

### Add a Revision in the CityView Portal

If you have been issued a building permit but need to change your scope of work, you are not required to create a new permit application, simply submit a revision to the original permit issued, by following these simple steps.

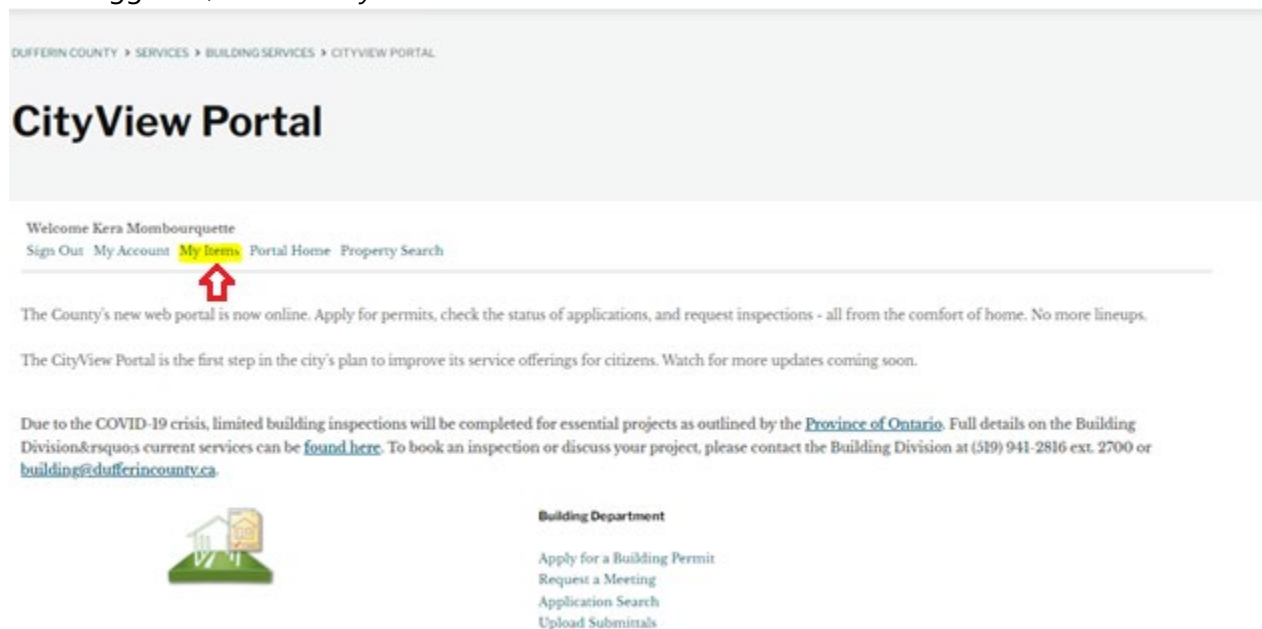
**NOTE:** This is also called a Notice of Change. A revision to your permit would be required if you deviate from your original plan that the County and the Municipality have approved and signed off on.

#### Step 1

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

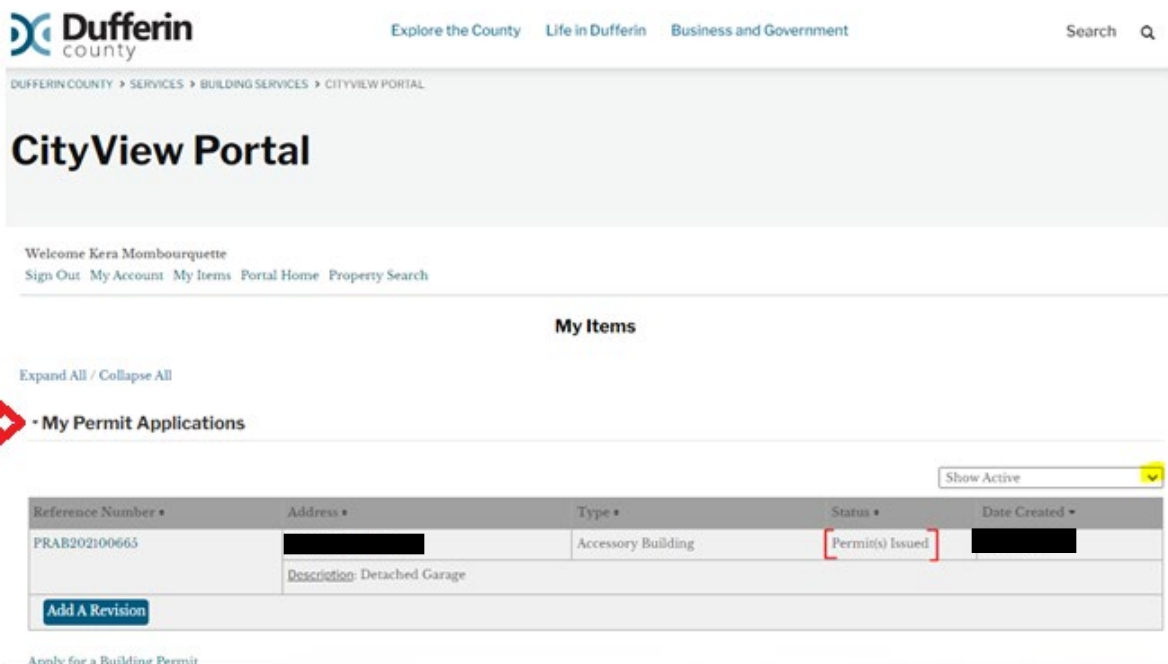
#### Step 2

Once logged in, travel to *My Items*:



#### Step 3

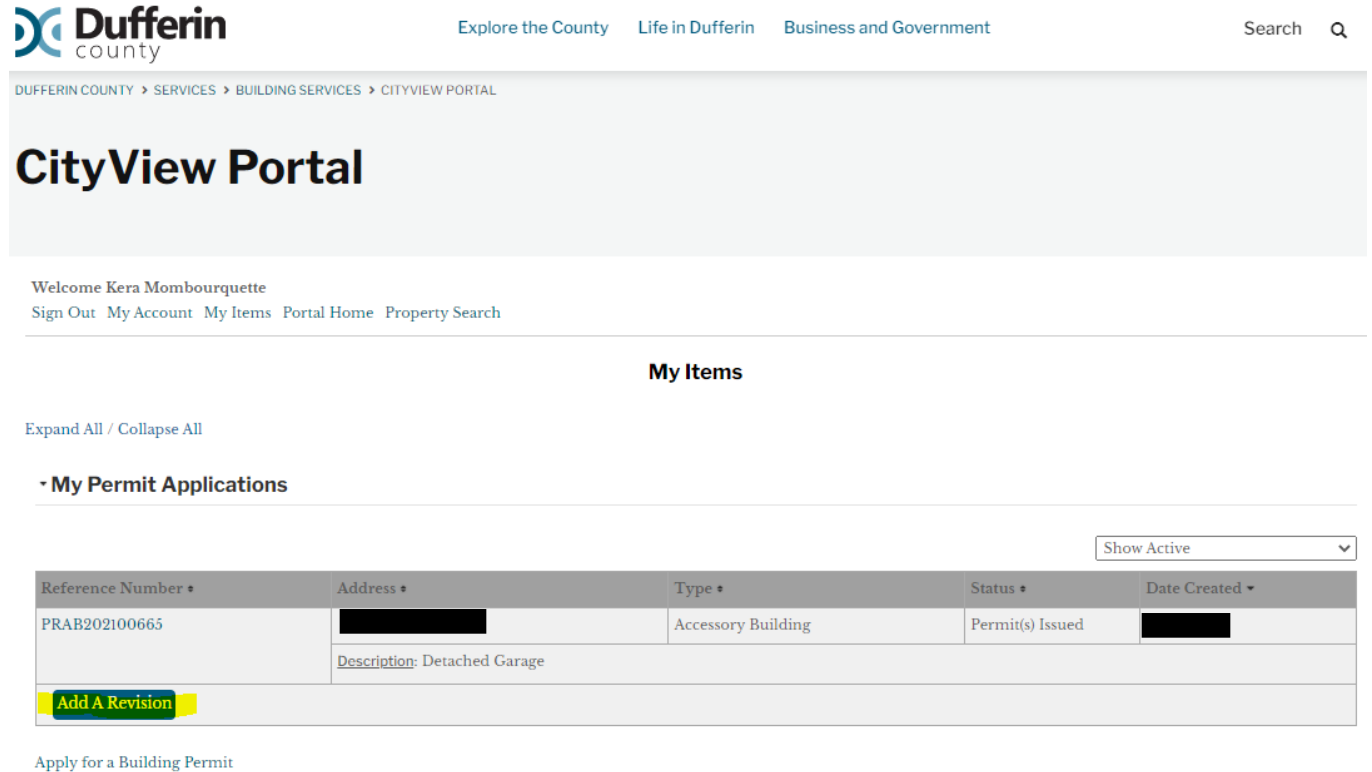
Select the *My Permit Applications* option, this will expand the list. Here you will see all active applications associated with your portal account. On this screen, you will see the overall status of the application (shown below as *Permit(s) Issued*).



**Note:** If you do not see your permit listed, please toggle the drop down menu in the right hand corner (highlighted) from "Show Active" to "Show All". If you still do not see it, contact the Building Department so the administrative staff can link your account to the permit.

#### Step 4

Choose the *Add A Revision* button (highlighted):



CityView Portal

Welcome Kera Mombourquette  
Sign Out My Account My Items Portal Home Property Search

**My Items**

Expand All / Collapse All

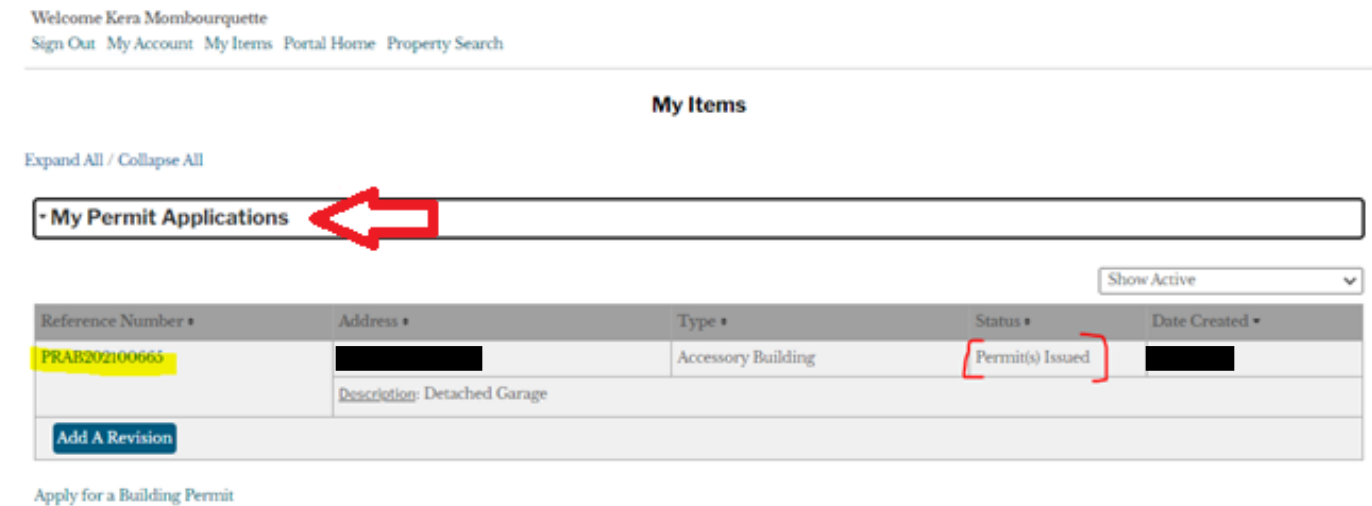
**- My Permit Applications**

Show Active

Reference Number *	Address *	Type *	Status *	Date Created *
PRAB202100665	[REDACTED]	Accessory Building	Permit(s) Issued	[REDACTED]
Description: Detached Garage				
<b>Add A Revision</b>				

Apply for a Building Permit

Alternatively, you can select the reference number (highlighted yellow below) to open up full details of your application.



CityView Portal

Welcome Kera Mombourquette  
Sign Out My Account My Items Portal Home Property Search

**My Items**

Expand All / Collapse All

**- My Permit Applications**

Show Active

Reference Number *	Address *	Type *	Status *	Date Created *
PRAB202100665	[REDACTED]	Accessory Building	Permit(s) Issued	[REDACTED]
Description: Detached Garage				
<b>Add A Revision</b>				

Apply for a Building Permit

Choose the *Permits* option to expand this area, then select *Add A Revision* link (highlighted below).

**Permit Application Status**  
PRAB202100665

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**

**Add A Revision**

- Permit Number: PRAB202100665-AB1
- Submittals
- Reviews
- Fees

### Step 5

Choose the *Permit Type* which is based off of your **original** permit. Once you have selected the permit type, select the *Next Step: Work Items* button.

Step 1: Permit Type | Step 2: Work Items | Step 3: Description of Work | Step 4: Contacts | Step 5: Upload Files | Step 6: Review & Submit | Step 7: Submitted

**Permit Application - Select Permit Types**  
PRAB202100665

Required information is indicated with an asterisk (\*).

• Please choose as many Permits as are appropriate.


Search for permit types

- Accessory Building

Cancel | Next Step: Work Items

### Step 6

Choose a *Work Item*, which is based off the Permit Type from Step 1 in the Portal. **Note:** The work item(s) listed may not correspond with your revision, however choose the item that corresponds with your **original** permit. Once the item is chosen, select the *Next Step: Description of Work* button.



**Permit Application - Work Items**  
PRAB202100665

Required information is indicated with an asterisk (\*).

#### - Accessory Building Permit

Please choose as many work items as are appropriate.


Search for work items

<input type="checkbox"/> Alternative Solution Application
<input type="checkbox"/> Canopy
<input type="checkbox"/> Detached Accessory Building
<input type="checkbox"/> Detached Garage

Previous Step: Permit Type    Next Step: Description of Work 

### Step 7

Enter the quantity amount for the revision. Ensure you are entering in the units specified. Once the quantity is entered. Select the *Next Step: Contacts* button. (**Note:** This will actually skip to the Upload Files Step).



**Permit Application - Description of Work**  
PRAB202100665

Required information is indicated with an asterisk (\*).

#### - Accessory Building Permit Work Items

Detached Garage

SQ M.\* 1

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

Previous Step: Work Items    Next Step: Contacts 

*Note:* The quantity information is based off the work item that was selected in the previous step. If you do not know or the unit is different from the original permit/work item, just leave it as is and continue to the next step.







### Step 8

Upload document(s) for each submittal type that is applicable for the revision. *Note: The Application Form item that is required to be submitted with each revision request is a [Notice of Change](#) form.* You can upload additional documents if there is not a submittal type (i.e. Conservation Authority Approval/Exemption, Septic information, etc.). Once all the required documents are uploaded, select the *Next Step: Review & Submit* button.

**Current Submittal**

**Submittal #2) Permit Application Submittal (12/02/2021)**

[Print Requirement Items](#)

Type	Status	Date Verified
Application Form 	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Site Plan 	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Schedule 1 - Designer Information 	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Roof Truss Layout/Roof Framing Plan 	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Architectural/Structural Design Drawings 	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Applicable Law Declaration Form 	Pending	
No documents are required at this time.		

**Previous Submittals**

**Submittal #1) Permit Application Submittal (11/29/2021)**

Type	Status	Date Verified
Application Form 	Pending	
Site Plan 	Pending	
Schedule 1 - Designer Information 	Pending	
Roof Truss Layout/Roof Framing Plan 	Pending	
Architectural/Structural Design Drawings 	Pending	
Applicable Law Declaration Form 	Pending	

**Upload Additional Documents**

Select any documents you wish to provide:

Provide a short description of this set of documents:



**NOTE:** You do not need to upload a document to each submittal item if it does not pertain to the revision. You will see Previous Submittals below Current Submittals which is there for reference (view only).

**TIP:** If you have difficulty with uploading any documents, you can still submit the revision. Once submitted you can go to the *Submittal* tab of your application and upload the rest of the documents, or by using the Upload Submittals link from the main page as noted on the Reminder pop-up.

**Reminder**

Reminder: 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.

### Step 9

Review to ensure the information is correct before submitting the revision. If you need to go fix any of the information Select the *Previous Step* button (blue arrow). If the information appears correct, input the characters into the box underneath them. Once you type out the characters, Choose the *Submit Application* button, to complete the submission.

Type the characters you see in the image below to continue.



Once the application revision has been submitted, our administrative staff will be notified and your application will be placed in a queue to be reviewed for completeness.

### **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)