ON-LINE BUILDING PERMIT INSPECTION SCHEDULING

MISSISSAUGA
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Ontario, Canada

User Manual

Inspection Services
Planning & Building Department
905-896-5660
eplanbuild.info@mississauga.ca

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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 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. T h i s 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 and click on *login*

- Click the *Register* button
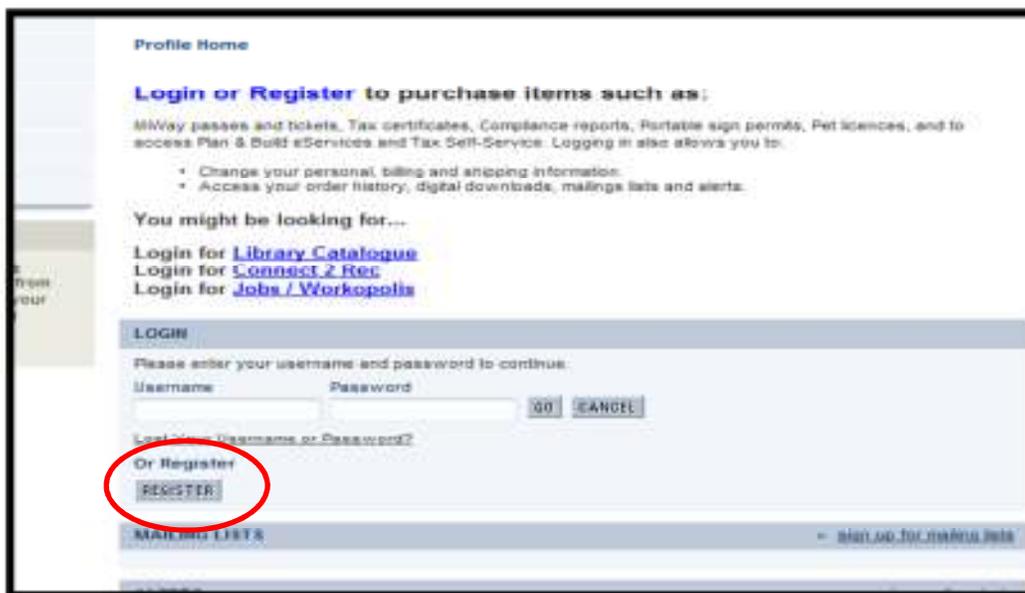
- Complete the registration information

    o When entering phone and fax numbers simply enter the digits, no spaces
    o Do not enter an extension number in the Phone Number field

- Click "**Submit**"

- 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
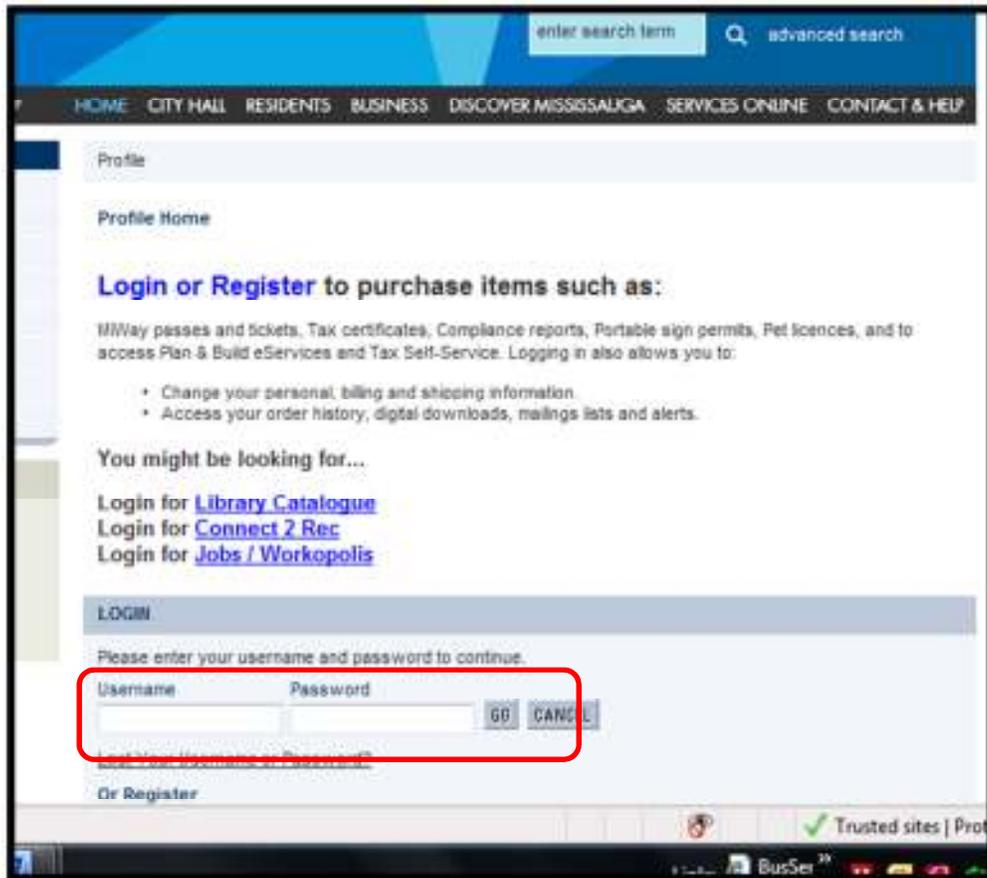
Schedule a Building Permit Inspection

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

Login

- Go to www.mississauga.ca
- Click on "**login**"

- In the Login area enter your Username and password & click **"GO"**
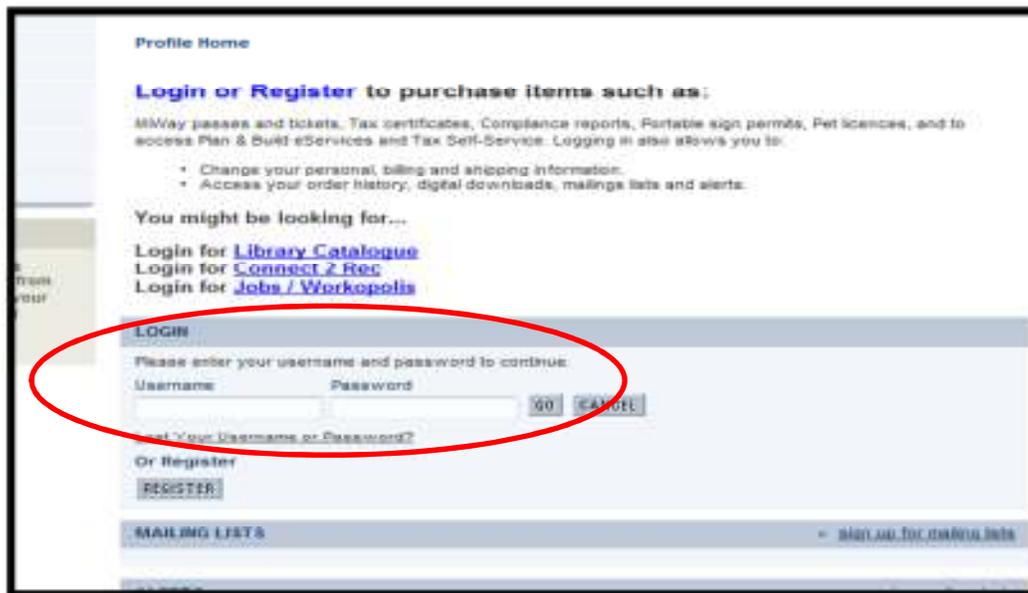
- After you have successfully logged in, double-click on the "**Services Online**" tab – you do not need to access the drop-down menu that will appear.

- On the **onlineservices** page, select **"Building permits & inspections"**
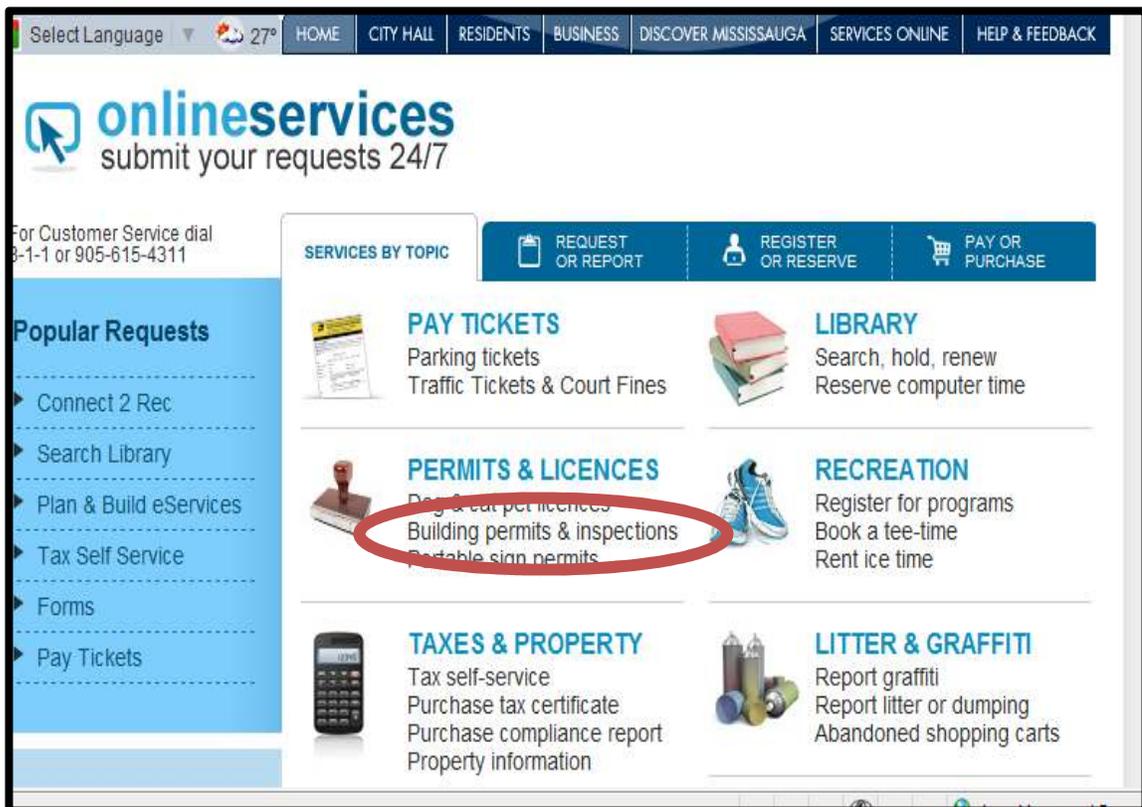
- On the menu on the left side of the Building Permit page, select "**Schedule Inspections**"
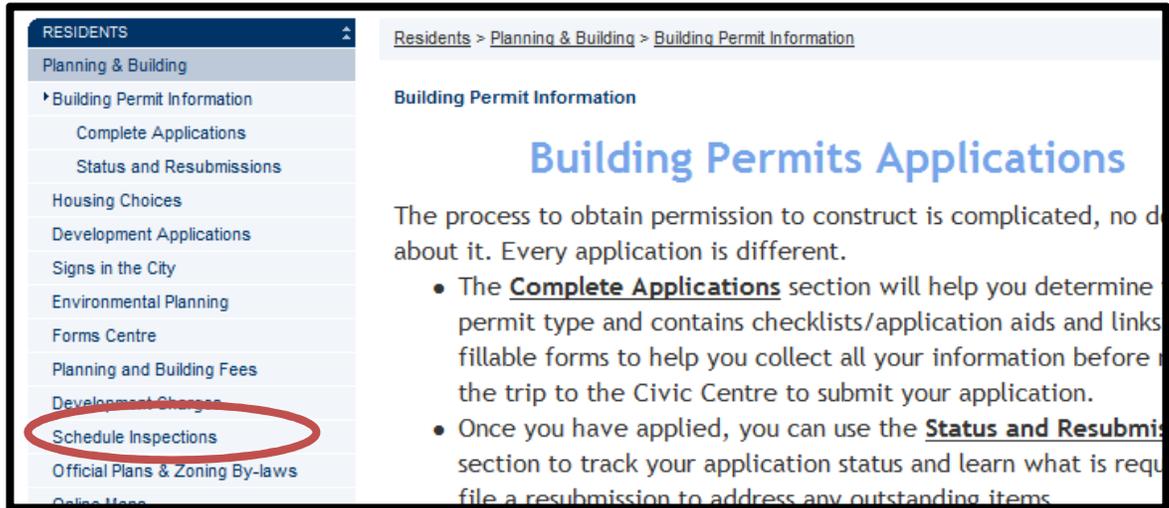
- Enter both your Building Permit Application Number and the application WEB ID that was assigned to your file.

- 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.**

- 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

- Once the page has refreshed the legal description of the property will automatically be entered
- Th 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*

- 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*:

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

ng of the inspection, please contact the assigned
nspection.

Unit:

Instructions: Max
255 Characters

SUBMIT

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 **SUBMI**T

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.

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.

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.

Inspections Result Page