Go to www.johnsoncitytn.org

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

Click ‘Sign In’ or click ‘Apply for a Building Permit’
Create a Building, Trade, or Sign Application

Step 1: Application Type

Enter as much relevant information as possible in the 'Comments' box, including Contractor name if different from applicant.
-step 1 cont.

Step 2: Permit Type

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

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
Step 5: Location

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.
Step 6: Contacts

To add additional contacts to a permit, please contact the Codes Division desk.
Step 7: Upload Files

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

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.
Step 8: Review & Submit

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 600 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
0900466 F 000200
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
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