

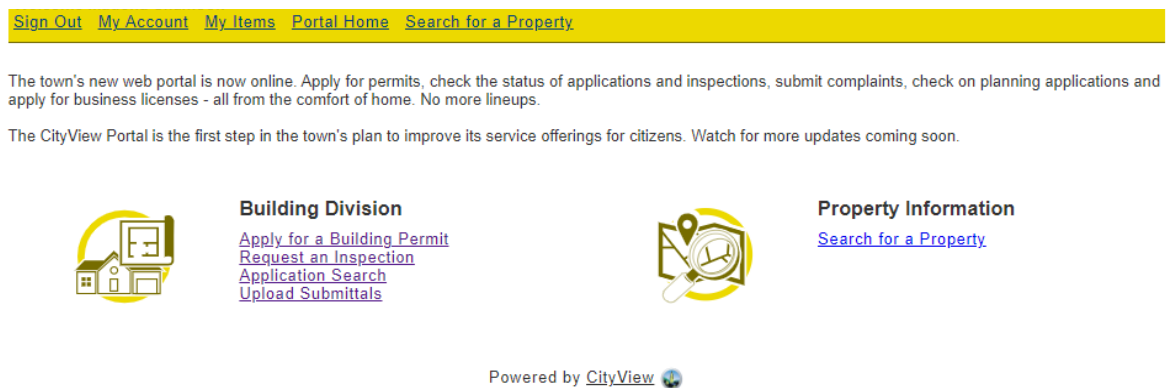
# Paying the Fees in the CityView Portal

Follow these simple steps to pay the fees for the application:

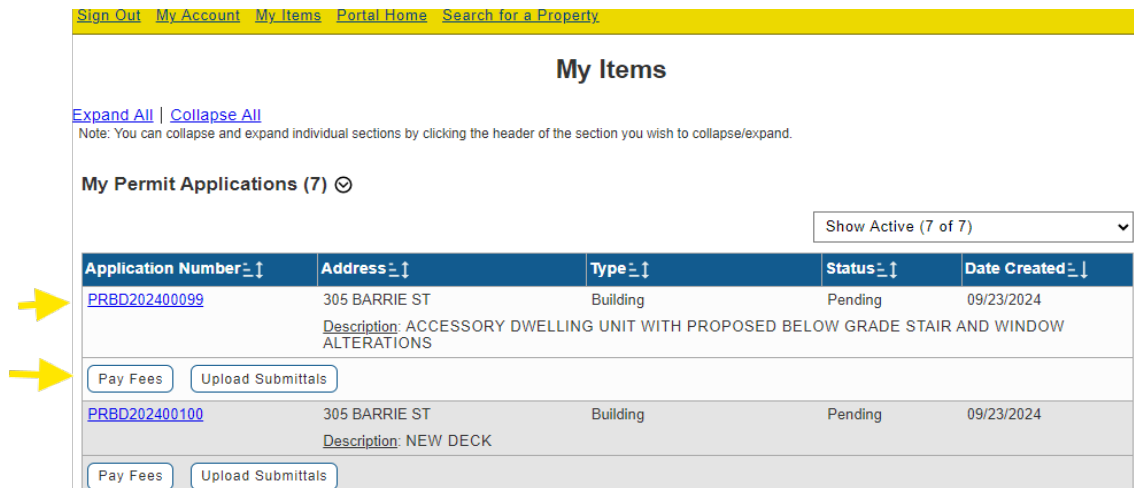
**NOTE:** if you are not the person who originally applied for the permit, you will not be able to pay the fees until we have linked your account to the application. You will need to register for a new account and then activate the account. Once the account has been activated, please contact us and we can link your account to the application. If you are not the homeowner, we will require the authorization form to be completed by the homeowner to add you as an authorized agent.

**A copy of the form can be found here:** [Agent Authorization Form \(Town of BWG Website\)](#)

1. Once logged in, select to My Items:



2. Choose the My Permit Applications option to expand the list. Here you will see all active applications associated with your account. Select the Pay Fees button (highlighted below)




- This will bring you to a new webpage where you can pay the fees with a credit card. Click on the “Make Payment” button to input your credit card information. Once you have input the information choose the Next Step: Confirmation button to complete the payment. You can also pay fees through the Fees tab by choosing Pay Fees.

### Permit Application Fees

PRBD202400099

Fee Type	Amount	Amount Paid
Bld Perm: New Const: Grp C	\$2,032.65	\$0.00
Assessment Fee (\$ 75)	\$113.00	\$0.00
<b>Totals:</b>	<b>\$2,145.65</b>	<b>\$0.00</b>
<b>Total Amount Owing:</b>	<b>\$2,145.65</b>	

[Cancel](#) [Make Payment](#)

Powered by [CityView](#) 

**NOTE:** The Security Deposit and Development Charge fees are not payable through the portal. They must be paid via cheque. You can pay your full outstanding balance via cheque, made payable to The Town of Bradford West Gwillimbury. The cheque can be mailed in or dropped off at our office, located at 305 Barrie St., Unit 4B, Bradford, ON, L3Z 2A9. The Town offices are open Monday to Friday 8:30 am to 4:30 p.m.

**Once permit fees have been fully paid, the mandated review timeframe will begin on the following business day.**

#### **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)