

### Paying the Fees in the CityView Portal

Follow these simple steps to pay the fees for the application to receive the permit:

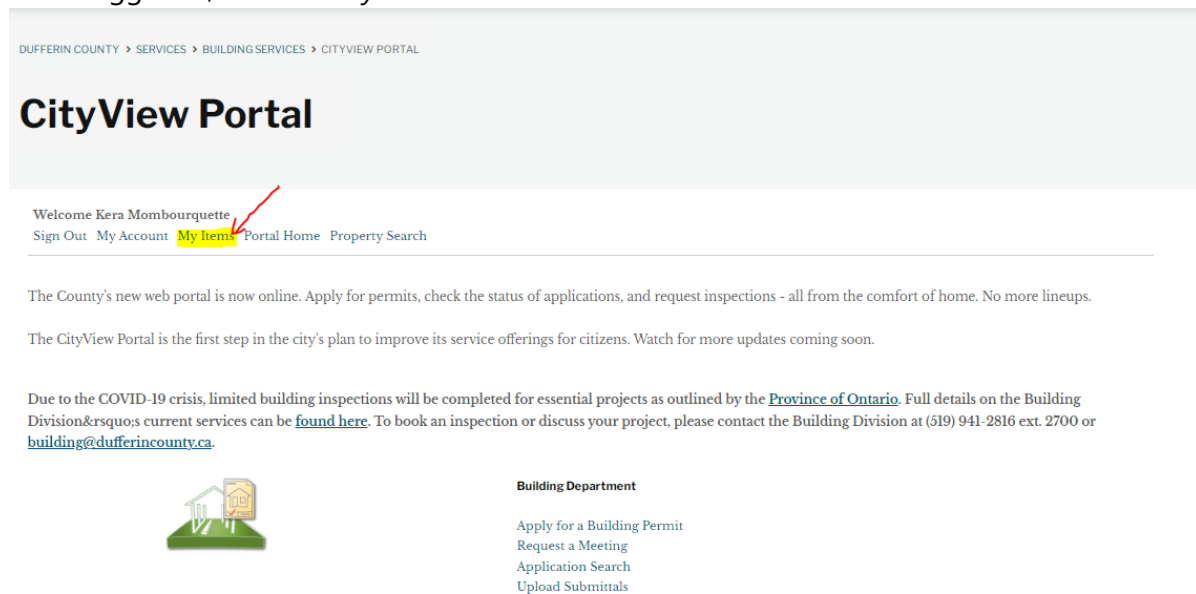
**NOTE:** if you are not the person who originally applied for the permit, you will not be able to pay the fees until we have linked your account to application. You will need to register for a new account and then activate the account. Once the account has been activated, let us know and we can add your account to the application. If you are not the homeowner, we will require authorization from the homeowner to add you as a contact. A copy of the form can be found here: [Agent Authorization Form | Dufferin County](#)

#### Step 1

Login to the Portal here: [Log On - CityView Portal](#)

#### Step 2

Once logged in, select to *My Items*:



DUFFERIN COUNTY > SERVICES > BUILDING SERVICES > CITYVIEW PORTAL


## CityView Portal

Welcome Kera Mombourquette  
[Sign Out](#) [My Account](#) **[My Items](#)** [Portal Home](#) [Property Search](#)

The County's new web portal is now online. Apply for permits, check the status of applications, and request inspections - 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.

Due to the COVID-19 crisis, limited building inspections will be completed for essential projects as outlined by the [Province of Ontario](#). Full details on the Building Division's current services can be [found here](#). To book an inspection or discuss your project, please contact the Building Division at (519) 941-2816 ext. 2700 or [building@dufferincounty.ca](mailto:building@dufferincounty.ca).

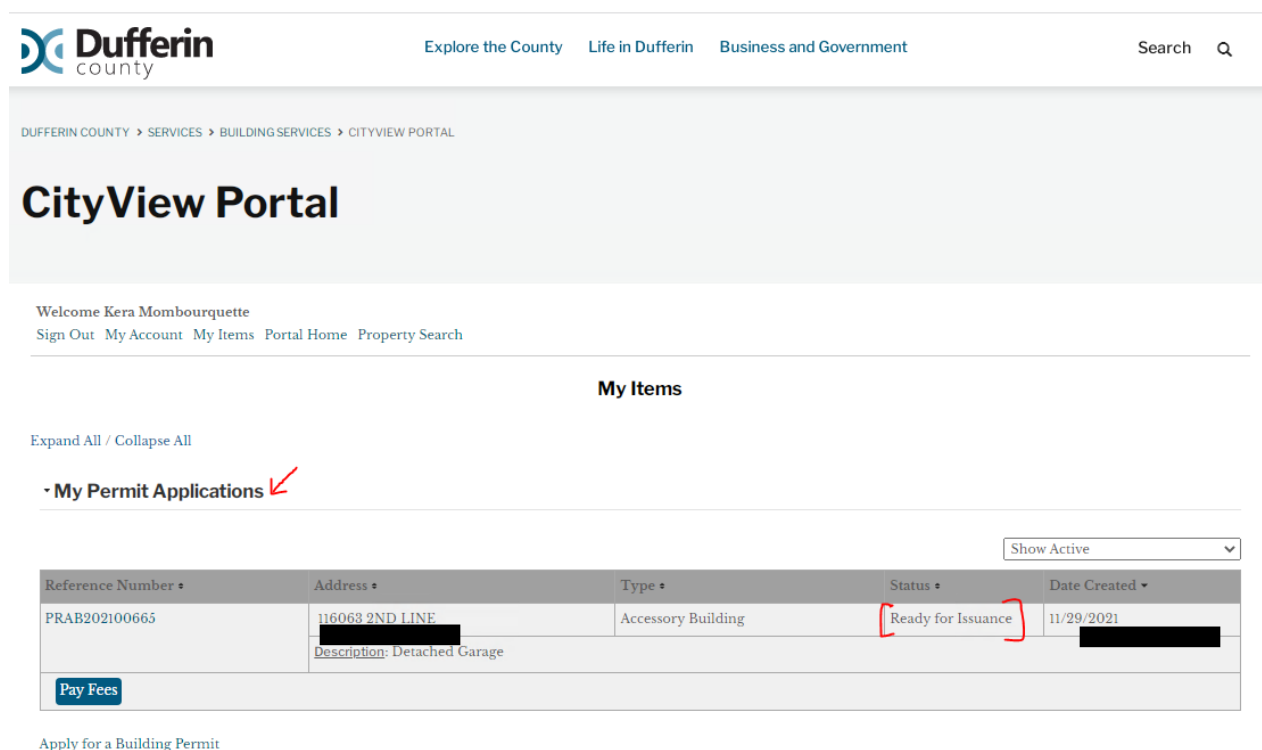


**Building Department**

- [Apply for a Building Permit](#)
- [Request a Meeting](#)
- [Application Search](#)
- [Upload Submittals](#)

#### Step 3

Choose the *My Permit Applications* option to expand the list. Here you will see all active applications associated with your account. Here you will also see the overall status of the application (shown below as *Ready for Issuance*).



DUFFERIN COUNTY > SERVICES > BUILDING SERVICES > CITYVIEW PORTAL

## CityView Portal

Welcome Kera Mombourquette  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

**My Items**

[Expand All / Collapse All](#)

**- My Permit Applications** ↖

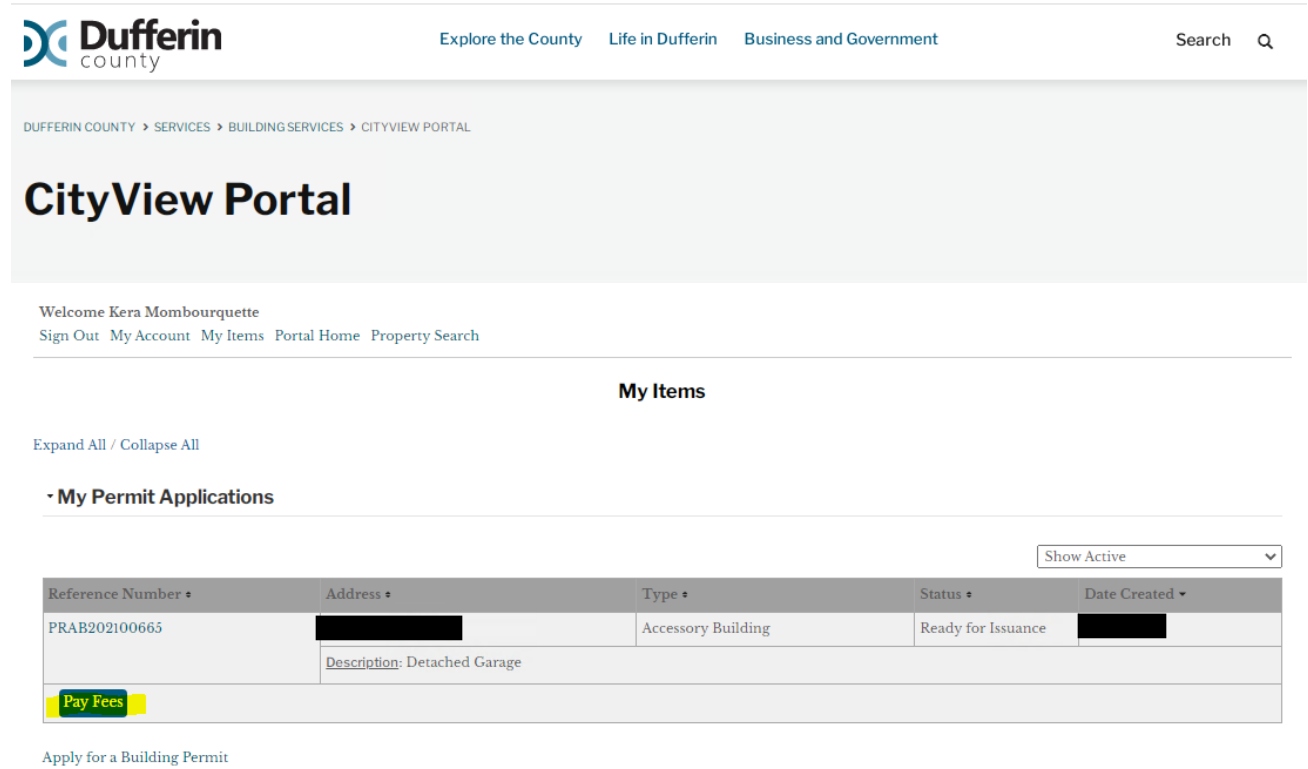
Reference Number	Address	Type	Status	Date Created
PRAB202100665	116063 2ND LINE Description: Detached Garage	Accessory Building	Ready for Issuance	11/29/2021

[Pay Fees](#)

[Apply for a Building Permit](#)

**Step 4**

Select the *Pay Fees* button (highlighted below):



The screenshot shows the Dufferin County CityView Portal. The user is logged in as Kera Mombourquette. The page title is "CityView Portal". Under "My Items", there is a section for "My Permit Applications". A table lists a permit application with the following details:

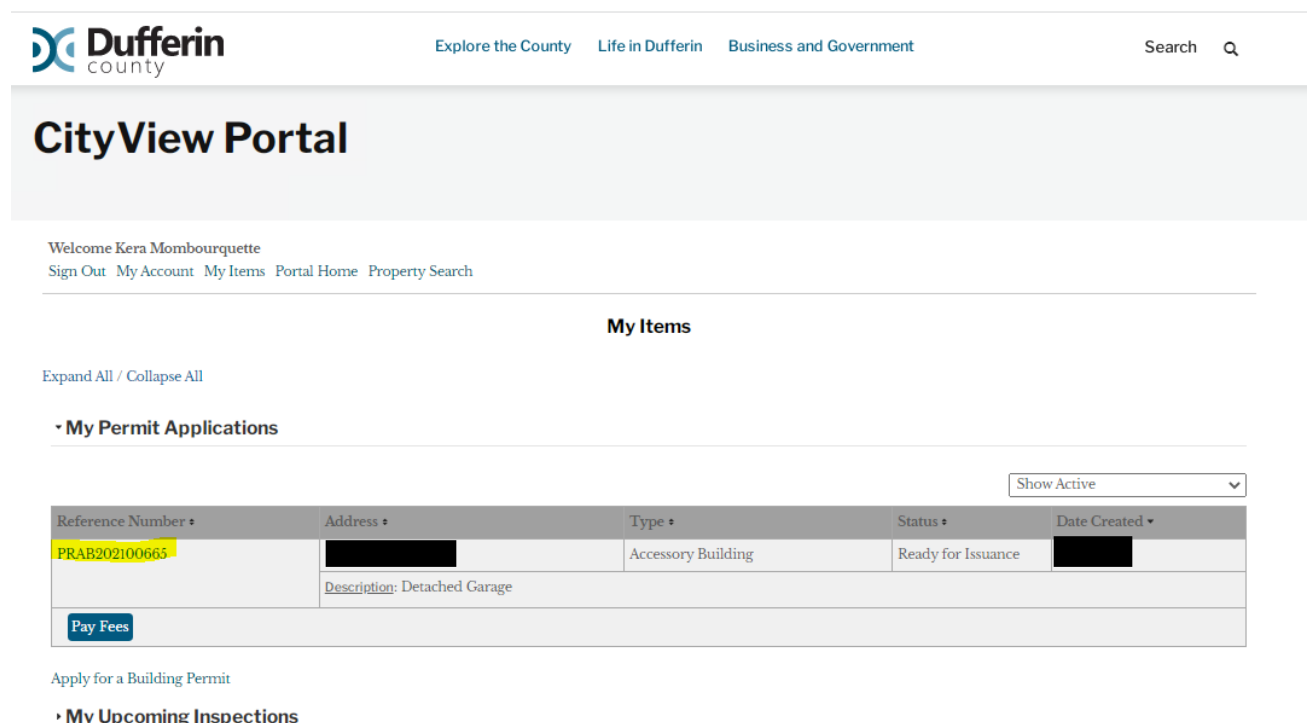
Reference Number	Address	Type	Status	Date Created
PRAB202100665	[Redacted]	Accessory Building	Ready for Issuance	[Redacted]
Description: Detached Garage				
Pay Fees				

Below the table, there is a link: "Apply for a Building Permit".

This will bring you to a new webpage where you can pay the fees with a credit card. Choose the *Next Step: Payment Information* button to input your card information. Once you have input the information choose the *Next Step: Confirmation* button to complete the payment.

**NOTE:** Development Charges are not payable through the portal, they must be paid via cheque. You can pay your full balance owing via cheque if you wish. Cheques can be dropped off or mailed to our office located at 30 Centre Street, Orangeville, Ontario L9W 2X1.

**TIP:** If you would like a breakdown of the fees owing, you can open your application by selecting the Reference Number (highlighted). Select the *Fees* tab (highlighted) to open and see the breakdown of fees paid and/or fees owing.



This screenshot is identical to the previous one, but the "Pay Fees" button in the table is highlighted in blue, indicating it is the button to be selected.

**Permit Application Status**

PRAB202100665

You will only be able to view fees or view conditions if you are a contact on the permit application.

Expand All / Collapse All

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

• Summary

• Locations

• Permits

• Submittals

• Reviews

• Fees

• Inspections

• Conditions

• Related Permit Applications

You can also pay fees through the *Fees* tab by choosing the *Pay Fees?* option (highlighted)

• Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Garage, Carport, Storage Shed	\$172.00	\$0.00	\$172.00	Not Paid
<b>Totals:</b>	<b>\$172.00</b>	<b>\$0.00</b>	<b>\$172.00</b>	

Please note: Permits will not be issued until all fees are paid in full. Development Charges must be paid via cheque. Cheques should be made payable to Dufferin County and can be dropped off or mailed to [REDACTED]

Total Amount Payable Online: \$172.00 [Pay Fees?](#)

Once all fees have been paid, our administrative staff will be able to issue the permit for this project.

**WE ARE HERE TO HELP!**

Should you have questions at any time throughout the process, please don't hesitate to reach out to us.

Dufferin County Building Services can be reached Monday-Friday, 8:30am-4:30pm by phone **519-941-2816 ext. 2700** or email [building@dufferincounty.ca](mailto:building@dufferincounty.ca)