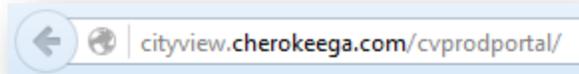
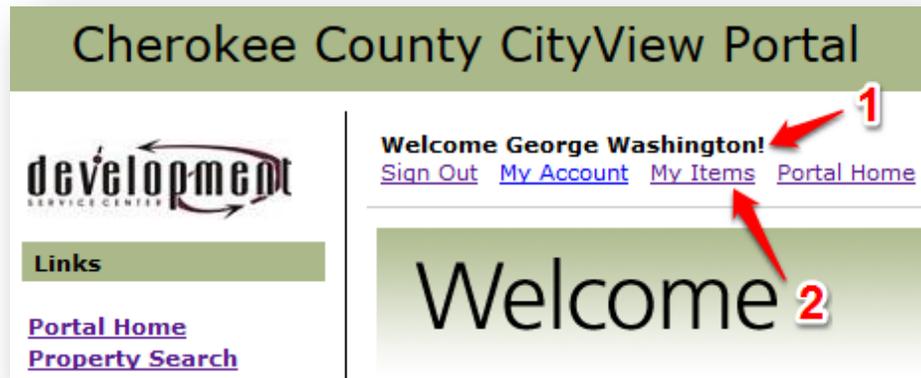


# How to Re-submit plan and permit applications to the Cherokee County DSC CityView web portal

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**

Expand All / Collapse All

▶ My Business License Applications

▶ My Contractor License Applications

▼ My Permit Applications

Show Active ▼

Reference Number	Address	Type	Status	Date Created
<a href="#">PR20189999999</a>	1062 [redacted] Dr, Woodstock, GA 30188	Mechanical	Issued	02/19/2018
<input type="button" value="Upload Submittals"/>				
<a href="#">PR20179999999</a>	1500 [redacted] Rd, Acworth, GA 30102	Building	TCO Issued	08/30/2017
<input type="button" value="Pay Fees"/> <input type="button" value="Schedule Inspection"/> <input type="button" value="Upload Submittals"/>				
<a href="#">PR20169999999</a>	100 [redacted] Dr, Alpharetta, GA 30004	Building	Finalized	12/19/2016

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

**Planning Application Submittals**

▼ **Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 50MB in size.
- Accepted file extensions:
  - doc, docx, xls, xlsx, jpg, gif, png, bmp, pdf, tiff

If your plans are larger than 50mb, 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.**

5. Click the “Browse...” button that is below the “Current Submittal” section and find your corrected submittal document.

▼ **Current Submittal**

**Submittal #3) Planning Submittal \_ (02/09/2018)** [Print Requirement Items](#)

Type	Status	Date Received
▼ <b>Project Files</b> ⓘ	Pending	
<a href="#">Ha [REDACTED] SHEET NO. 1 (Received)</a>		
<input type="button" value="New Version..."/>		
<a href="#">Ha [REDACTED] SHEET NO. 2 (Received)</a>		
<input type="button" value="New Version..."/>		
<a href="#">JOB NO. 1 [REDACTED] SHEET 2 OF 2</a>		
<input type="button" value="New Version..."/>		
<a href="#">JOB NO. 1 [REDACTED] SHEET 1 OF 2</a>		
<input type="button" value="New Version..."/>		
<a href="#">JOB NO. 1 [REDACTED] SHEET 2 OF 2</a>		
<input type="button" value="New Version..."/>		
<a href="#">JOB NO. 1 [REDACTED] SHEET 1 OF 2</a>		
<input type="button" value="New Version..."/>		
Select a new document for this requirement:	<input type="button" value="Browse..."/>	

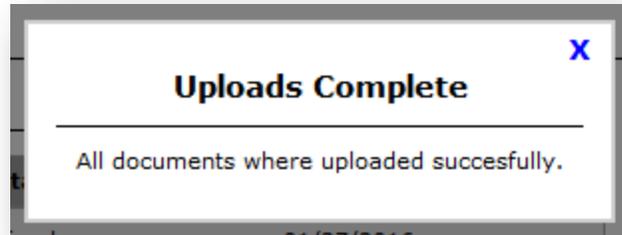
6. Then click the “Upload Documents” button at the bottom.



[Project Application Status](#) | [Portal Home](#)

Powered by CityView

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