

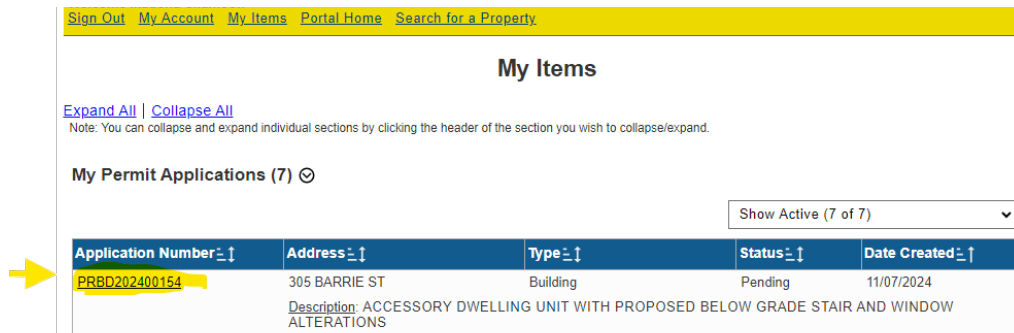
# Accessing Documents in the CityView Portal

Once your permit has been issued, the Permit Job Card and all of your stamped approved plans will be available to you in the Portal.

As per the Ontario Building Code, the approved plans must be printed and available at all times throughout construction. If the approved plans are not available during an inspection, the inspection will be given a “failed” outcome and will need to be rescheduled.

## Follow these simple steps to access your documents:

1. Once logged in, go to **My Items**. Click on **My Permit Applications** to expand the list. Here you will see all active applications associated with your account. Click on the reference number (highlighted yellow) to open up full details of your application:



Sign Out My Account My Items Portal Home Search for a Property

### My Items

[Expand All](#) | [Collapse All](#)  
 Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

My Permit Applications (7) ☯

Show Active (7 of 7) ▾

Application Number	Address	Type	Status	Date Created
PRBD202400154	305 BARRIE ST	Building	Pending	11/07/2024

Description: ACCESSORY DWELLING UNIT WITH PROPOSED BELOW GRADE STAIR AND WINDOW ALTERATIONS

Reviews ☯  
 Fees ☯  
 Inspections ☯  
 Conditions ☯  
 Related Permit Applications ☯  
**Documents & Images ☯**  
 Upload Documents ☯

[Submittals](#) | [Portal Home](#)

2. Click on the Documents & Images tab to expand the list: From the Documents & Images tab, you will see all the documents associated with your permit including stamped plans, permit job card, inspection reports, payment receipts, etc. Use the links under the Document Name column to open/view and save copies.

**NOTE:** Approved documents will be noted “(Final)” at the end of the file name.

## We are here to help!

If you require more information or have any questions, feel free to contact:

Town of BWG, Building Division  
 Monday-Friday, 8:30am-4:30pm  
 Phone 905-775-5366 ext. 1500

Email [buildinginspections@townofbwg.com](mailto:buildinginspections@townofbwg.com)