

Applying for a Building Permit in the CityView Portal

Follow these simple steps to apply for your permit:

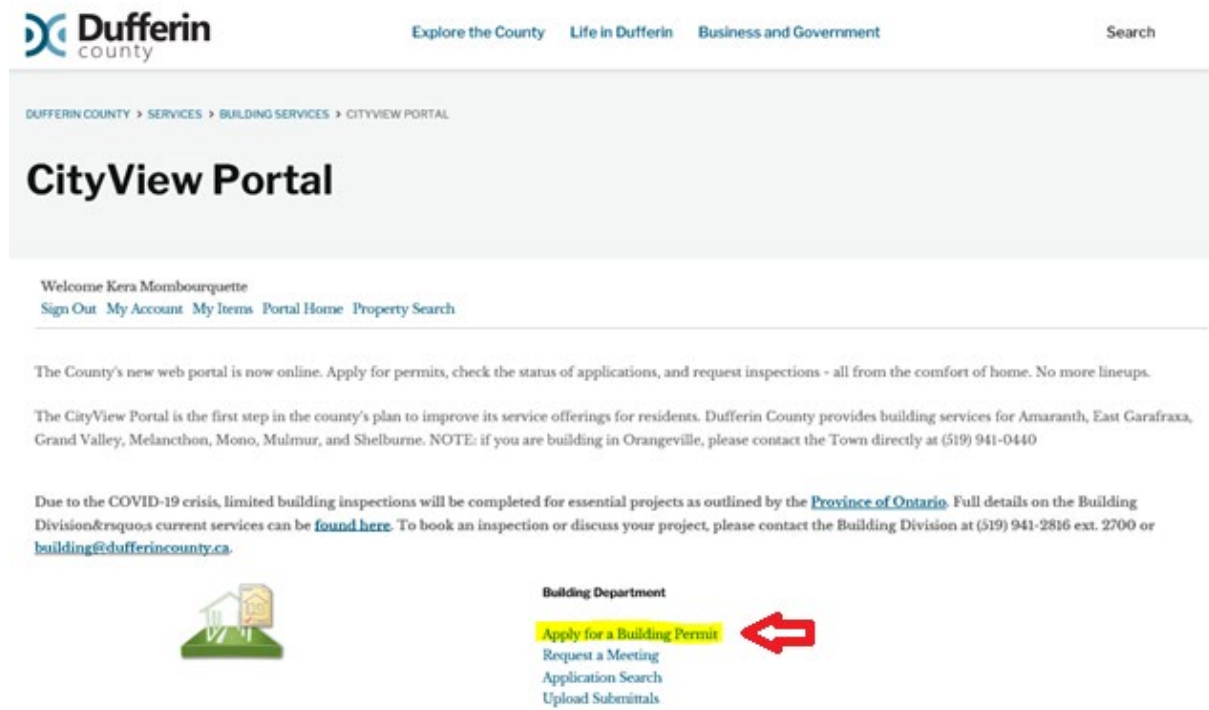
Note: Complete/fill out the online application to the best of your ability. If you are unsure, select the option that you believe best suits your project. If it is incorrect, our administrative staff are able to update the information during their review process.

Step 1

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

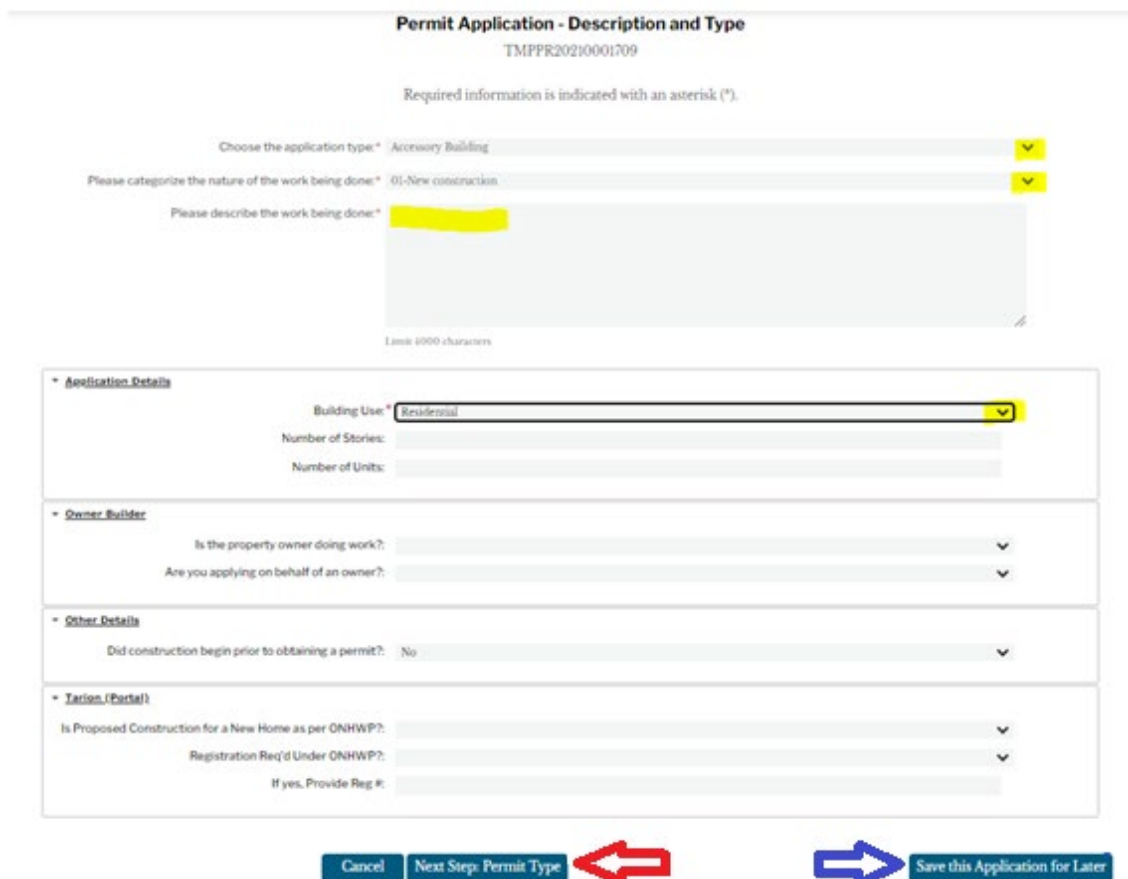
Step 2

Once logged in, select the *Apply for a Building Permit* option



Step 3

Fill in the required information for Description and Type. You only need to fill in the boxes that have the asterisk (*). At any time during the permit application process you can save your application for later (blue arrow). Once filled in, select the *Next Step: Permit Type* button.



Helpful hints:

- Tarrion is for new home builds only
- If you are applying on behalf of the owner of the property, ensure you choose Yes in the Owner/Builder section.
- Choose the application type *New Non-Residential* for any project that will have a Building Use of *Agricultural, Assembly, Business & Personal, Industrial, Institutional, or Mercantile*.
- Demolition permits are not required for Agricultural buildings. You will still need to contact your municipality to obtain approval.
- For Pool Enclosure permit applications, the category of work is 03-Alterations and Improvements. The County does not issue a permit for the pool itself, you will need to contact your municipality.

Step 4

Choose the Permit Type which is based off the application type from Step 1. If you need to go back at any point, select the Previous Step button (blue arrow). Once the type is chosen, select the *Next Step: Work Items* button.



Permit Application - Select Permit Types

TMPPR20210002379

Required information is indicated with an asterisk (*).

- Please choose as many Permits as are appropriate.

- Accessory Building

➡ Previous Step: Application Type
Next Step: Work Items
⬅
Save this Application for Later

Step 5

Choose the Work Item(s) that pertain to the project (which is based off the application type from Step 1). If you need to go back at any point, select the Previous Step button (blue arrow). Once the type is chosen, select the *Next Step: Description of Work* button.



Permit Application - Work Items

TMPPR20210002379

Required information is indicated with an asterisk (*).

- Accessory Building Permit

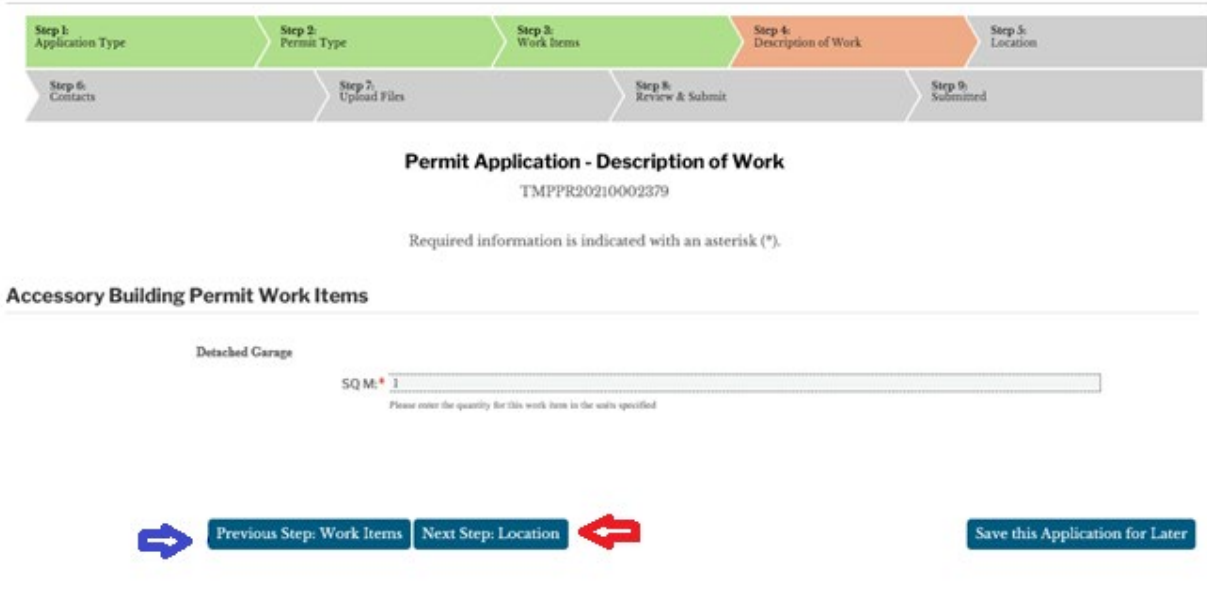
Please choose as many work items as are appropriate.

- Alternative Solution Application
- Canopy
- Detached Accessory Building
- Detached Garage

➡ Previous Step: Permit Type
Next Step: Description of Work
⬅
Save this Application for Later

Step 6

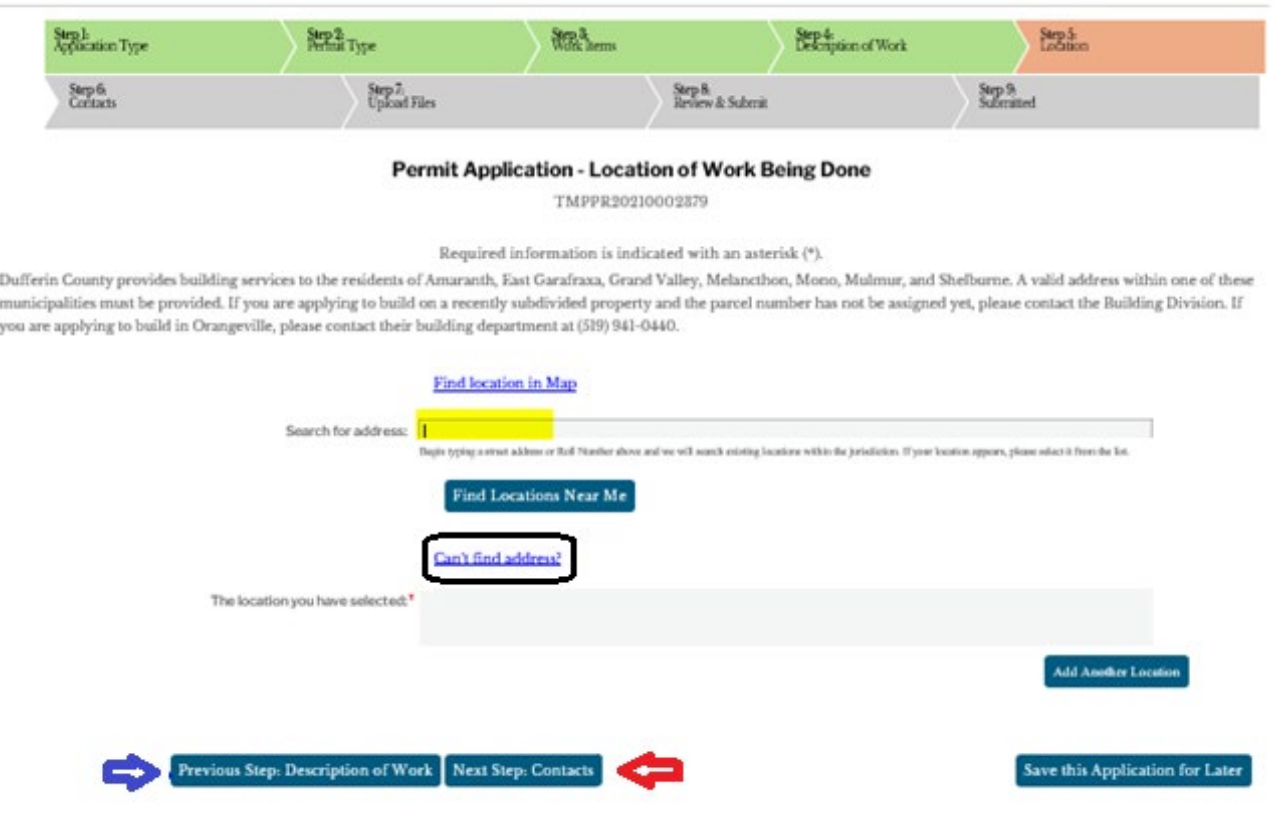
Enter the quantity for the work item that was selected in the previous step. Ensure you are entering in the units specified. If you need to go back at any point, click on Previous Step button (blue arrow). Once the quantity is input, select the *Next Step: Location* button.



The screenshot shows a progress bar at the top with steps 1-9. Step 4, 'Description of Work', is highlighted in orange. Below the progress bar, the title is 'Permit Application - Description of Work' with ID 'TMPPR20210002379'. A note states 'Required information is indicated with an asterisk (*)'. The section is titled 'Accessory Building Permit Work Items'. Under 'Detached Garage', there is a text input field for 'SQ M.*' with the value '1'. A small note below the field says 'Please enter the quantity for this work item in the units specified'. At the bottom, there are navigation buttons: a blue arrow pointing right to 'Previous Step: Work Items', a blue button 'Next Step: Location', a red arrow pointing left, and a blue button 'Save this Application for Later'.

Step 7

If you know the address or the roll number where the work is being completed, you can type it in to the *Search for address bar* (the address information in the search bar is pulled from Municipal Property Assessment Corporation). As you begin to type in the search bar a filter of addresses (within Dufferin County) will appear. If you are having difficulties with the address, double check the spelling. If you need to go back at any point, select the Previous Step button (blue arrow). Once the address is selected, select the *Next Step: Contacts* button (**Note:** it will actually skip to the Upload Files Step).



The screenshot shows a progress bar at the top with steps 1-9. Step 5, 'Location', is highlighted in orange. Below the progress bar, the title is 'Permit Application - Location of Work Being Done' with ID 'TMPPR20210002379'. A note states 'Required information is indicated with an asterisk (*)'. A paragraph of text provides information about building services in various municipalities. Below this is a search interface with a 'Find location in Map' link, a 'Search for address:' input field with a yellow highlight, and a note: 'Begin typing a street address or Roll Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.' There are buttons for 'Find Locations Near Me' and 'Can't find address?' (which is circled in black). Below the search field is a 'The location you have selected:' field. At the bottom right is an 'Add Another Location' button. At the bottom, there are navigation buttons: a blue arrow pointing right to 'Previous Step: Description of Work', a blue button 'Next Step: Contacts', a red arrow pointing left, and a blue button 'Save this Application for Later'.

If you have problems using the search bar, select the *Can't find address?* option (circled in black). This will open a pop-up window for you to manually type in the address. Enter the information for property in the highlighted fields, then select Use This Location.

Location X

Please enter the address and/or Parcel number of the location.

Parcel number:

Street Address:

Address Extra Line 1:

Address Extra Line 2:

City/Prov/Postal Code: | |

[Use This Location](#)

Note: The City/Prov/Postal Code line in Mailing Address is 3 separate boxes. The first highlighted box is for City, the second is a drop down for Province, and the third is for Postal Code.

Step 8

Upload a document for each submittal type that is applicable for your project. **EVERY** application requires an Application Form and the Applicable Law Declaration Form to be submitted. Permit Application Checklists and Forms are available on the [Building Services](#) page. You can upload any additional documents if there is not a submittal type (i.e. Conservation Authority Approval/Exemption, Septic information, etc.) under the Upload Additional Documents area. If you need to go back at any point, click on Previous Step button (blue arrow). (**Note:** There is a description box that appears under each document uploaded if you want to add any comments for that area). Once all the required documents are uploaded, select the *Next Step: Review & Submit* button.

• Current Submittal

Submittal #1) Permit Application Submittal (11/15/2021)

[Print Requirement Items](#)

Type	Status	Date Verified
• Application Form	Pending	
Select a new document for this requirement: Browse...		
• Site Plan	Pending	
Select a new document for this requirement: Browse...		
• Schedule 1 - Designer Information	Pending	
Select a new document for this requirement: Browse...		
• Roof Truss Layout/Roof Framing Plan	Pending	
Select a new document for this requirement: Browse...		
• Architectural/Structural Design Drawings	Pending	
Select a new document for this requirement: Browse...		
• Applicable Law Declaration Form	Pending	
Select a new document for this requirement: Browse...		

• Upload Additional Documents

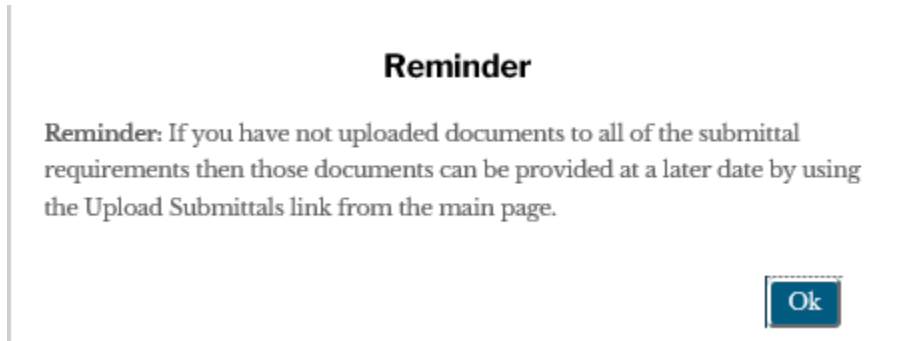
Select any documents you wish to provide: [Browse...](#)

Provide a short description of this set of documents:

[Previous Step: Location](#)
[Next Step: Review & Submit](#)
[Save this Application for Later](#)

Note: the question mark beside the submittal type provides extra information related to the item.

If you have difficulty with uploading any documents, at least upload one document to submit your application. 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.



Step 8

Review to ensure the information is correct before submitting the application. Note: *not all applications will require a deposit.* If you need to go fix any of the information, prior to submitting, choose the Previous Step button (blue arrow). If a deposit is required, you will see a fee breakdown and Total Amount Payable Online.

• Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Deposit - Building (\$160)	\$160.00	\$0.00	\$160.00	Not Paid
Totals:	\$160.00	\$0.00	\$160.00	

Please note: Permits will not be issued until all fees are paid in full. Development Charges must be paid via cheque. Cheques should be made payable to Dufferin County and can be dropped off or mailed to 30 Centre St, Orangeville, ON L9W 2X1.

Total Amount Payable Online: \$160.00

There are fees owing on this permit application. All fees must be paid before this application can be submitted. Clicking the 'Submit Application and Pay Fees' button will submit your application and redirect you to the payment screen where you can pay your fees online.

Select the *Do you agree?* checkbox.

By submitting this form you hereby certify that you have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume or give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Do you agree? *

Input the characters into the box underneath them. Once you type out the characters, then select the *Submit Application and Pay Fees* button.

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



Once the deposit fee (if applicable) has been paid and the application 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

Links to the information on the Municipal Approval process:

Township of Amaranth – <https://www.dufferincounty.ca/sites/default/files/building/AM%20-%20Permit%20Application%20Process.pdf>

Township of East Garafraxa – <https://www.dufferincounty.ca/sites/default/files/building/EG%20-%20Permit%20Application%20Process.pdf>

Town of Grand Valley – <https://www.dufferincounty.ca/sites/default/files/building/GV%20-%20Permit%20Application%20Process.pdf>

Township of Melancthon – <https://www.dufferincounty.ca/sites/default/files/building/ME%20-%20Permit%20Application%20Process.pdf>

Town of Mono – <https://www.dufferincounty.ca/sites/default/files/building/MO%20-%20Permit%20Application%20Process.pdf>

Township of Mulmur – <https://www.dufferincounty.ca/sites/default/files/building/MU%20-%20Permit%20Application%20Process.pdf>

Town of Shelburne – <https://www.dufferincounty.ca/sites/default/files/building/SH%20-%20Permit%20Application%20Process.pdf>