

## Accessing Documents in the CityView Portal

Once your permit has been issued, the *Permit Job Card* and all of your stamped approved plans will be available to you in the Portal.

Per the Ontario Building Code, the approved plans must be printed and available at all times throughout construction. If the approved plans are not available during an inspection, the inspection will be given a "failed" outcome and will need to be rescheduled.

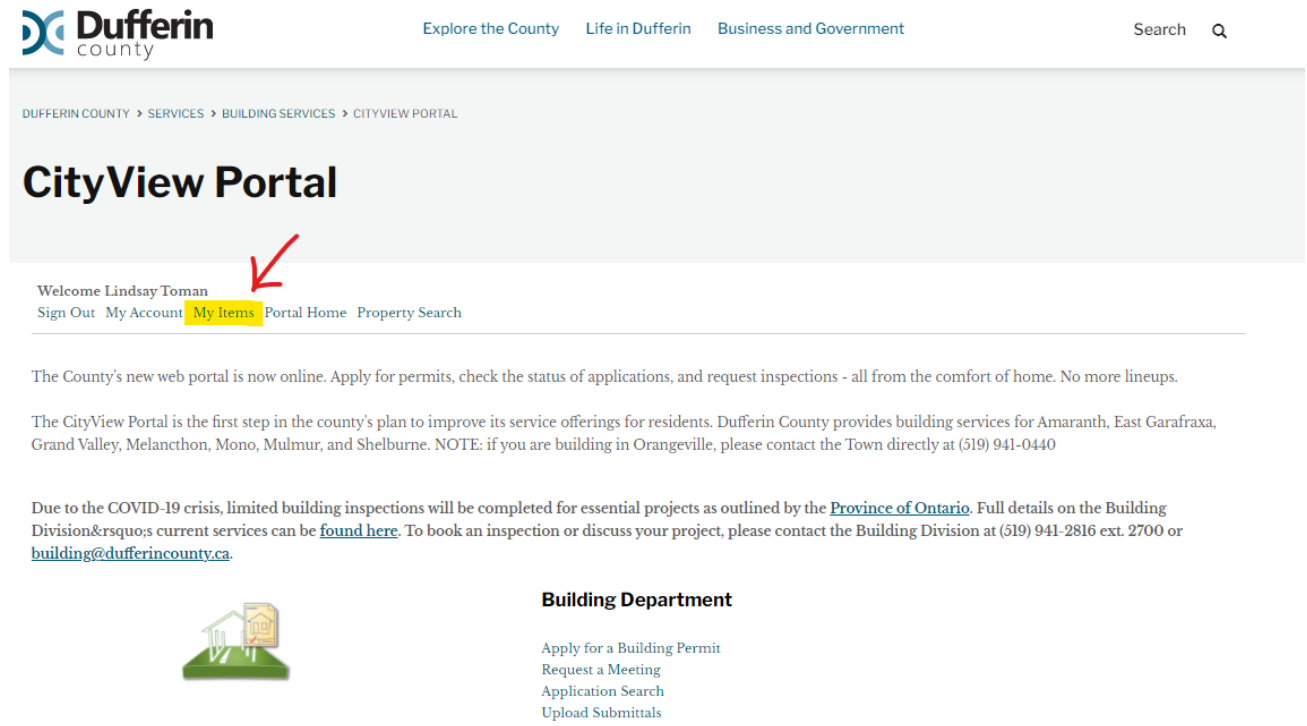
Follow these simple steps to access your documents:

### Step 1

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

### Step 2


Once logged in, travel to *My Items*:



[Dufferin county](#)    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).

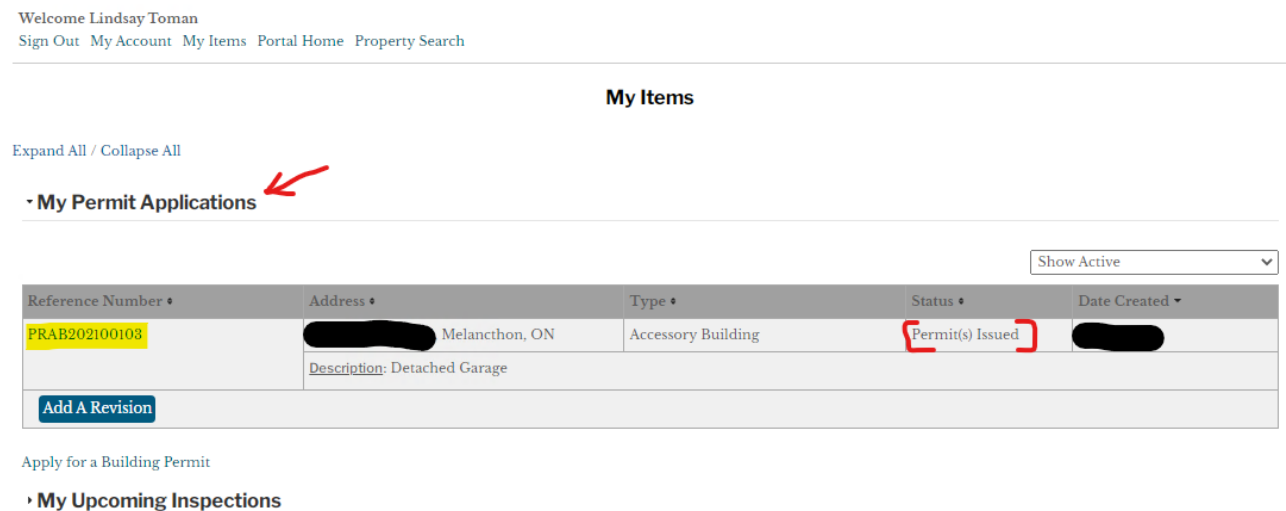


**Building Department**

- [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. Click on the reference number (highlighted yellow) to open up full details of your application:



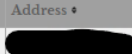

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### My Items

Expand All / Collapse All

▾ **My Permit Applications** 

Show Active

Reference Number *	Address *	Type *	Status *	Date Created ▾
PRAB202100103	 Melancthon, ON	Accessory Building	Permit(s) Issued	
Description: Detached Garage				
<a href="#">Add A Revision</a>				

[Apply for a Building Permit](#)

▾ **My Upcoming Inspections**

**Step 4**

Click on *Documents & Images* tab to expand the list:

**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

▸ Inspections

▸ Conditions

▸ Related Permit Applications

▸ Documents & Images 

▸ Upload Documents

From the *Documents & Images* tab, you will see all the documents associated with your permit including stamped plans, permit job card, inspection reports, payment receipts, etc. Use the links under the Document Name column to open/view and save copies:

**Documents & Images**

Date Uploaded	File Type	Document Name
06/24/2021	Plans	Floor Plan 1 (Stamped)
06/24/2021	Plans	Site plan
06/24/2021	Plans	Ground Floor Plan (Stamped)
06/24/2021	Letter	CV - Permit Job Card (Generate/Issue Permit(s))

**NOTE:** Approved documents will be noted "(Stamped)" at the end of the file name.

**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)