

How to Upload Files for a Permit Application in CityView Portal

1. **Upload Files:** Be sure to have all required submittals or the application will be deemed incomplete

Example: Uploading documents for a detached garage building permit - residential

- The requirements are a Site Plan, Building Plans, Elevations / Cross Sections and Property Owner Authorization
- Each plan should be separately uploaded;
 - The circled submittal type is for the site plan only and to upload the site plan, click the browse button to select the file



Permit Application - Upload Documents

▶ **Guidelines For Electronically Submitting Documents:**

▼ Current Submittal

Submittal #1) Application (04/28/2021) [Print Requirement Items](#)

Type	Status	Date Received
▼ Site Related Plans ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
▼ Property Owner Authorization ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
▼ Building Plans ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	
▼ Elevations/Cross Sections ⓘ Select a new document for this requirement: <input type="button" value="Browse..."/>	Pending	

2. Once the file is selected, be sure to title the document accordingly;


- Continue uploading and labelling the documents accordingly
- For documents that do not fit in a submittal type there is a section (underlined in red) at the bottom to upload these

▼ Current Submittal


Submittal #1) Application (04/29/2021) [Print Requirement Items](#)

Type	Status	Date Received
▼ Site Related Plans ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Provide a short description of this set of documents:		
Site_Plan_Checklist...y_02_2021.pdf Remove		
Site Plan		
▼ Property Owner Authorization ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Provide a short description of this set of documents:		
COB Letter of Authorization.pdf Remove		
Authorization from owner on current Status of Title		
▼ Building Plans ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		
Provide a short description of this set of documents:		
Building Permit w)DCs.pdf Remove		
Plans to show build of garage		
▼ Elevations/Cross Sections ⓘ	Pending	
Select a new document for this requirement: <input type="button" value="Browse..."/>		

▼ Upload Additional Documents

Select any documents you wish to provide: 

Provide a short description of this set of documents:

 Provide a short description of this set of documents:

3. Once uploading is complete, click the 'Next Step – Review & Submit' button to upload and be directed to the next step;

- Uploads in Progress screen – the documents are being uploaded
- An error screen will display if you time out

The Portal is **open to receive documents** after initial application when the Application Status is:

- Returned for Correction
- Waiting for Resubmittal
- Insufficient Submittal