



**TOWN OF WASAGA BEACH**

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**Town of Wasaga Beach**

Building and Development Services

*CityView Portal Tutorial*

# How to Pay Fees

**Step 1:** Sign in to your CityView Portal account.

**Step 2:** Select “My Items” in the top tool bar.

**Step 3:** Once you are on the “My Items” page, select Expand All.

**Step 4:** You will now see your Permit Applications. Including, the permit number, address, type, status, and the date it was created.

**Step 5:** To pay your permit fees, select “Pay Fees”, which can be found under your permit application details.

**Step 6:** Once you click pay fees, you will be taken to the permit application fees page. On this page select all fees and then click “Make Payment” at the bottom of the page.

**Step 7:** Once “Make Payment” has been selected, you will now be able to pay your application fees online by Visa or MasterCard.

The screenshot shows the CityView Portal interface. At the top, the user is logged in as Jane Doe. The navigation bar includes 'Sign Out', 'My Account', 'My Items' (circled in red), 'Portal Home', 'Search for a Property', and 'Portal Help'. The 'My Items' section is active, displaying a table of permit applications. The first application is for PRSF20230327 at 30 LEWIS STREET, a New Single Family Dwelling, with a status of 'Permit(s) Issued' and a date of 06/09/2023. Below the table, there are buttons for 'Add A Revision', 'Pay Fees' (circled in red), and 'Schedule Inspection'. A link to 'Apply for a Building/Sign Permit' is also visible. The 'Permit Application Fees' section for PRSF20230327 is shown below, with a table of fees to be paid. The total amount is \$4,358.00. At the bottom of the fees section, there are buttons for 'Cancel' and 'Make Payment' (circled in red). The payment page shows a form for entering cardholder information, including name, card number, MYY, and CVV, with a total of \$4,358.00 and a 'Checkout' button.

Welcome Jane Doe  
Sign Out My Account My Items Portal Home Search for a Property Portal Help

### My Items

Expand All | Collapse All

My Permit Applications ☯  
Show Active

Reference Number ±	Address ±	Type ±	Status ±	Date Created ±
PRSF20230327	30 LEWIS STREET	New Single Family Dwelling	Permit(s) Issued	06/09/2023

Description: Construct a new 2,200 sqft single family dwelling

Add A Revision Pay Fees Schedule Inspection

Apply for a Building/Sign Permit

Powered by CityView

### Permit Application Fees

PRSF20230327

Please select the fees you wish to pay now by checking the "Pay" checkbox on the fees below.

Select All Fees Deselect All Fees

Fee Type	Amount	Amount Paid	Pay?
Group C - SFD Garage/Accessory Building	\$364.00	\$0.00	<input checked="" type="checkbox"/>
Group C Residential Buildings	\$2,464.00	\$0.00	<input checked="" type="checkbox"/>
Lot grading review	\$375.00	\$0.00	<input checked="" type="checkbox"/>
Lot grading Deposit	\$1,000.00	\$0.00	<input checked="" type="checkbox"/>
Application Fee-Building Permit	\$155.00	\$0.00	<input checked="" type="checkbox"/>
<b>Totals:</b>	<b>\$4,358.00</b>	<b>\$0.00</b>	
<b>Total Selected:</b>	<b>\$4,358.00</b>		

Cancel Make Payment

TOWN OF WASAGA BEACH-CITY

Cardholder Name  
Card Number MYY CVV  
Total \$4,358.00  
Back Checkout