

How to.... Upload Revisions

1. Find your permit under “My Items” on the CityView Portal homepage

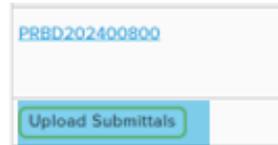
CityView Portal

Welcome CityView Help (Internal)
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping](#)

2. Click on the permit number and scroll down to “Click Here to Upload Documents”

OR

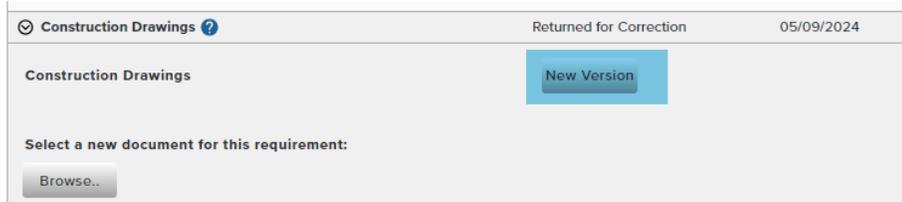
Click on “Upload Submittals”



– Upload Documents ☺

This application requires all documents to be attached to a submittal. [Click Here to Upload Documents.](#)

3. Beside the appropriate document, click “New Version”



4. Attach the document revisions, then click “Upload Documents”

[Upload Documents](#)

Please note:

Revisions must have the same scale and the same number of pages as the original document