

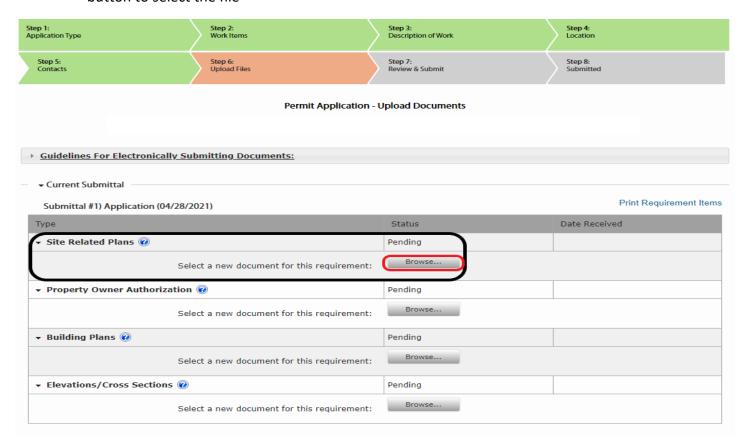


## How to Upload Files for a Permit Application in CityView Portal

1. **Upload Files:** Be sure to have all required submittals or the application will be deemed incomplete

## **Example:** Uploading documents for a detached garage building permit - residential

- The requirements are a Site Plan, Building Plans, Elevations / Cross Sections and Property Owner Authorization
- Each plan should be separately uploaded;
  - The circled submittal type is for the site plan only and to upload the site plan, click the browse button to select the file



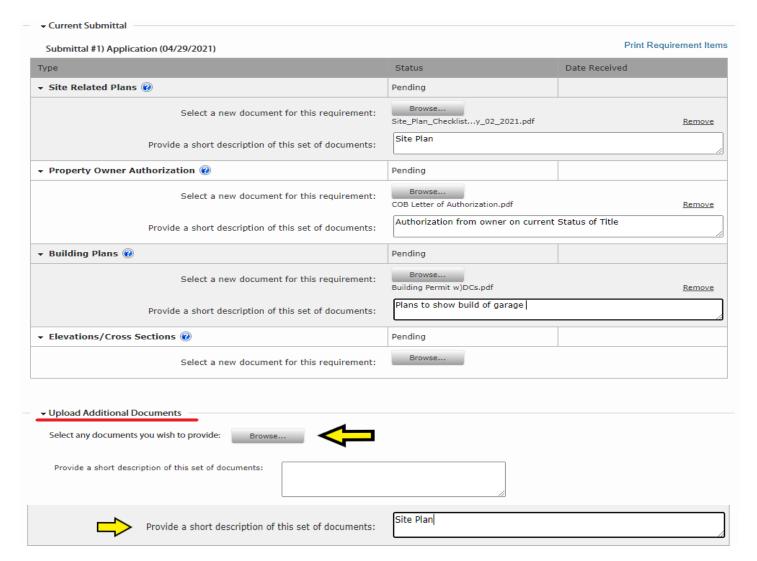


www.brandon.ca/planning



## 2. Once the file is selected, be sure to title the document accordingly;

- Continue uploading and labelling the documents accordingly
- For documents that do not fit in a submittal type there is a section (underlined in red) at the bottom to upload these



## 3. Once uploading is complete, click the 'Next Step – Review & Submit' button to upload and be directed to the next step;

- Uploads in Progress screen the documents are being uploaded
- An error screen will display if you time out

The Portal is **open to receive documents** after initial application when the Application Status is:

- Returned for Correction
- Waiting for Resubmittal
- Insufficient Submittal