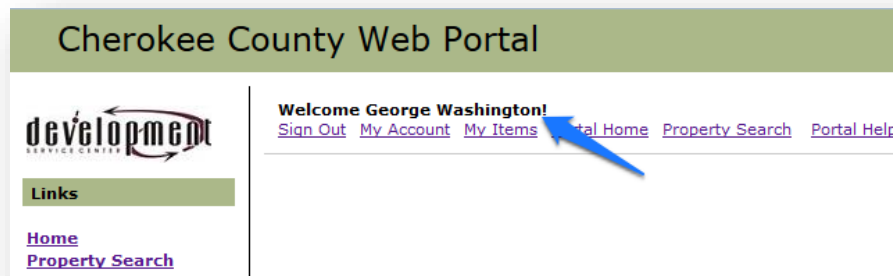


How to upload Documents and/or Images to an existing Permit or Planning Application

1. Visit <https://cityview.cherokeega.com/cvprodportal> in your favorite modern web browser.
2. Make sure you are logged in. You'll see your name at the top of the CityView Portal page.



3. Click on the "Status and Fees" link corresponding to your application type of Permit or Planning.



4. Type in the Application number or address, and pull up the detail of that application.

Search for Permits

Search: 000766

- PR20160000766
- PR20140000766
- PR20120000766
- PR20110000766
- PR20100000766
- PR20090000766
- PR20080000766

5. Scroll down to the bottom and click the “Browse...” button and navigate to the document or image you want to upload. Enter a short description. [NOTE: Do NOT upload any documents with personal information in it such as a drivers license number, SSN, etc.] Then click the [Upload Document] button.

Upload Documents

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 25MB in size.
- Accepted file extensions:
 - doc, docx, xls,xlsx, jpg, gif, bmp, pdf, tiff
- If your plans are larger than 25mb, then please group and submit by discipline, ie Erosion Control, StormWater, Transportation, etc., otherwise upload plans as one package (pdf).

Once you have chosen the files you wish to upload, please click the button located at the bottom of the page, to complete your submission.

To upload **RESUBMITTALS:**

- Project must be under status of *Returned for Corrections* or *Waiting for Resubmittal*
- You have received your corrections notice with all planners comments
- then click this link to upload now: [Resubmittals](#)

Other Documents: Documents uploaded here won't be linked to any submittals. Use this feature to upload:

- Engineers letters
- Project photos
- Affidavits
- ... other files that are not plans.

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

6. When it's done uploading, you'll get the "Uploads Complete" message box. Click the "X" in the upper corner and you are done!

