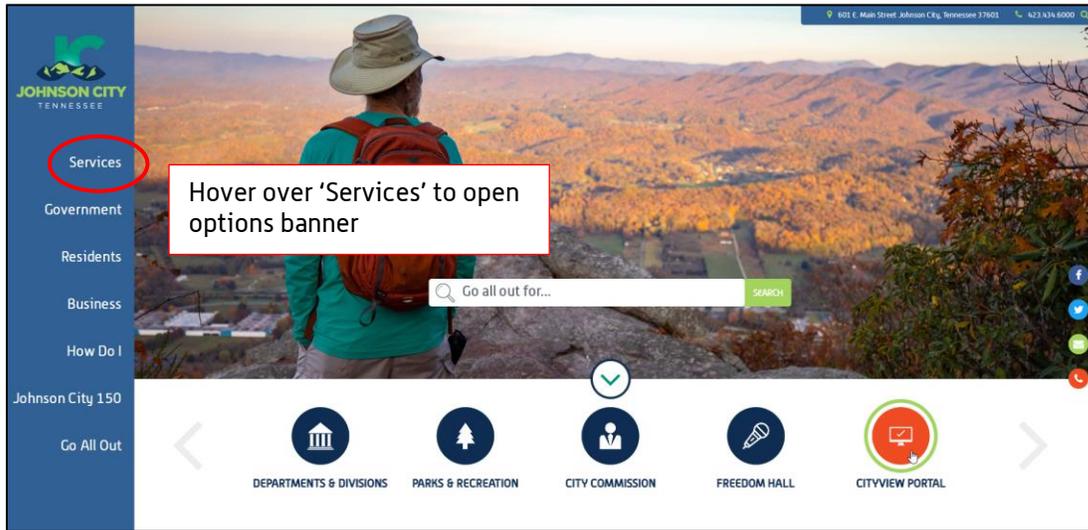


## City of Johnson City – CityView Portal – Add Documents to Contractor File

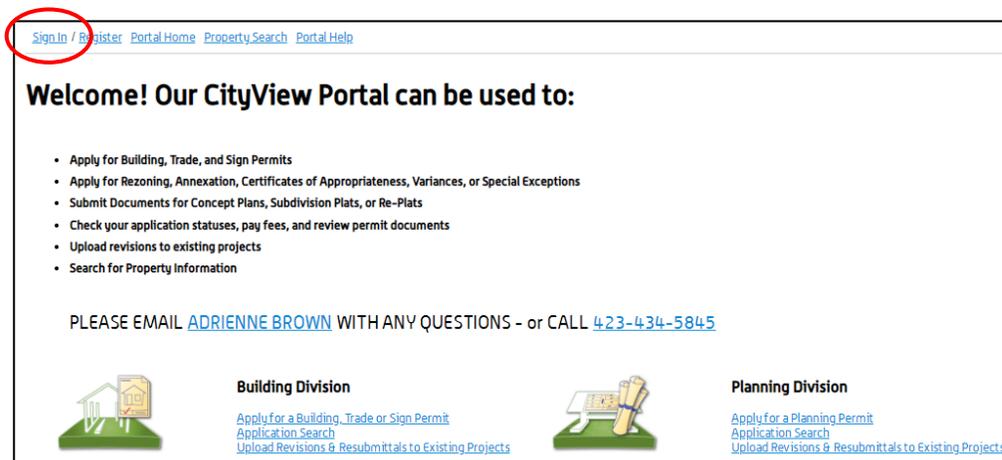
Revised 8/12/2019

Go to [www.johnsoncitytn.org](http://www.johnsoncitytn.org)



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

Click 'Sign In'



## Add Documents to Portal Contractor File

Welcome Adrienne Brown!  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

### Welcome! Our CityView Portal can be used to:

- Apply for Building, Trade, and Sign Permits
- Apply for Rezoning, Annexation, Certificates of Appropriateness, Variances, or Special Exceptions
- Submit Documents for Concept Plans, Subdivision Plats, or Re-Plats
- Check your application statuses, pay fees, and review permit documents
- Upload revisions to existing projects
- Search for Property Information

PLEASE EMAIL [ADRIENNE BROWN](#) WITH ANY QUESTIONS - or CALL [423-434-5845](#)



**Building Division**  
[Apply for a Building, Trade or Sign Permit](#)  
[Application Search](#)  
[Upload Revisions & Resubmittals to Existing Projects](#)



**Planning Division**  
[Apply for a Planning Permit](#)  
[Application Search](#)  
[Upload Revisions & Resubmittals to Existing Projects](#)

In order to see 'My Contractor License Applications', your portal account must be linked with a Contractor registered with the Johnson City Building Department. If you do not see the option in 'My Items', please contact Adrienne Brown for assistance.

Welcome Adrienne Brown!  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

### My Items

To access your items, you must click EXPAND ALL or click the arrow next to each section.

[EXPAND ALL](#) / [COLLAPSE ALL](#)

- **My Contractor License Applications**
- My Permit Applications
- My Planning Applications
- My Upcoming Inspections

Click to Expand

[EXPAND ALL](#) / [COLLAPSE ALL](#)

▾ My Contractor License Applications

Show Active ▾

Reference Number	Name	Address	Status	Date Created
<a href="#">LCC201900142</a>	ADRIENNE'S PHONY BUSINESS *TEST*		Active	07/09/2019

Select the Contractor by reference number



**Welcome Adrienne Brown!**  
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## License Application Status

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

**License Application Summary**

Application Number: LCC201900142  
 Business Name: ADRIENNE'S PHONY BUSINESS \*TEST\*  
 License Type: Contractor  
 Application Status: Active  
 Description of Business: test  
 Mailing Address: 601 E Main St  
 Johnson City TN 37604  
 United States  
 adriennejeanbrown@gmail.com

**Issuances**

Type	Date Issued	Date Expires	Status	Number
City Certification	08/12/2019	08/12/2020	Issued	
City Business License	01/01/2019	07/15/2019	Expired	TEST NUMBER

**Submittals**

**Reviews**

'Issuances' will show our most up-to-date documents on file, as well as show the Reference Number and expiration date we have for each document type.  
 If you notice an error, or that the information hasn't been updated, please contact the Building Department main desk, 423-434-6047.

**Documents & Images**

Date Uploaded	File Type	Document Name
7/9/2019 10:49:16 AM	Other	<a href="#">C:\CityView\Servers\CityViewWorkspace\App_Data\ABrown\REALLY important drawings.pdf</a>
7/31/2019 8:16:17 AM	Other	<a href="#">C:\CityView\Servers\CityViewWorkspace\App_Data\ABrown\image.jpg</a>



Upload Additional Documents

**Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 40MB in size.
- Accepted file extensions:
  - pdf, dwg, cad, jpg, png, tif, docx, xlsx
- All plans shall be to scale.
- Recommended naming conventions:
  - Keep filename consistent.
  - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
  - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
  - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

Select 'Browse' first, to find the documents on your computer, then click 'Upload Document' to submit them.

When possible, please upload each required document as a separate file.

For Portal Assistance please contact:

Adrienne Brown, Permit Technician | Building Division | Development Services  
423-434-5845, [abrown@johnsoncitytn.org](mailto:abrown@johnsoncitytn.org)

Building Department Main Desk, 423-434-6047

