



TOWN OF WASAGA BEACH

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Town of Wasaga Beach

Building and Development Services

CityView Portal Tutorial

How to Apply for a Building Permit

Step 1: Once you have signed into your portal account, select “Apply for a Building/Sign Permit” under the Building Department heading.

Step 2: You will now be prompted to choose the type of application you are applying for from the drop down options. While also providing and answering application specific questions.

Step 3: This step of the application includes selecting all the work items that apply to your project, as well as the square footage of these items.

Step 4: Next verify the location of the project and the applicable contacts.

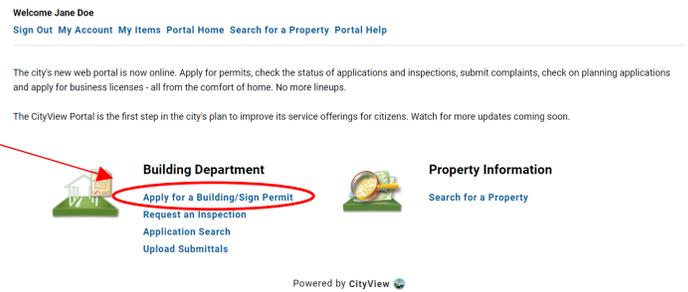
Step 5: Uploading documents is the next step of the application process. In this step the required forms and documents based on the application type are laid out.

***Please note:** Construction Drawings should be uploaded as one document under “Additional Documents”.

Step 6: Drag and drop your completed and signed documents into the corresponding submittal heading.

Step 7: If you do not see a submittal heading for a required document, please upload under “Additional Documents”.

Step 8: The final step of the application process requires you to review all previously inputted information. If all this information is correct, submit your application!



Choose the application type:*

Please categorize the nature of the work being done:*

Please describe the work being done:*

Limit 4000 characters

Submittal #1) Permit Application Submittal (06-21-2023) [Print Requirement Items](#)

Type	Status	Date Verified
Site Plan	Pending	
Select a new document for this requirement: Browse...		
Foundation Plan	Pending	
Select a new document for this requirement: Browse...		
Floor Plans	Pending	
Select a new document for this requirement: Browse...		
Select any documents you wish to provide: Browse...		
Provide a short description of this set of documents:		

[Upload Additional Documents](#)

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

Powered by CityView

- 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?:*



Type the characters you see in the image above to continue:*

axabw

[Previous Step: Upload Files](#) [Submit Application](#)

[Save this Application for Later](#)