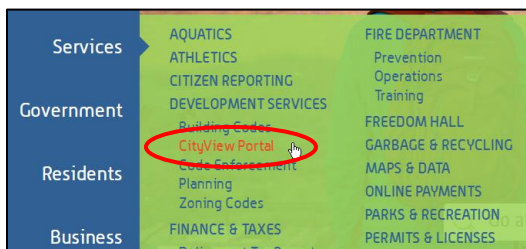
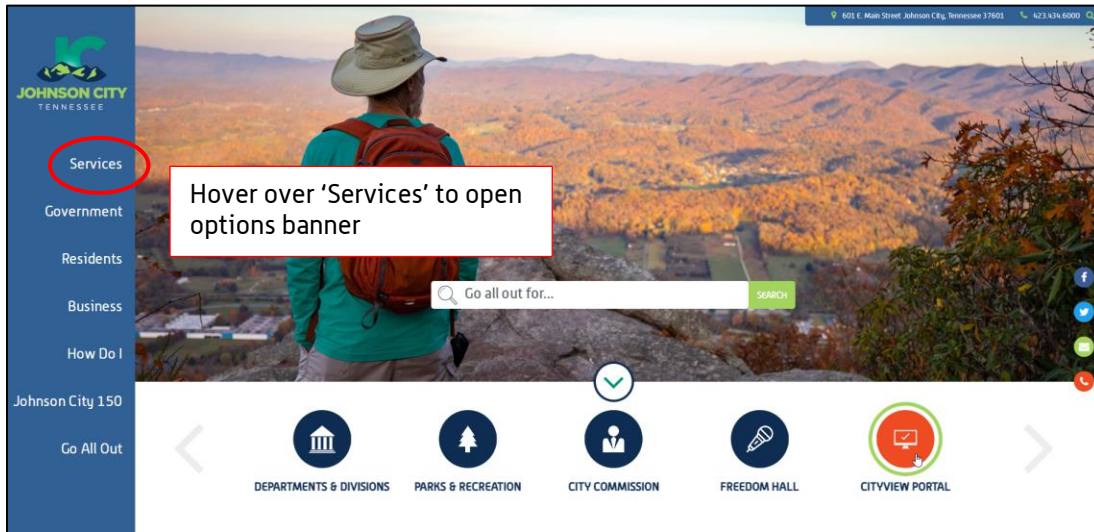


City of Johnson City – CityView Portal - Building, Trade & Sign Applications


Revised 3/21/2019

Go to www.johnsoncitytn.org



OR, go to: <https://jc-cityviewweb.johnsoncitytn.org/CityViewPortal/>


Click 'Sign In' or click 'Apply for a Building Permit'




[Sign In](#) / [Register](#) [Portal Home](#) [Property Search](#)

Our Cityview Portal is now available for:

- Property
- Applying for Building/Trade Permits
- Request an Inspection
- Submit an application for a Rezoning, Concept Plan, Annexation, Certificate of Appropriateness or a Subdivision Plat
- Check on your application status and pay fees
- PLEASE CONTACT ADRIENNE BROWN WITH ANY QUESTIONS – CALL 423-434-5845



Building Division
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Create a Building, Trade, or Sign Application

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Property Information
[Search for a Property](#)

Step 1: Application Type

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Step 1: Application Type | Step 2: Permit Type | Step 3: Work Items | Step 4: Description of Work | Step 5: Location | Step 6: Contacts | Step 7: Upload Files | Step 8: Review & Submit | Step 9: Submitted

Permit Application – Description and Type

Required information is indicated with an asterisk [*].

Choose the application type: *

Please categorize the nature of the work being done: *

Please describe the work being done: *

Limit 4000 characters

Application Details

Building Use: *

Number of Stories:

Number of Units: *

Total Valuation: *

Enter as much relevant information as possible in the 'Comments' box, including Contractor name if different from applicant



-step 1 cont.

Building Application Details

No of Bedrooms:

No of Bathrooms:

Site Plan Area (Sq Ft):

Step 2: Permit Type

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location
Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

Permit Application - Select Permit Types

Required information is indicated with an asterisk (*).

▾ Please choose as many Permits as are appropriate.

- Building
- Demolition
- Driveway Permit
- Electrical
- Fire Alarm
- Fire Prevention
- Gas
- Grading Only (No Utilities)
- Mechanical
- Plumbing
- Pool
- Sign
- Site Permit
- Sprinkler System Permit

When selecting appropriate permits, please only select the permit you are applying for. Sub-permits (trades) will be added to a permit at the time of their application.



Step 3: Work Items

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Step 1: Application Type Step 2: Permit Type **Step 3: Work Items** Step 4: Description of Work Step 5: Location
Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

Permit Application - Work Items

Required information is indicated with an asterisk (*).

▾ Building Permit

Please choose as many work items as are appropriate.

- 3KW Heater
- Above 3 KW Heater
- AC Unit
- Backflow Protective Device
- Boiler
- Boiler or Central heating
- Conversion Burners
- Covered Porch
- Deck
- Detached Accessory Building
- Drainage or Vent Piping - Repair / Alteration
- Driveway
- Dryer
- Electrical Service 100 Amps
- Electrical Service 200 Amps
- Electrical Service 30 Amps
- Electrical Service 300 Amps
- Electrical Service 400 Amps
- Electrical Service 50 Amps

PREVIOUS STEP: PERMIT TYPE NEXT STEP: DESCRIPTION OF WORK

When selecting appropriate work items, please only select what applies to your permit. Sub-permits' work items will be added at the time of the sub-permit application.

Step 4: Description of Work

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items **Step 4: Description of Work** Step 5: Location
Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

Permit Application - Description of Work

Required information is indicated with an asterisk (*).

▾ Building Permit Work Items

Detached Accessory Building

SQ FT: *

Please enter the quantity for this work item in the units specified

PREVIOUS STEP: WORK ITEMS NEXT STEP: LOCATION



Step 5: Location

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work **Step 5: Location** Step 6: Contacts Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (*).

[FIND LOCATION IN MAP](#)

Use my location:

Search for address:

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[FIND LOCATIONS NEAR ME](#)

[CAN'T FIND ADDRESS?](#)

The location you have selected:

[ADD ANOTHER LOCATION](#)

[PREVIOUS STEP: DESCRIPTION OF WORK](#) [NEXT STEP: CONTACTS](#)

Start typing address here, using abbreviations: N, E, S, W, and St, Av, Rd or Pkwy as appropriate

Search for address:

- 601 E MAIN** ST, Johnson City, TN 37601
- 601 E MAIN** ST, Jonesborough, TN 37659

[FIND LOCATIONS NEAR ME](#)

If the 'Search for Address' box doesn't auto-complete as you type, click 'Can't find address?', and type your address or as much information as you have into the boxes

Location

Please enter the address and/or Parcel number of the location.

Parcel number:

Street Address:

Additional Address:

Suite, PO Box, etc

City/State/Zip:

[USE THIS LOCATION](#)



Step 6: Contacts

Step 1: Project Description **Step 2:** Location **Step 3:** Contacts **Step 4:** Upload Files

Step 5: Request a Meeting **Step 6:** Review & Submit **Step 7:** Submitted

Planning Application - Contacts

Required information is indicated with an asterisk (*).

If you would like to use the contact information from your account, click the button below.

USE MY CONTACT INFORMATION

Type	Contact
Utility Co	Not shown for privacy reasons
Property Owner	Not shown for privacy reasons
Applicant	Adrienne Brown, Address:601 E Main St, Phone:[423] 434-5845

Contact Type

Contact Type*

Search for Contact Information

First Name*

Last Name

Street Address*

SEARCH

PREVIOUS STEP: LOCATION **NEXT STEP: UPLOAD FILES**

To add additional contacts to a permit, please contact the Codes Division desk



Step 7: Upload Files

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Step 1: Application Type Step 2: Permit Type Step 3: Work Items Step 4: Description of Work Step 5: Location
Step 6: Contacts **Step 7: Upload Files** Step 8: Review & Submit Step 9: Submitted

Permit Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 40MB in size.
- Accepted file extensions:
 - pdf, dwg, cad, jpg, png, tif, docx, xlsx
- Limit the number of individual drawing sheets uploaded
- Full drawing sets are preferred [in one file]
- If size restriction makes that impossible, please split set by ARCH, MEP, and Civil
- All plans should be to scale.

If you have any questions, call Adrienne Brown at 434-5845 or email abrown@johnsoncitytn.org

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.

Current Submittal

Submittal #1) Permit Application Submittal (02/20/2019) [PRINT REQUIREMENT ITEMS](#)

Type	Status	Date Verified
There are no required submittal requirements.		

Type	Status	Date Verified
There are no required submittal requirements.		

Upload Additional Documents

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

Browse...

PREVIOUS STEP: CONTACTS NEXT STEP: REVIEW & SUBMIT

Use this option to select and upload any necessary documents that may not be a 'submittal' item



Step 8: Review & Submit

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Step 1: Application Type

Step 2: Permit Type

Step 3: Work Items

Step 4: Description of Work

Step 5: Location

Step 6: Contacts

Step 7: Upload Files

Step 8: Review & Submit

Step 9: Submitted

Permit Application - Review & Submit

Please review the information below and if it is correct, press the submit application button to submit your application.

Permit Information

Permit Type: Building (Misc.)
Category of Work: New
Description of Work: Building a new 800 sq ft garage and storage space, will have plumbing, electrical and mechanical Contractor will be EXAMPLE, INC
Locations: Address
601 E MAIN ST, Johnson City, TN 37601
Property
090046L F 00200
Contacts: Utility Co
Not shown for privacy reasons
Property Owner
Not shown for privacy reasons
Applicant
Adrienne Brown, Address:601 E Main St, Phone:(423) 434-5845

Application Details

Building Use: Residential
Number of Stories:
Number of Units: 1
Total Valuation: \$10,000.00

- review & submit continued below



City of Johnson City – CityView Portal - Building, Trade & Sign Applications

Revised 3/21/2019

Permit: Building

Detached Accessory Building:
SQ FT: 800

Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Plan Review (Residential)	\$25.00	\$0.00	\$25.00	Not Paid
Totals:	\$25.00	\$0.00	\$25.00	

Permit(s) will not be issued until outstanding fees have been paid in full.

Total Amount Payable Online:
\$25.00

PREVIOUS STEP: UPLOAD FILES

SUBMIT APPLICATION

CANCEL APPLICATION

Application Plan Review Fees will be calculated by the system and will be displayed on the submittal page. To pay the fees, click 'Submit Application' FIRST, and then go back into the Application by clicking 'My Items', and then 'Expand All' to see your permit applications. Any application with a fee due will be displayed.

For Portal Assistance please contact:

Adrienne Brown
Permit Technician | Building Division | Development Services
423-434-5845, abrown@johnsoncitytn.org

Or the Code Division Desk, 423-434-6047

