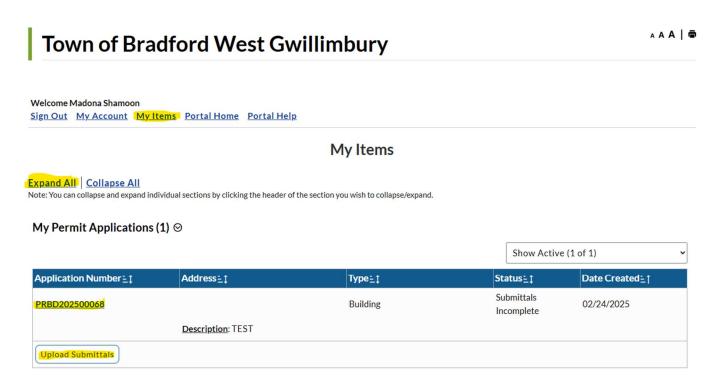


Upload Submittals for your permit Application in the CityView Portal

Follow these simple steps to upload submittals for your permit Application:

- 1. From the Portal Home page, logged in,
 - a. My Items,
 - **b.** Expand All
 - c. Select Upload Submittals

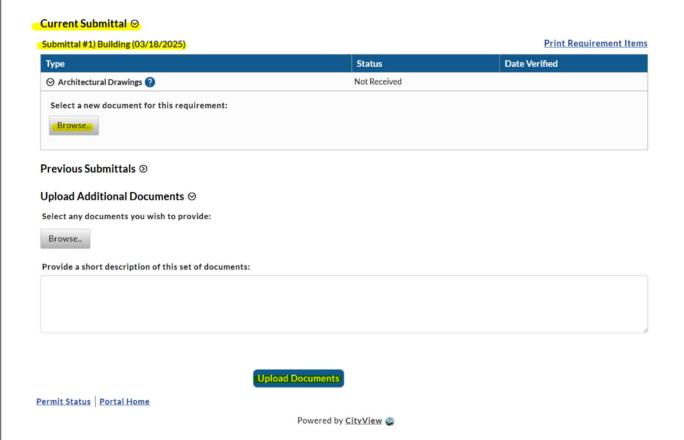


Apply for a Building Permit



Upload Submittals for your permit Application in the CityView Portal

2. Please upload submittals under Permit Application Submittals



Note Once the submittals are received, our staff will be notified, and your application will be placed in a queue to be reviewed for completeness. If all required forms, drawings, specifications, and applicable laws have been provided, you will receive a **Notice of Building Permit Fee** Letter details and payment options is available for viewing on the Portal under the application's **Documents & Images section**

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 <u>buildinginspections@townofbwg.com</u>

305 Barrie St. | Unit 4B | Bradford, ON | L3Z 2A9