN M479 PT LOTS 3,4 RP 43R16514 PARTS 2,6,10,12 & 1/5 PART 7  
Requestor\*:  
Phone\*:  
Select\*: Building Inspection  
Type\*: Please Select a Type  
Preferred Date\*:  
Unit:  
Instructions: Max 255 Characters

**Building Inspection Types:**

- Please Select a Type
- AIR BARRIER
- BLDG CORRIDOR PRE-BOARD
- BLDG INSP OCCUPANCY PRIOR
- BLDG MISCELLANEOUS
- BLDG OCCUPANCY INSPECTION
- BLDG PUBLIC POOL
- BLDG SUITE PRE-BOARD
- DEMOLITION
- EXTERIOR FINAL PT 9
- FINAL INSPECTION
- FIRE BREAK LOT RELEASE INSP
- FIREPLACE FINAL
- FIREPLACE ROUGH-IN
- FIRESTOPPING
- FOOTING INSPECTION PT 9
- FOUNDATION BACKFILL INSP PT 9
- FRAMING INSPECTION PT 9
- HORIZ FIRE SEP AND/OR SOUND
- SHAFT FIRE SEP AND/OR SOUND
- VERTICAL FIRE SEP AND/OR SOUND

This feature allows v... building permit when you want. even before or

Local intranet | Pr

- Click on the **Calendar** icon next to the “**Preferred Date**” field to select an inspection date
- In the **Instructions** field you can enter notes for the inspector, such as where to meet on site, security codes or whether you would like to the inspection to occur within specific time range. Please note that note that there is no guarantee that an inspector can visit a site at a specific time.
- Click **SUBMIT**

**SCHEDULE INSPECTION** [Previous Inspe](#)

**Application Detail Information**

Application: BP 3ALT Status:  
Address: 67 CRES Unit:  
Model Type: Issue Date:  
Description: ADDITION/ALTERATION - MEZZANINE ADDITION & INTERIOR ALTERATIONS.

**Enter Inspection Details**

Building\*: Please Select a Address  
Requestor\*:  
Phone\*: (905)815-3200  
Select\*: Please Select a Type  
Preferred Date\*: 

Unit:  
Instructions: Max 255 Characters

[click for character count](#)

**SUBMIT** **CANCEL**

## Schedule Multiple Inspections

When a building permit is issued the building permit record maybe subdivided into Permit Units. This happens in the case of permits for townhouses and high-rise buildings to facilitate the scheduling of inspections for individual units within a building. For example, a permit for a townhouse block is issued as one permit, yet the building contains 6 units. The creation of 6 separate Permit Units will be linked to the permit and will allow you to schedule inspections for specific units.

Permit Units will only be displayed where applicable.

**SCHEDULE INSPECTION** [Previous Inspection Results...](#)

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**Application Detail Information**

Application: BP 9NEW 05 5630      Status: ISSUED PERMIT  
Address: 3045 BREAKWATER CRT Building 2      Unit: #18-20 (EVEN)  
Model Type:      Issue Date: 2005-06-08  
Description: CONDOMINIUM ROW DWELLING - BLK 2 (7 UNITS)

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**Enter Inspection Details**

Building\*: 3045 BRE Building 2  
Legal Description: PSCP 765 - FORMERLY PL 43M1320, PT  
Requestor:  *Data entered automatically*  
Phone:   
Type\*: BLD INSR-EXTERIOR FINAL PT 9  
Preferred Date\*: 2006/12/22  
Unit:

Select	Unit Number
<input type="checkbox"/>	#18 BL2
<input type="checkbox"/>	#20 BL2
<input type="checkbox"/>	#22 BL2
<input type="checkbox"/>	#24 BL2
<input type="checkbox"/>	#26 BL2
<input type="checkbox"/>	#28 BL2

**Select one or more units by clicking the "Select" checkbox. One type of inspection will be conducted on the same day for each of the selected units**

## Confirmation Screen

The confirmation screen will display your inspection request. Please review before submitting your request. If you are requesting an inspection within 24 hours, the City will make every effort to accommodate your request and you will be notified by phone if your requested inspection cannot be scheduled.

**SCHEDULE INSPECTION**

**Confirmation**

-----

This is to confirm that you would like to book the following inspection:

Application:	BP 9NEW 00-0000
Address:	3045 CRT Building 1
Unit(s):	#10 BL1 #16 BL1 #6 BL1
Preferred Date:	0000-00-000
Inspection Type:	FINAL INSPECTION
Special Instructions:	Gate security code is 1133

**Review all data displayed to ensure that it is correct BEFORE pressing the submit button.**

**SUBMIT**                      **CHANGE**                      **CANCEL**

**This button will create your inspection request**      **Go back to make any changes**      **This button will cancel your request and take you back to the Permit Search page.**

## View Previous Inspection Results

You can see a complete history of all previous inspection results. This page can be accessed from the Schedule Inspection page.

Please ensure that you have the correct permit selected, before requesting an inspection. You can view a detailed list of previous inspections by clicking on the Previous Inspections Results link displayed below.

**SCHEDULE INSPECTION** [Previous Inspection Results...](#)

## Inspections Result Page

**Services Online > Plan & Build eServices Centre > Schedule Permit Inspection**

**Schedule Permit Inspection**

Please ensure that you have the correct permit and read the instructions section before attempting to schedule an inspection. To review previous inspection results, please scroll to the bottom of this page

**PREVIOUS INSPECTION RESULTS** [Schedule Inspection...](#)

**Application Detail Information**

Application: BP 9NEW      Status: ISSUED PERMIT  
 Address: 304      CRT Building 1      Unit: #2-16 (EVEN)  
 Model Type:      Issue Date:  
 Description: CONDOMINIUM ROW DWELLING - BLK 1 (8 UNITS)

**Inspection Results**

View All Types 131 Inspections found Page: 1 of 6

Insp Date	Type	Address	Unit	Result
Not Completed	FINAL INSPECTION	304 CRT Building 1	#8 BL1	
Not Completed	FINAL INSPECTION	304 CRT Building 1	#2 BL1	
Not Completed	FINAL INSPECTION	304 CRT Building 1	#10 BL1	
2006-02-07	INITIAL FIRE INSPECTION	304 CRT Building 1	#2-16 (EVEN)	OTHER
2006-02-06	BLDG CONDO REG INSP	304 CRT Building 1	#2-16 (EVEN)	NOT READY
2005-12-12	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#16 BL1	PASS
2005-12-12	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#14 BL1	OTHER
2005-12-12	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#12 BL1	OTHER
2005-12-12	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#10 BL1	OTHER
2005-12-12	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#8 BL1	OTHER
2005-12-12	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#6 BL1	OTHER
2005-12-09	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#16 BL1	FAIL
2005-12-09	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#14 BL1	PASS
2005-12-09	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#12 BL1	PASS
2005-12-09	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#10 BL1	PASS
2005-12-09	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#8 BL1	PASS
2005-12-09	BLDG OCCUPANCY INSPECTION	304 CRT Building 1	#6 BL1	PASS

**View All Types**

- PLUMBING INSPECTOR
- HVAC INSPECTOR
- FIRE PREVENTION INSPECTOR
- BUILDING INSPECTOR

You can filter inspection results by type

You can sort inspection results by:

- Insp Date
- Type
- Unit
- Result