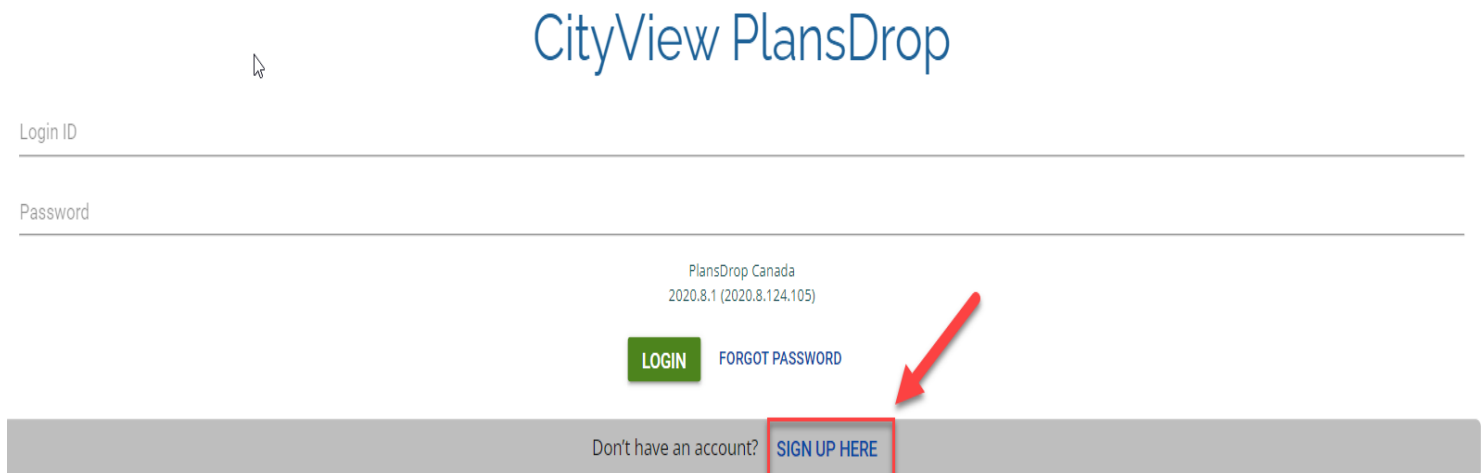


CityView Plans Drop

This is a guide on how to register an account and add a new project using CityView Plans Drop which is a cloud-based solution and it is a free, secure, easy, and no-contact way to upload electronic documents for application submission to the Town of Stouffville. Simply register online to obtain a Plans Drop account and you can start uploading your applications.

REGISTER A NEW ACCOUNT

1. Open your web browser and go to the [Plans Drop Account Login](https://cityviewcanada.harriscomputer.com/PlansDrop/#/login)
<https://cityviewcanada.harriscomputer.com/PlansDrop/#/login>
2. Select SIGN UP HERE.



CityView PlansDrop

Login ID

Password

PlansDrop Canada
2020.8.1 (2020.8.124.105)

LOGIN FORGOT PASSWORD

Don't have an account? SIGN UP HERE

3. You will be required to provide your email address, full name, phone number, and address and create a password.
4. Once the required fields have been filled out, use the Register Now button to submit your registration.

CityView Plans Drop

Register Here

 Public/Contractor Government Employee Government Entity[Visit us here for more information](#)

Use this form to register and submit plans for approval. You may submit your plans to any government entity that subscribes to this service. A list of registered subscribers will be presented to you.

A confirmation email will be sent to activate your account.

Help us prevent automated submissions:

7 - zero =


REGISTER NOW[BACK TO LOGIN](#)

5. You will receive a thank you message and a confirmation email to confirm your account. Select the link in the email to verify your account. Now you can log into Plans Drop and start submitting your applications.

Thank you for creating an account with PlansDrop

✓ All done!

Next Steps

1. Check your email.
2. Open the email from CityView and click the "Confirm" button in the email.
3. Follow additional instructions.

If you do not receive the email within 20 minutes please check your Spam and/or Junk folders. Please contact us at "CityViewSupport@harriscomputer.com" for assistance if you still do not have the email.

CityView Plans Drop

Setting Up a New Project in Plans Drop for Building or Planning Projects as Resident.

1. Once you log into Plans Drop select the **+New** Project Button to apply for a building project or planning project. Below are some guidelines for completing the fields under the Under Basic Information section.

Jurisdiction: Select Town of Stouffville from the dropdown menu

Location: Address (property) for project

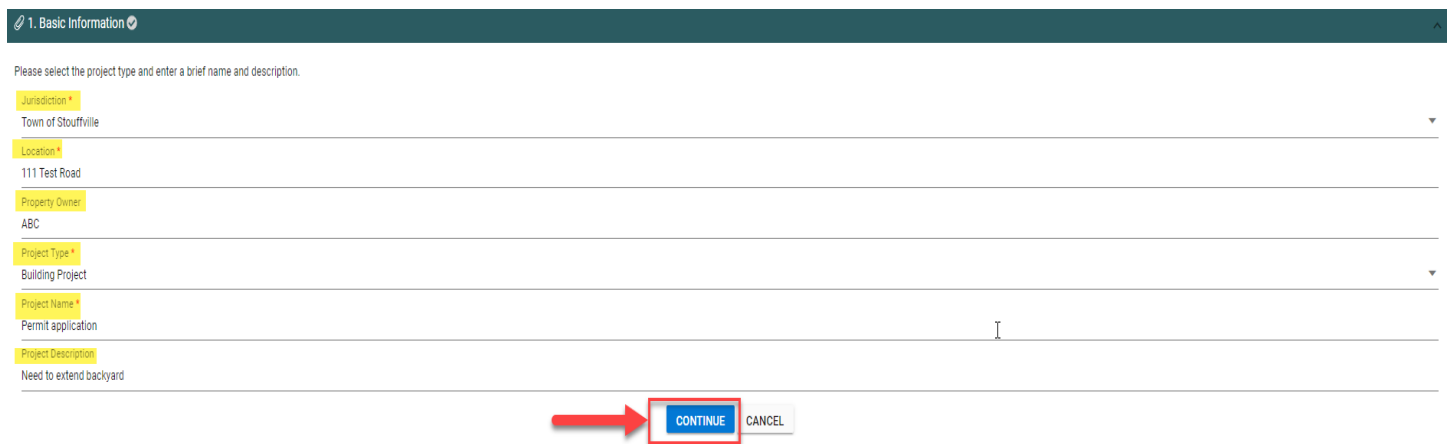
Owner: Name of the property owner for the project

Project Type: Please ONLY select 'Building Project' for Building permits or 'Planning Project' for Planning Applications.

Project Name: For new planning application submissions please list the application types applied for (e.g., Official Plan Amendment, Zoning By-law Amendment, and Site Plan Approval). For resubmissions for existing applications please provide the file numbers (e.g., OPA 2017-02, ZBA 2017-03 & SP 2018-01). For Building Permits applications please list the type of application (e.g., pool enclosure, interior alteration for tenant fit-up, residential plumbing, New Detached Dwelling)

Project Description: Please provide further details, as required.

Select **Continue** once all the fields are completed.



1. Basic Information

Please select the project type and enter a brief name and description.

Jurisdiction *
Town of Stouffville

Location *
111 Test Road

Property Owner
ABC

Project Type *
Building Project

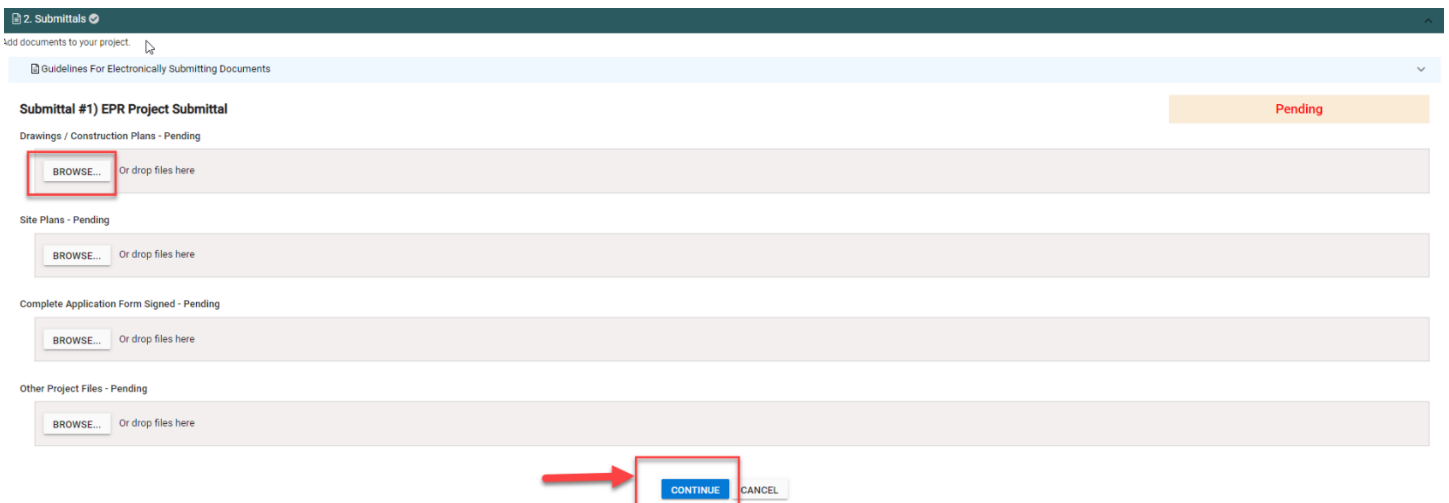
Project Name *
Permit application

Project Description
Need to extend backyard

CONTINUE CANCEL

CityView Plans Drop

2. Upload document/s to project under Submittals section of the screen you can drag the documents from a folder on your desktop into the tab box or use the BROWSE button to search for the document location. You will get a notification that the file has been successfully uploaded. Repeat this process for each submittal item.
3. Then select Continue to finish the upload process.



2. Submittals

Add documents to your project.

Guidelines For Electronically Submitting Documents

Submittal #1) EPR Project Submittal Pending

Drawings / Construction Plans - Pending

BROWSE... Or drop files here

Site Plans - Pending

BROWSE... Or drop files here

Complete Application Form Signed - Pending

BROWSE... Or drop files here

Other Project Files - Pending

BROWSE... Or drop files here

CONTINUE CANCEL

4. This will take you to the Review and Submit section to verify the project details. Then click on Submit.



3. Review and Submit

Review and Submit

Project Details

Project Type

Building Permit

Project Name

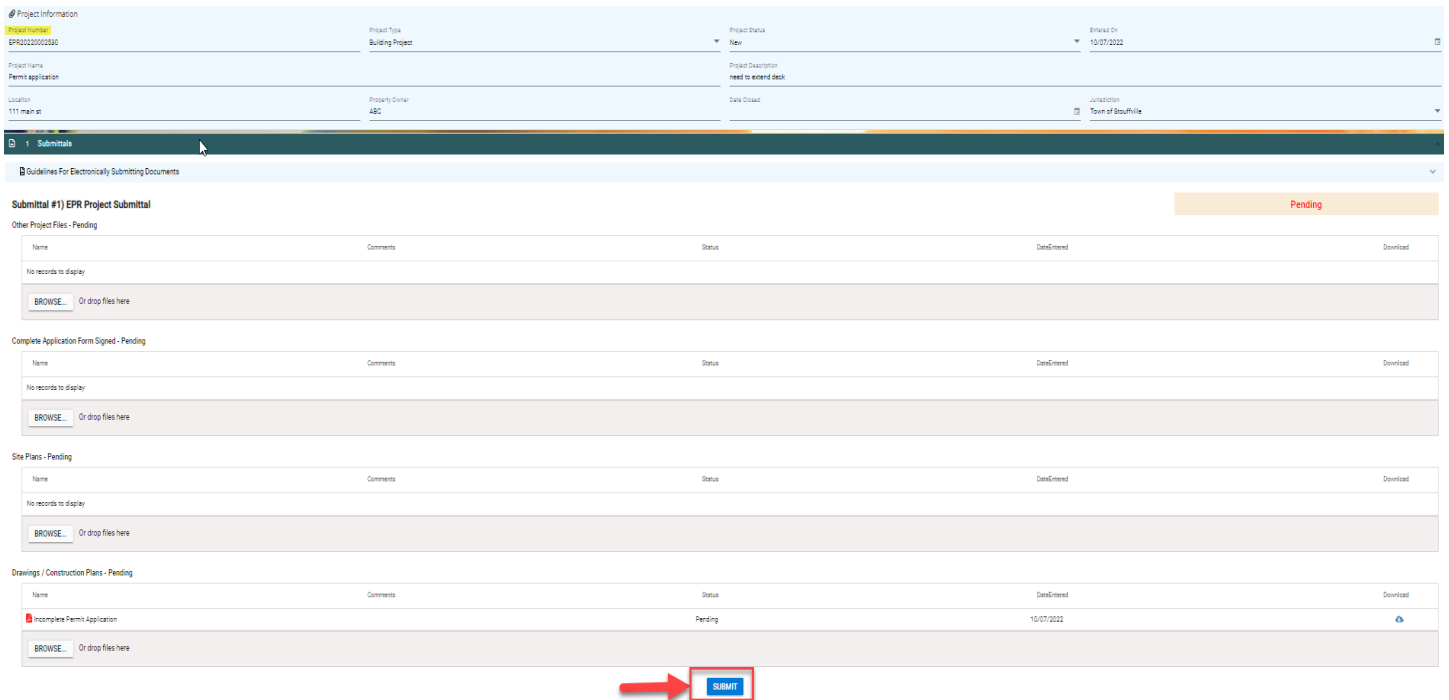
Permit application

Project Description
need to extend deck

SUBMIT CANCEL

CityView Plans Drop

5) This will take you to the final review screen. The project number displayed on the screen is system generated. Select Submit and this will save your project and you will then be taken back to the project screen.



Project Information

Project Number EPR2022000120	Project Type Building Project	Project Status New	Entered On 10/07/2022
Project Name Permit Application	Project Description need to amend deck	Data Discard	Jurisdiction Town of Stouffville

Submittal #1) EPR Project Submittal Pending

Other Project Files - Pending

Name	Comments	Status	Date Entered	Download
No records to display				
BROWSE... Or drop files here				


Complete Application Form Signed - Pending

Name	Comments	Status	Date Entered	Download
No records to display				
BROWSE... Or drop files here				

Site Plans - Pending

Name	Comments	Status	Date Entered	Download
No records to display				
BROWSE... Or drop files here				

Drawings / Construction Plans - Pending

Name	Comments	Status	Date Entered	Download
Incomplete Permit Application		Pending	10/07/2022	
BROWSE... Or drop files here				

SUBMIT

5. Once the project is received and the municipality has reviewed the uploaded project submittals. Applicants can view the status of their submittals. If anything is missing in the submittal package the municipality will note what is required.

CityView Plans Drop

 Projects

+ New Project				
Name	Description	Date Entered	↓	Status
Permit application	need to extend deck	10/07/2022		Verify Resubmission
To modify my deck	I want to make changes to my deck	10/06/2022		Verify Resubmission
Deck Extension	I want to extend my deck	10/04/2022		Waiting For Submittals
Millionaires	Mint Money	10/03/2022		Closed
Extension my building	I would like to extend my desk	09/29/2022		Closed
Deck extension	I would like to paint it pink	09/29/2022		Canceled
Planning	For test	09/29/2022		Closed

- **Closed**- If your project is Closed it means that all the uploaded documents have been accepted, no new requirements were added, and no further action needs to take place within the Plans Drop application.
- **Waiting for Submittals** - If your project is Waiting for Submittals, it means one of the following: The uploaded files were Returned for Correction meaning there was an error or omission. The files were not uploaded and are required. → New requirements were added based on the project information.
- **Canceled** - Your project will be canceled if not acted upon within a certain time frame.
- **New** - Your project and submittals have not yet been reviewed by staff. For Building projects please note, once the permit application has been approved the stamped drawings and permit will be uploaded to the applicant’s project under the submittals section of Supporting Documentation along with an email notifying the applicant.