



TOWN OF WASAGA BEACH

30 Lewis Street, Wasaga Beach
Ontario, Canada L9Z 1A1

Tel (705) 429-1120
Fax (705) 429-6732

Wasagabeach.com

Town of Wasaga Beach

Building and Development Services

CityView Portal Tutorial

How to Upload Missing Documents/ Revised Documents

Step 1: If you have already submitted your application but need to upload revised or missing documents, DO NOT create a new application. Instead sign in to your portal account.

Step 2: Once you have signed in to your portal account, under “Building Department”, select “Upload Submittals”.

Step 3: Then search for your application by address, permit number, or roll number.

Step 4: Once you have found your application, select your address.

Step 5: Now on the Permit Applications Submittals page, you can upload your revised or missing documents to the appropriate submittal heading.

Step 6: Once you have uploaded all documents, select “Upload Documents” at the bottom of the page.

Step 7: A notification will then appear, stating uploads complete. This means that the uploads have been successfully added to your application.

The Corporation of The Town of Wasaga Beach Web Portal

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

The city's new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints, check on planning applications and apply for business licenses - all from the comfort of home. No more lineups.

The CityView Portal is the first step in the city's plan to improve its service offerings for citizens. Watch for more updates coming soon.

Building Department
[Apply for a Building/Sign Permit](#)
[Request an Inspection](#)
[Application Search](#)
[Upload Submittals](#)

Property Information
[Search for a Property](#)

Powered by CityView

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

Search for Permits

Search: [Go!](#)

Begin typing a permit number, address or Roll number and we will search existing permits. If the item you are searching for appears, please select it from the list.

[Find Active Permits Near Me](#)

[Map](#)

[Upload Additional Documents](#)

Select any documents you wish to provide:

[Browse...](#)

Road Occupation Permit Application Form.pdf [Cancel](#)

Provide a short description of this set of documents:

[Upload Documents](#)

Uploads Complete
All documents were uploaded successfully.
[Ok](#)

Permit Status | [Portal Home](#)

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