



**TOWN OF WASAGA BEACH**

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**Town of Wasaga Beach**

Building and Development Services

*CityView Portal Tutorial*

# How to Register a CityView Portal Account

**Step 1:** Visit the Town of Wasaga Beach web page.

**Step 2:** Select “Applications, Licenses & Permits”.

**Step 3:** Then select the heading titled “Building Permits”.

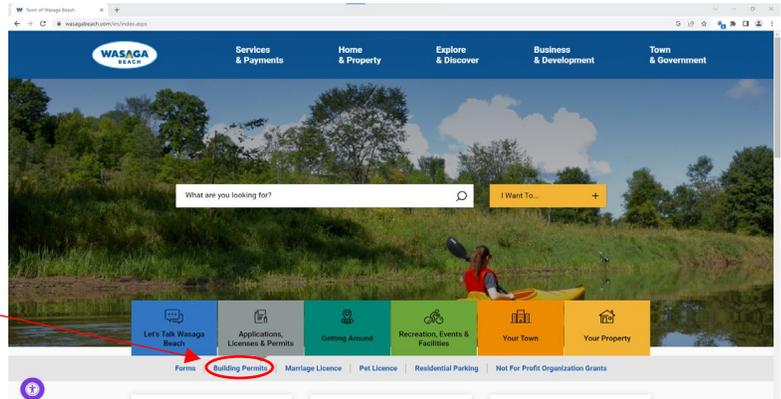
**Step 4:** Once you are on the building permits page, scroll down and click the blue button labeled “CLICK HERE”.

**Step 5:** This will take you to the CityView portal homepage, where you can either sign in to your account, or register to create an account. To create an account select Register at the bottom of the page.

**Step 6:** You will then be prompted to create an account by inputting an email and password. Following this, you will be required to put in your contact information in order to complete your account registration.

**Step 7:** Once you have created your account, you will receive a confirmation email. In this confirmation email click the hyperlink to activate your account.

**Step 8:** Once your account has been activated, you can now sign in to apply for a building permit, request inspections, pay fees, upload documents, and check the status of your application.



[Sign In](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

## Welcome to the The Corporation of The Town of Wasaga Beach Web Portal

With an account you will be able to do more with the The Corporation of The Town of Wasaga Beach Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

[Sign In](#)

Email Address:\*

Password:\*

[Forgot your password?](#)

[Login](#)

[Register a New Account](#)

If you do not have an account, please click [on Register](#) to create one.

Powered by CityView

[Sign In](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)



Your new account was created successfully.

A confirmation email has been sent to itms-ta@outlook.com. Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account.

Powered by CityView

The Corporation of The Town of Wasaga Beach Web Portal

[A](#) [A](#) [A](#) [🔍](#) [🔗](#)

Welcome Jane Doe

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

**Your account has been successfully activated**

Thank you for activating your account.

To access the The Corporation of The Town of Wasaga Beach Web Portal, you may proceed to [Portal Home](#)