City of Johnson City – CityView Portal - Planning Applications
Revised 3/4/2019

Go to www.johnsoncitytn.org
OR, go to: https://jc-cityviewweb.johnsoncitytn.org/CityViewPortal/
Click ‘Sign In’ (or ‘Register’ if new user) or click ‘Apply for a Planning Permit’

Hover over ‘Services’ to open options banner

PLEASE CONTACT ADRIENNE BROWN WITH ANY QUESTIONS – CALL 423-434-5845

Our Cityview Portal is now available for:

- Property
- Applying for Building/Trade Permits
- Request an Inspection
- Submit an application for a Zoning, Concept Plan, Annexation, Certificate of Appropriateness or a Subdivision Plat
- Check on your application status and pay fees

PLEX CONTACT ADRIENNE BROWN WITH ANY QUESTIONS – CALL 423-434-5845
Create a Planning Application

This example is for a Rezoning Application. The steps will be similar for other application types.

Step 1: Project Description

Enter as much relevant information as possible in the ‘Comments’ box.
Step 2: 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 3: Contacts

To add additional contacts to a permit, please contact Nicole Lawrence, Development Services; 423-434-6071
Step 4: Upload Files

Use this option to select and upload any necessary documents that may not be a submittal requirement item.
Step 5: Request a Meeting

Click the box, then enter a date if you would like to schedule a meeting with Development Services staff.

Step 6: Review and Submit

- review & submit continued below
Application Review Fees will be calculated by the system and will be displayed on the submittal page.

To pay the fees, FIRST, click ‘Submit Application’, 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:

Nicole Lawrence
Administrative Coordinator | Development Services
423-434-6071, nlawrence@johnsoncitytn.org

Adrienne Brown
Permit Technician | Building Division | Development Services
423-434-5845, abrown@johnsoncitytn.org