



# 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**

## Town of Bradford West Gwillimbury

A A A |

Welcome Madona Shamoon

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Portal Help](#)

### 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 (1)

Show Active (1 of 1)

Application Number	Address	Type	Status	Date Created
PRBD202500068		Building	Submittals Incomplete	02/24/2025
Description: TEST				
<a href="#">Upload Submittals</a>				

[Apply for a Building Permit](#)



# Upload Submittals for your permit Application in the CityView Portal

2. Please upload submittals under Permit Application Submittals

## Current Submittal ☺

Submittal #1) Building (03/18/2025)

[Print Requirement Items](#)

Type	Status	Date Verified
☑ Architectural Drawings ?	Not Received	
Select a new document for this requirement:		
<input type="button" value="Browse.."/>		

## Previous Submittals ☺

### Upload Additional Documents ☺

Select any documents you wish to provide:

Provide a short description of this set of documents:

[Permit Status](#) | [Portal Home](#)

Powered by [CityView](#) 🌐

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

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