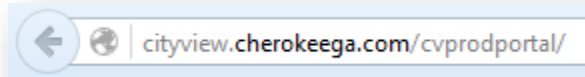
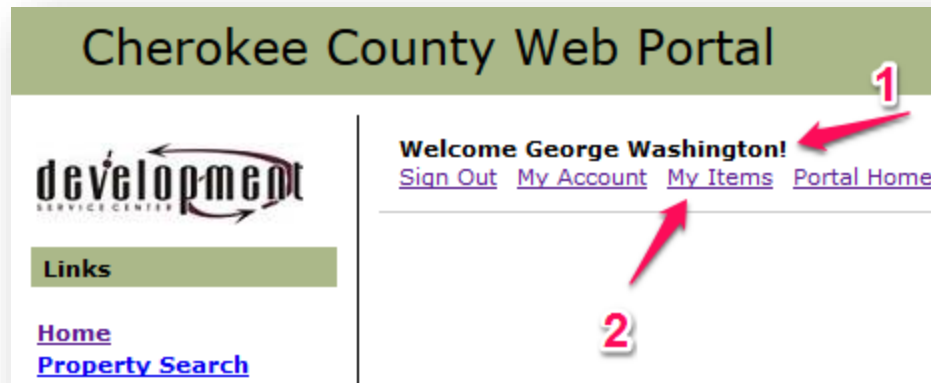


# How to Re-submit plan and permit applications to the Cherokee County DSC CityView web portal

1. Visit the CityView portal with your modern web browser.



2. First, make sure you're logged in by seeing the "Welcome {user name}" message at the top. Second, click on the "My Items" link.



3. First, click the small triangle next to the section you want to expand. (In this example, we expanded “My Planning Applications”.) Second, click the “Reference Number” you want to upload the resubmittal for.

**My Items**

This page lists all the applications and other items in which you are a contact.

[Expand All](#) / [Collapse All](#)

— ▶ **My License Applications** \_\_\_\_\_

— ▶ **My Permit Applications** \_\_\_\_\_

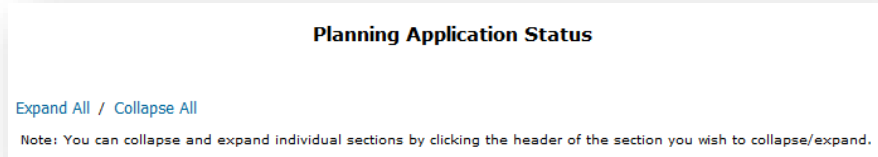
— ▼ **My Planning Applications** \_\_\_\_\_

Reference Number	Status	Name	Date Created
<a href="#">PL20169999999</a>	Under Review	Ann Bell	02/03/2016
<a href="#">PL20169999998</a>	Waiting for Resubmittal	Bill Carson	01/26/2016
<a href="#">PL20169999997</a>	Under Review	Carl Donnally	01/25/2016
<a href="#">PL20169999996</a>	Under Review	Darrel Ebersoll	01/23/2016
<a href="#">PL20169999995</a>	Under Review	FULSOON WOODS PHASE XIB	01/20/2016

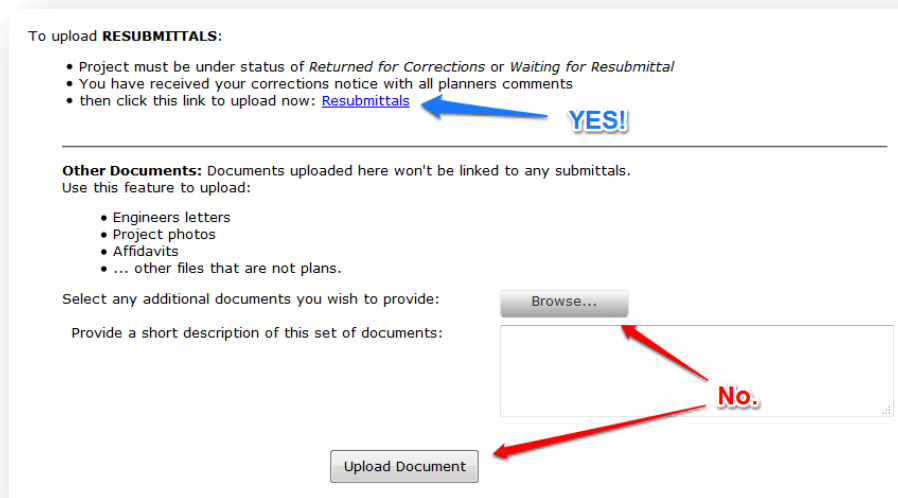
[Apply for a Planning Permit](#)

— **My Upcoming Inspections** \_\_\_\_\_

4. You will end up on a page that says “Permit Application Status” or “Planning Application Status”. (In our example we clicked on a “Planning Application”.)



5. Scroll waaaaaay down to the bottom of this page and click the “Resubmittals” link. This is a resubmittal, so it’s different than submitting a new application request.



6. Click the “Browse...” button that is below the “Current Submittal” section and find your corrected submittal document. Then click the “Upload Documents” button at the bottom.

Current Submittal

Submittal #2) Planning Submittal (02/04/2016) [Print Requirement Items](#)

Type	Status	Date Received
▼ Project Files	Pending	01/27/2016
04- [redacted] Facility as of 01-25-2016 (Details) Eng Plan first submittal New Version...		
02(a) [redacted] Facility as of 01-25-2016 (erosion plans) New Version...		
02(b) [redacted] Facility as of 01-25-2016 (erosion notes) New Version...		
<u>01- [redacted] Facility as of 01-25-2016 (sheets C-101 thru C-502) (Received)</u> Eng Plan first submittal New Version...		
<u>Survey - Revised 2.18.16</u> New Version...		

Select a new document for this requirement:

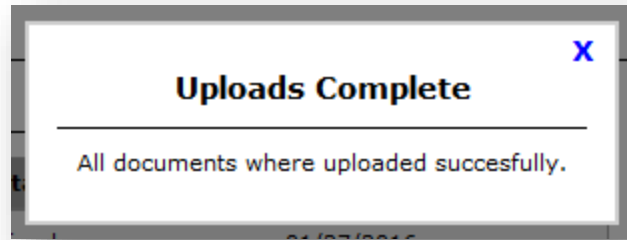
Previous Submittals

Upload Additional Documents

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

7. If you see this window, the Cherokee County Development Service Center has received your resubmittal. This part is done!



Once your project has been approved for permitting, you will receive an approval letter listing required documentation, fees, etc. Plans will be approved/stamped electronically and you may print as many copies as you would like. Before starting any construction, please make sure to schedule a pre-construction meeting with your inspector listed on the approval letter. All fees are due prior to releasing of the plans. You may pay online or in person.

Building permits can only be picked up by a Georgia State Licensed Contractor. We are located at:

1130 Bluffs Parkway, Canton GA 30114

We thank you for choosing Cherokee County