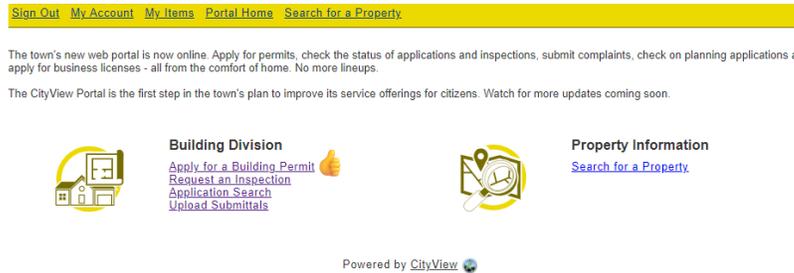


Applying for a Building Permit in the CityView Portal

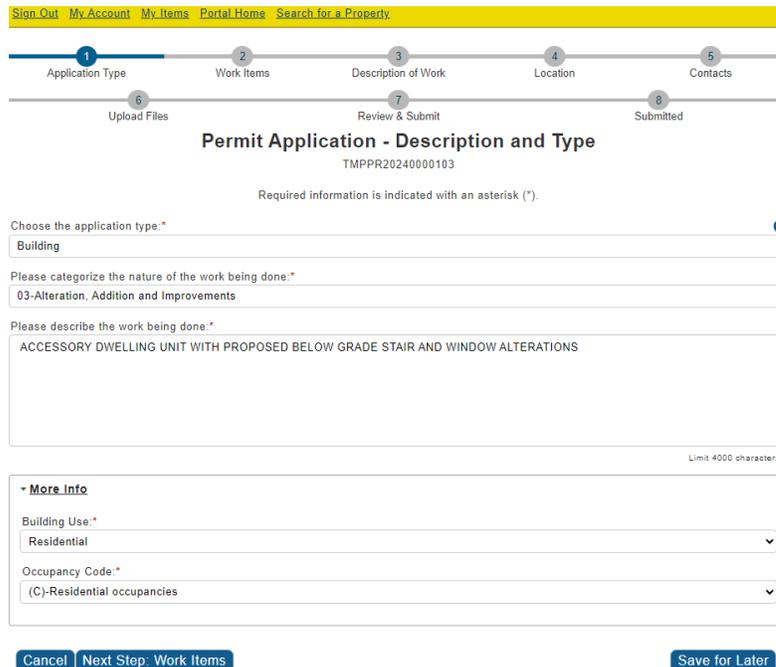
Follow these simple steps to apply for your permit:

NOTE: Please complete/fill out the online application to the best of your ability. If you are unsure, select the option that you believe best suits your project. If it is incorrect, our staff are able to update the information during their review process. You only need to fill in the boxes that have the red asterisk (*). You can save your application at any time during the permit application process.

1. Once logged into the Portal Home page, click on Apply for a Building Permit



2. Select the application type, nature of work being done, building use and occupancy code. Once all these fields are populated, click on "Next Step: Work Items".



3. Choose the Work Item that pertains to your project (which is based off the application type from Step 1). If you need to go back at any point, select the Previous Step button. Once the appropriate work item is selected, click on Next Step: Description of Work.

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

1 Application Type 2 Work Items 3 Description of Work 4 Location 5 Contacts

6 Upload Files 7 Review & Submit 8 Submitted

Permit Application - Work Items

TMPPR20240000103

Required information is indicated with an asterisk (*).

Building Permit ☺

Please choose one work item.

Search for work items

- Accessory Dwelling Unit
- Deck
- Finished Basement
- Porch

Previous Step: Application Type Next Step: Description of Work Save for Later

Powered by CityView

4. In the box provided, please enter the quantity for this work item in the units specified. Depending on the work item that you selected for your project in the previous step, this field will either request the Area (m2) **OR** a Quantity. For example, if the field is requesting “area (m2)”, as in the snapshot below, then you would type in the floor area in square meters of the work involved. If this field is requesting a “quantity”, then you would type in the number of units. For example, if you are proposing to build one deck, then this field will be “1”. Once the quantity is inputted, click on “Next Step: Location”.

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

1 Application Type 2 Work Items 3 Description of Work 4 Location 5 Contacts

6 Upload Files 7 Review & Submit 8 Submitted

Permit Application - Description of Work

TMPPR20240000103

Required information is indicated with an asterisk (*).

Building Permit Work Items ☺

Accessory Dwelling Unit

Area (m2):*

75

Please enter the quantity for this work item in the units specified

Previous Step: Work Items Next Step: Location Save for Later

Powered by CityView

- If you know the address or the roll number for your project, you can type it in the “search for an address” bar. If you are having difficulties with the address, double check the spelling. If you do not know the address, you may click on “find locations near me” or “find location in map” where you can select the appropriate property. Once the address is selected, click on “Next Step: Contacts”.

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

1 Application Type 2 Work Items 3 Description of Work 4 Location 5 Contacts

6 Upload Files 7 Review & Submit 8 Submitted

Permit Application - Location of Work Being Done

TMPPR20240000103

Required information is indicated with an asterisk (*).

Use my location:

Search for an address:

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

The location you have selected: *

305 BARRIE ST
BRADFORD ON L3R 5R7

Can't find address?

Previous Step: Description of Work Next Step: Contacts Save for Later

Powered by CityView

- Ensure all the contact information shown for “Applicant” is correct. You also have the option to add additional contacts for the property owner. Once finished on this page, click on “Next Step: Upload Files”.

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

1 Application Type 2 Work Items 3 Description of Work 4 Location 5 Contacts

6 Upload Files 7 Review & Submit 8 Submitted

Permit Application - Contacts

TMPPR20240000103

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	Not shown for privacy reasons
Applicant	Address:305 BARRIE ST, Phone

Add New Contact Add Business From Address Book

Previous Step: Location Next Step: Upload Files Save for Later

Powered by CityView

7. Upload a document for each submittal type that is applicable for your project. EVERY application requires an Application Form , and the Applicable Law Declaration Form to be submitted. Permit Application Checklists and Forms are available on the Building Services page on our website. You can upload any additional documents associated with your application (i.e. Conservation Authority Approval/Exemption, Septic information, etc.) under the “Upload Additional Documents” section by clicking on “Browse.” Once all the required documents are uploaded, select the “Next Step: Review & Submit” button. If you have difficulty with uploading any documents, please upload at least one document to submit your application. Please note, if you have not uploaded documents to all of the submittal requirements then those documents can be provided at a later date by using the Upload Submittals link from the main page.

File Naming Example:

305 Barrie St- Unit 4B- Application Form
 305 Barrie St- Unit 4B- Architectural Drawings

Current Submittal ☺

Submittal #1) Permitting Application Submittals (11/07/2024)

[Print Requirement Items](#)

Type	Status	Date Verified
☺ Site Plan ?	Pending	
305 Barrie St- Unit 4B -Site Plan.pdf Remove Select a new document for this requirement: <input type="button" value="Browse.."/>		
☺ Architectural Drawings ?	Pending	
305 Barrie St- Unit 4B - Architectural Drawings.pdf Remove Select a new document for this requirement: <input type="button" value="Browse.."/>		
☺ Application for a Permit to Construct or Demolish (Form) ?	Pending	
305 Barrie St- Unit 4B - Application Form.pdf Remove Select a new document for this requirement: <input type="button" value="Browse.."/>		

Upload Additional Documents ☺

8. Please review the information on this page for accuracy and input the characters into the pink box below. Once you type out the characters, then click on “Submit Application”.

Permit: Building ☺

Work Item Description	Units	Quantity
Accessory Dwelling Unit	Area (m2)	75

Uploaded Documents ☺

Name	Related Submittal Requirement
305 Barrie St- Unit 4B - Application Form.pdf	Application for a Permit to Construct or Demolish (Form
305 Barrie St- Unit 4B - Architectural Drawings.pdf	Architectural Drawings
305 Barrie St- Unit 4B -Site Plan.pdf	Site Plan


Refresh

Type the characters you see in the image above to continue:*

Previous Step: Upload Files
Submit Application
Save for Later
Cancel Application

Powered by CityView

9. Once the application is submitted, you will receive an automated acknowledgement e-mail, and our staff will be notified. Your application will then be placed in a queue to be checked for completeness.



Permit Application - Submitted

Application Number: PRBD202400154

[Print This Page](#)

Thank You! Your permit application has been received.

Permit Information ☺

Permit Type: Building
 Category of Work: 03-Alteration, Addition and Improvements
 Description of Work: ACCESSORY DWELLING UNIT WITH PROPOSED BELOW GRADE STAIR AND WINDOW ALTERATIONS

Locations: Address
 305 BARRIE ST
 Property
 431201000402200

Contacts: Property Owner
 Not shown for privacy reasons

Applicant
 Address: 305 BARRIE ST, Phone: [REDACTED]

More Info ☺

Building Use: Residential
 Occupancy Code: (C)-Residential occupancies

Permit: Building ☺

Work Item Description	Units	Quantity
Accessory Dwelling Unit	Area (m2)	75

Documents & Images ☺

Date Uploaded	File Type	Name
11/07/2024	Form	305 Barrie St- Unit 4B - Application Form
11/07/2024	Drawing	305 Barrie St- Unit 4B - Architectural Drawings
11/07/2024	Drawing	305 Barrie St- Unit 4B - Site Plan

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