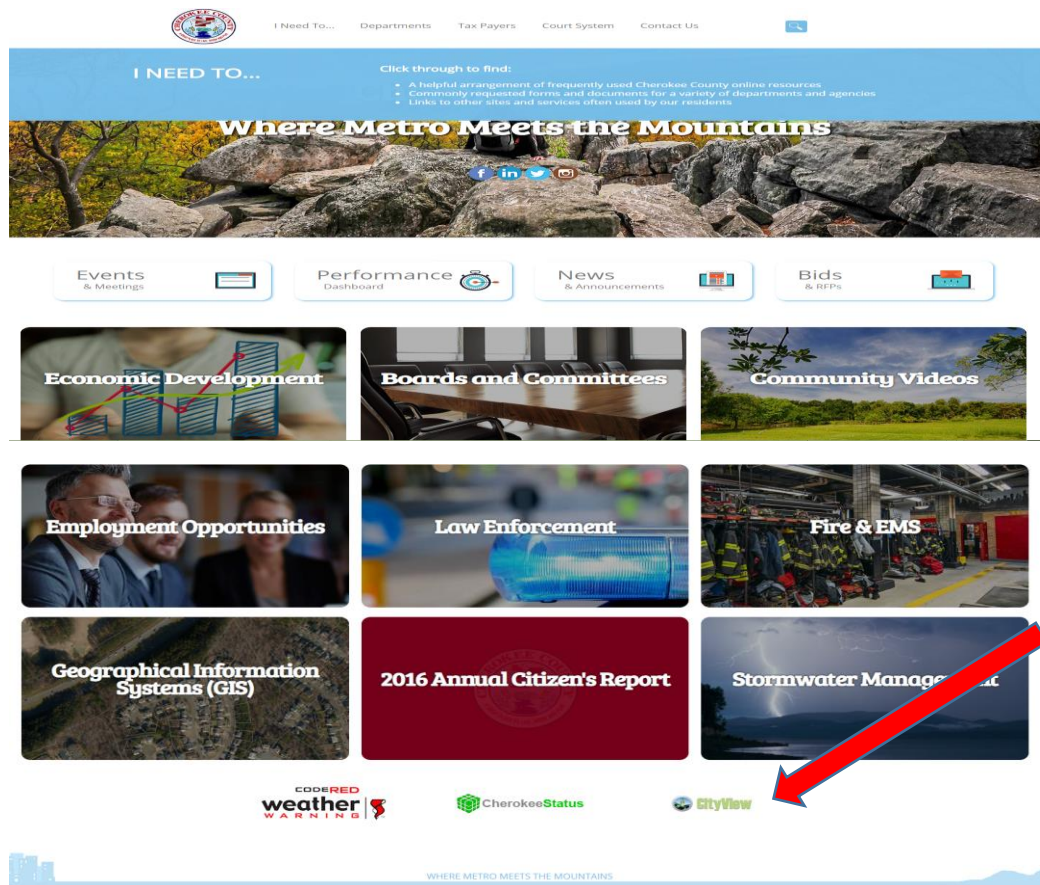


CityView Digital Review User's Guide

Types of permits available on the CityView web portal:

New commercial construction, commercial additions, service permits (electrical, HVAC & plumbing), telecom towers, final plat, land disturbance, lot grading plan, minor subdivision, utility review. **Residential building permits are not available on the web portal.**

Go to www.cherokeega.com, scroll to the bottom of the page and click on "CityView".



Note: If you are submitting a revision to an existing plan, please contact our office prior to uploading.

Once on the portal welcome page, click "register" at the top to create your account.

Cherokee County CityView Portal



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

Welcome

Hello and Welcome to CityView portal, your ultimate source of information! Come in and see all the things you can do online in Cherokee County; **Submit plans for review**, schedule permit inspections, apply for planning and building permits and see instant results of inspections, pay fees online and more!

We are excited to introduce some enhancements to our Cityview Portal, let's get started! Click on "register" above and check out how easy it is to do business in Cherokee County.

You can access the portal from you PC, laptop, mobile device or tablet all hassle free, 24/7, 365 days of the year!

We aim to make the portal easy to use, but we would love to hear your feedback, email us at dsc@cherokeega.com with comments, Thank you!

development SERVICE CENTER

Links

[Portal Home](#)
[Property Search](#)

Address

Development Service Center
Cherokee County
1130 Bluffs Pkwy
Canton, GA 30114

T. (770) 721.7810
E. dsc@cherokeega.com

Need Help

[FAQ](#)

If you require assistance using the CityView Portal, please give us a call:

Hours:
M, W, TH, F
8am - 5pm

Tuesday
8am - 4:30pm

[Privacy](#)

Building Department



[Apply for a Building Permit](#)
[Status and Fees](#)
[Upload Submittals](#)

Planning Department



[Apply for a Planning Permit](#)
[Status and Fees](#)
[Upload Submittals](#)

Business License



[Status and Fees](#)

Once you have registered for an account and logged in, you will click “apply for a building permit” OR “apply for a planning permit”.

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Building Department

[Apply for a Building Permit](#)
[Request an Inspection](#)
[Status and Fees](#)
[Upload Submittals](#)



Planning Department

[Apply for a Planning Permit](#)
[Status and Fees](#)
[Upload Submittals](#)




Business License

[Status and Fees](#)



Use the drop downs to choose the application type and the nature of work being done. Then use the box to describe in detail the work to be done. Once those items are completed, click “next step: work items”.

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Step 1:
Application Type

Step 2:
Work Items

Step 3:
Description of Work

Step 4:
Location

Step 5:
Contacts

Step 6:
Upload Files

Step 7:
Review & Submit

Step 8:
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

Permit Application Project Details

Name of Project: *

Project Type: *

PowerCompany: *

Sewer Service: *

Construction Type: *

Estimated Construction Cost: *

Heated Square Feet: *

Unheated Square Feet: *

Number of Stories:


Number of Elevators:

Business Type:

Sprinkler?:

Search the job address then click “next step: contacts”

Cherokee County CityView Portal



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Step 1: Application Type **Step 2:** Location **Step 3:** Contacts **Step 4:** Upload Files **Step 5:** Review & Submit **Step 6:** Submitted

Permit Application - Location of Work Being Done


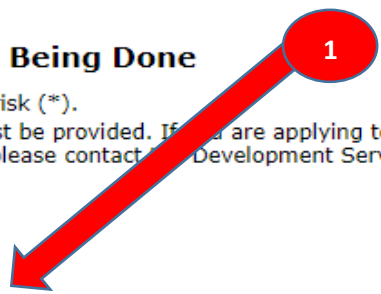
Required information is indicated with an asterisk (*).
A valid address or parcel number within unincorporated Cherokee County limits must be provided. If you are applying to build on a recently subdivided property and the parcel number has not been assigned yet, please contact the Development Service Department.

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.


[Can't find address?](#)

The location you have selected:



Add/verify contacts then click “next step: upload files”

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Step 1: Application Type **Step 2:** Location **Step 3:** Contacts **Step 4:** Upload Files **Step 5:** Review & Submit **Step 6:** Submitted

Permit Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	DUCKETT, EDDIE C. & DUCKETT, RITA, Address:1234 Fletcher Dr
Applicant	Shannon Griffith, Address:1130 Bluffs Pkwy, Phone:(770) 721-7812

[Add New Contact](#) | [Add Business Or Contact From Address Book](#)

[Previous Step: Location](#) [Next Step: Upload Files](#)

Contacts to be added:
Engineer, architect, surveyor or designer, 24 hour contact, Developer, property owner (if other than the one on record.)

****Email addresses are very important since all correspondence will take place via email. Please make sure to enter the correct email address.****

Now upload project files such as building plans. Then click "Next step: review & submit"

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Step 1:
Application Type

Step 2:
Location

Step 3:
Contacts

Step 4:
Upload Files

Step 5:
Review & Submit

Step 6:
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 Home page.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 100MB in size.
- Accepted file extensions:
 - doc, docx, xls,xlsx, jpg, gif, png, bmp, pdf, tiff
- Project Files/Plans must be in PDF file format.
- If your plans are larger than 100Mb, then please group and submit by discipline, ie Erosion Control, StormWater, Transportation, etc., otherwise upload plans as one package (pdf).
- Please do not upload documents containing sensitive information (e.g. driver's license, social security #, personal email or phone numbers, etc.).

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) Building Plan Submittal (10/02/2018)

[Print Requirement Items](#)

Type	Status	Date Received
▼ Project Files	Pending	
Select a new document for this requirement:		
<input type="button" value="Browse..."/>		

Upload Additional Documents

Select any additional documents you wish to provide:

Provide a short description of each set of documents:

The submittal section should only be used for plans.

1


Use "upload additional documents" for letters or other documents related to the project, for example; hydrology report, NRCS checklist, stormwater maintenance agreement, NOI, etc.

2

3

Verify all information is correct and then click “submit application and pay fees”. Once your payment has been made, your project will be sent to the Development Service Center for review and processing.

Cherokee County CityView Portal



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Step 1:
Application Type

Step 2:
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Step 3:
Contacts

Step 4:
Upload Files

Step 5:
Review & Submit

Step 6:
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
Category of Work:	Commercial - Alter/Addition
Description of Work:	Test only
Locations:	Address 1130 Bluffs Pkwy, Canton, GA 30114
	Property 006 (14N22 006 N)
Contacts:	Property Owner Cherokee County Government, Address:1130 Bluffs Pkwy
	Applicant Shannon Griffith, Address:1130 Bluffs Pkwy, Phone:(770) 721-7812

▼ Permit Application Project Details

Name of Project:	Test Project
Project Type:	Commercial
PowerCompany:	Georgia Power
Sewer Service:	Sewer
Construction Type:	Type IIIA (1 hour)
Estimated Construction Cost:	\$100,000.00
Heated Square Feet:	8000
Unheated Square Feet:	1000
Number of Stories:	1
Number of Elevators:	0
Business Type:	Retail
Sprinkler?:	Yes

▼ Uploaded Documents

- SubcontractorAffidavit2016.pdf

▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Digital Upload Fee (Comm. Remodel)	\$150.00	\$0.00	\$150.00	Not Paid
Totals:	\$150.00	\$0.00	\$150.00	

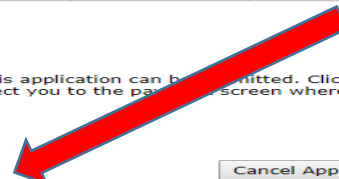
Permit(s) will not be issued until all fees are paid in full
 Total Amount Payable Online: \$150.00

There are fees owing on this permit application. All fees must be paid before this application can be submitted. Clicking the 'Submit Application and Pay Fees' button will submit your application and redirect you to the payment screen where you can pay your fees online.

Previous Step: Upload Files

Submit Application and Pay Fees

Cancel Application



Click on make a payment. This will re-direct you to the PayGov site for processing.



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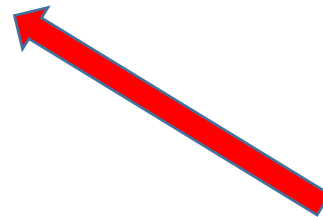
Permit Application Fees

TMPPR20180001799

Fee Type	Amount	Amount Paid
Digital Upload Fee (Comm. Remodel)	\$150.00	\$0.00
Totals:	\$150.00	\$0.00
Total Amount Owning:	\$150.00	

Contact

Pay on behalf of: * Cherokee County Government, Address:1130 Bluffs Pkwy



Complete all fields and click make a payment.



GEORGIA-CHEROKEE COUNTY - CHEROKEE COUNTY GEORGIA DEVELOPMENT SERVICE CENTER INTEGRATION

ATTENTION: PLEASE NOTE if you are making multiple payments of the same amount on the same card you must wait for 30 minutes between transactions. Your Pay Location Code is PLC#3102 Agency Number 770-721-7816

CUSTOMER ACCOUNT INFORMATION:
Purpose of Payment:

PAYMENT INFORMATION:
Payment Type:
Cardholder Phone: Email:
Payment Amount: **Fee Amount: \$5.92 Total Amount: \$155.92**
First Name: Last Name:
Address:
City:
State: Zip/Postal Code:
Card Number: * Security Code: * 
Expiration: | 2018 [Terms and conditions](#)

I Accept



Once your project has been approved for permitting, you will receive an approval letter listing required documentation, fees, etc. Paper plans will need to be brought in to be stamped. Before starting any construction, please make sure to schedule a pre-construction meeting with your inspector. All fees are due prior to releasing of stamped plans. You may pay online or in person.

Building permits can only be picked up by a Georgia State licensed Contractor, or with an authorization form signed by the licensed contractor.

We are located at 1130 Bluffs Parkway, Canton GA 30114

For assistance with submitting plans, please contact your Project Coordinator at klparker@cherokeega.com or by phone at 770-721-7816.

Thank you for choosing Cherokee County