

## Review Progress in the CityView Portal

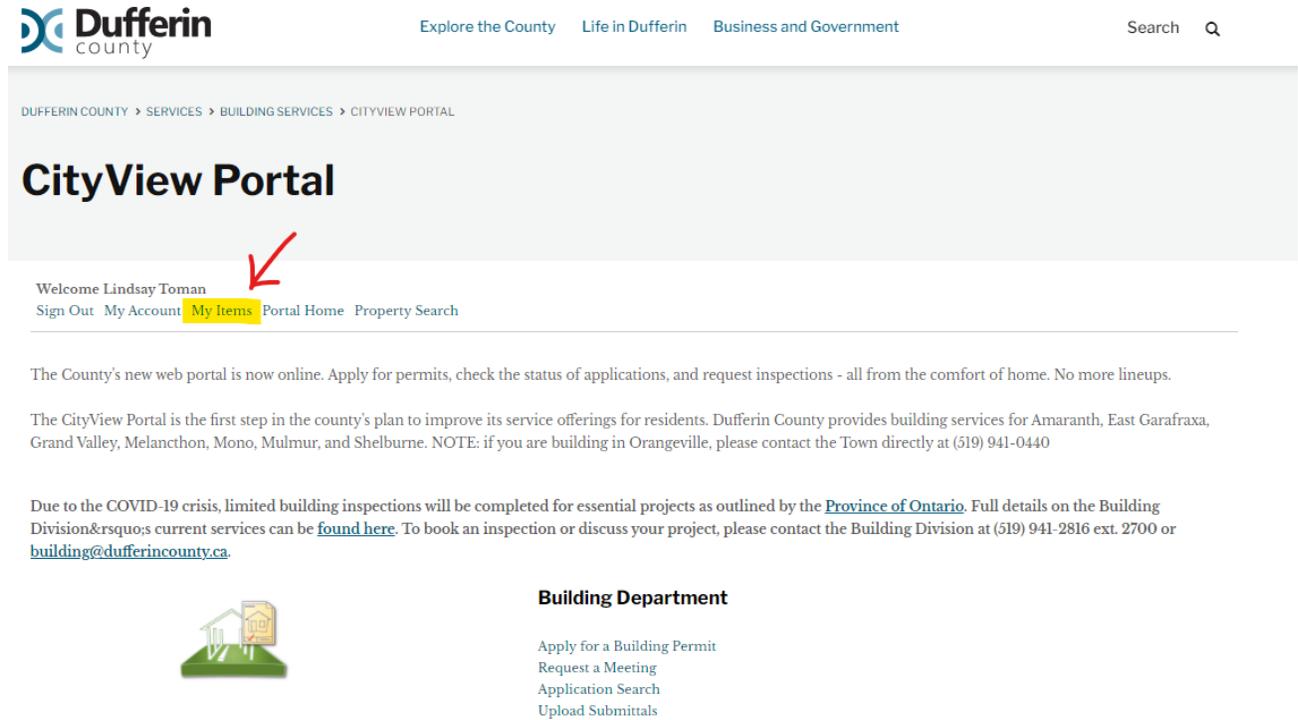
Did you know that you can follow the progress of your application in your CityView Portal? Follow these simple steps to find the review status and any corrections (if applicable):

### Step 1

Login to the Portal here: [Log On - CityView Portal](#)

### Step 2

Once logged in, travel to *My Items*:




[Explore the County](#)
[Life in Dufferin](#)
[Business and Government](#)
[Search](#) 

DUFFERIN COUNTY > SERVICES > BUILDING SERVICES > CITYVIEW PORTAL

## CityView Portal

Welcome Lindsay Toman   
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

The County's new web portal is now online. Apply for permits, check the status of applications, and request inspections - all from the comfort of home. No more lineups.

The CityView Portal is the first step in the county's plan to improve its service offerings for residents. Dufferin County provides building services for Amaranth, East Garafraxa, Grand Valley, Melancthon, Mono, Mulmur, and Shelburne. NOTE: if you are building in Orangeville, please contact the Town directly at (519) 941-0440

Due to the COVID-19 crisis, limited building inspections will be completed for essential projects as outlined by the [Province of Ontario](#). Full details on the Building Division's current services can be [found here](#). To book an inspection or discuss your project, please contact the Building Division at (519) 941-2816 ext. 2700 or [building@dufferincounty.ca](mailto:building@dufferincounty.ca).

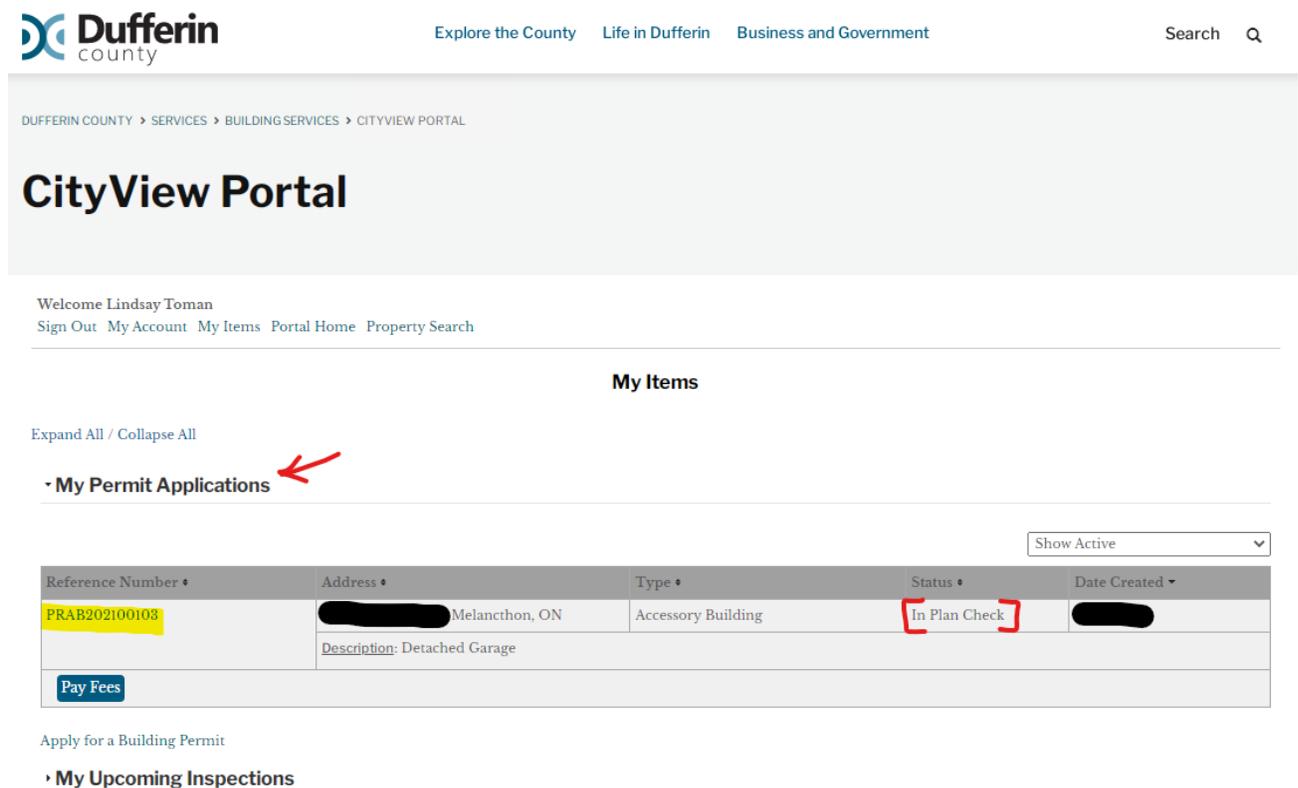


#### Building Department

- [Apply for a Building Permit](#)
- [Request a Meeting](#)
- [Application Search](#)
- [Upload Submittals](#)

### Step 3

Click on *My Permit Applications* to expand the list. Here you will see all active applications associated with your account. On this screen, you will see the overall status of the application (shown below as *In Plan Check*). Click on the reference number (highlighted yellow) to open up full details of your application:




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### My Items

[Expand All / Collapse All](#)

• **My Permit Applications** 

Reference Number *	Address *	Type *	Status *	Date Created *
PRAB202100103	██████████ Melancthon, ON	Accessory Building	In Plan Check	██████████
Description: Detached Garage				
<a href="#">Pay Fees</a>				

[Apply for a Building Permit](#)

• **My Upcoming Inspections**

### Step 4

Click on *Reviews* tab to expand the list:

Welcome Lindsay Toman  
 Sign Out My Account My Items Portal Home Property Search

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**Permit Application Status**  
PRAB202100103

You will only be able to view fees or view conditions if you are a contact on the permit application.

Expand All / Collapse All  
 Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

- Summary
- Locations
- Permits
- Submittals
- **Reviews** 
- Fees
- Inspections
- Conditions
- Related Permit Applications
- Documents & Images
- Upload Documents

From the *Reviews* tab, you will see information pertaining to each individual review including the outcome (passed, failed, or still pending), any corrections noted, the date the review was completed, and who completed that review:

▸ **Reviews**

Review Type	Outcome	Est. Completion	Completed
▾ Architectural Or Structural Review	Failed	07/12/2021	06/24/2021
Reviewer:	Lindsay Toman ((519) 941-2816) Send Email		
Corrections:	Correction 1: Correction Status: Outstanding Date Status Changed: 06/24/2021 Comments: 1. Please upload engineer stamped truss package.		
Reviewer Comments:			
▾ Municipal Approval Review	Failed	07/12/2021	06/24/2021
Reviewer:	Lindsay Toman ((519) 941-2816) Send Email		
Corrections:	Correction 1: Correction Status: Outstanding Date Status Changed: 06/24/2021 Comments: 1. Please provide approval from NVCA.		
Reviewer Comments:			
▾ Septic Review	Approved	07/12/2021	06/21/2021
Reviewer:	Lindsay Toman ((519) 941-2816) Send Email		
▾ Plumbing Review	Pending	07/12/2021	
Reviewer:	Doug Kopp ((519) 941-2816) Send Email		

**A few things to note...**

1. If you have questions pertaining to the *Municipal Approval Review*, please contact your Town/Township directly.
2. If you have questions about any other review, please reach out to the County plans examiner assigned to your file.
3. Applicants will not be able to upload new/revised documents until **all reviews are complete**. At that time, an email will be sent with a formal deficiency notice and the status of the application will change to "Returned for Correction".  
**If the application is still listed as "In Plan Check" status, you cannot upload documents.**
4. If you don't see the application listed under *My Permit Applications* (Step 3), please toggle the drop down menu in the right hand corner from "Show Active" to "Show All".

**WE ARE HERE TO HELP!**

Should you have questions at any time throughout the process, please don't hesitate to reach out to us.

Dufferin County Building Services can be reached Monday-Friday, 8:30am-4:30pm by phone **519-941-2816 ext 2700** or email [building@dufferincounty.ca](mailto:building@dufferincounty.ca)

Town & Township Planning Departments:

<p><b>Township of Amaranth</b> 519-941-1007 <a href="mailto:planner@amaranth.ca">planner@amaranth.ca</a></p>	<p><b>Township of East Garafraxa</b> 226-259-9400 <a href="mailto:planner@eastgarafraxa.ca">planner@eastgarafraxa.ca</a></p>
<p><b>Town of Grand Valley</b> 519-928-5652 <a href="mailto:mkluge@townofgrandvalley.ca">mkluge@townofgrandvalley.ca</a></p>	<p><b>Township of Melancthon</b> 519-925-5525 <a href="mailto:planner@melancthontownship.ca">planner@melancthontownship.ca</a></p>
<p><b>Town of Mono</b> 519-941-3599 <a href="mailto:planning@townfomono.com">planning@townfomono.com</a></p>	<p><b>Township of Mulmur</b> 705-466-3341 <a href="mailto:rknechtel@mulmur.ca">rknechtel@mulmur.ca</a></p>
<p><b>Town of Shelburne</b> 519-925-2600 <a href="mailto:planning@shelburne.ca">planning@shelburne.ca</a></p>	