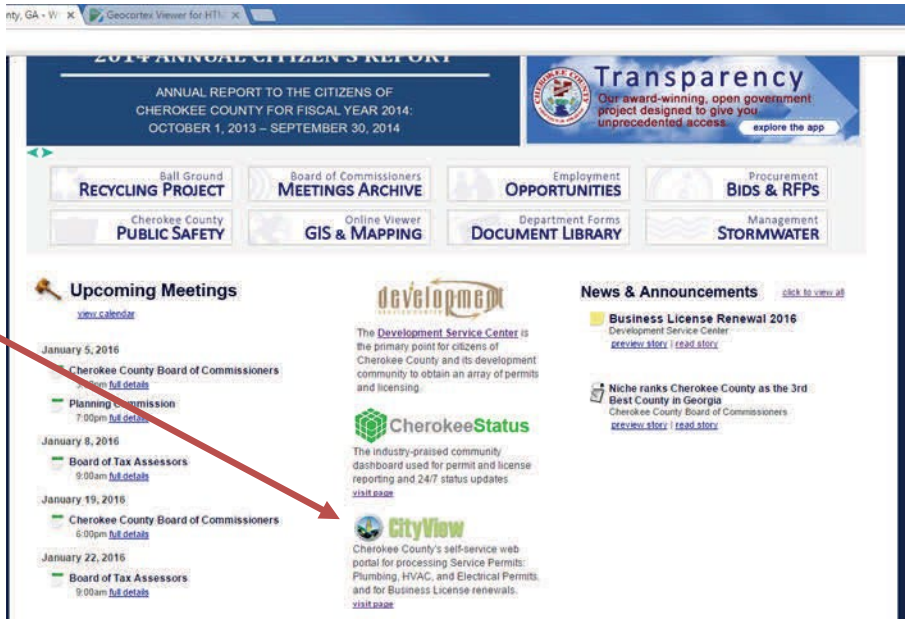
CityView Digital Review User's Guide

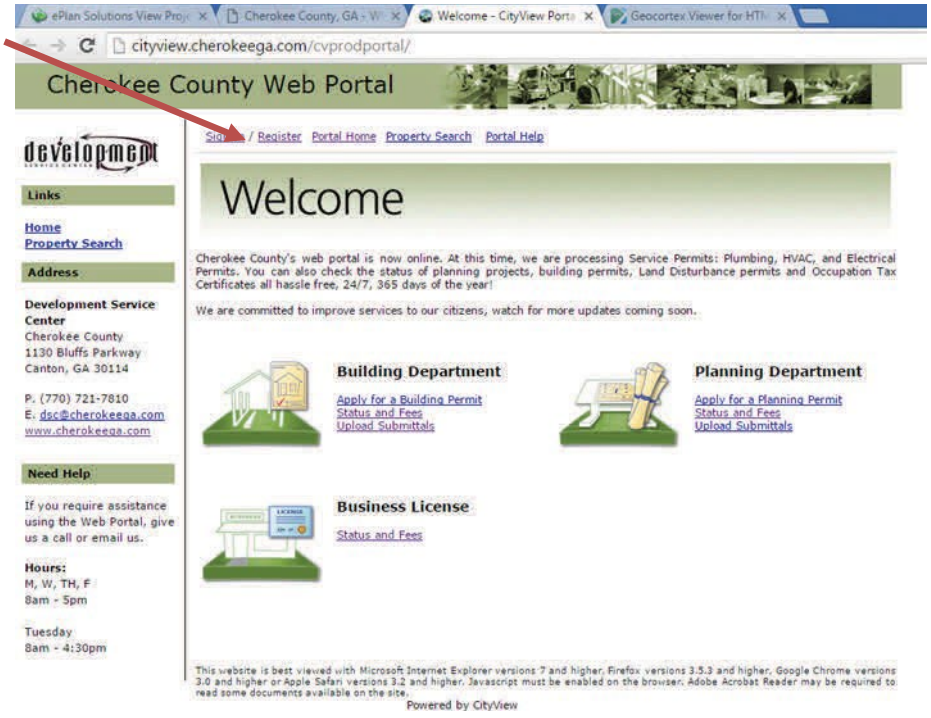
Welcome to Cherokee County CityView Portal. The following user's guide is intended to walk you through the online application for building and planning applications.

Log in to the CityView Portal

Go to www.cherokeega.com home page and click on the CityView Logo

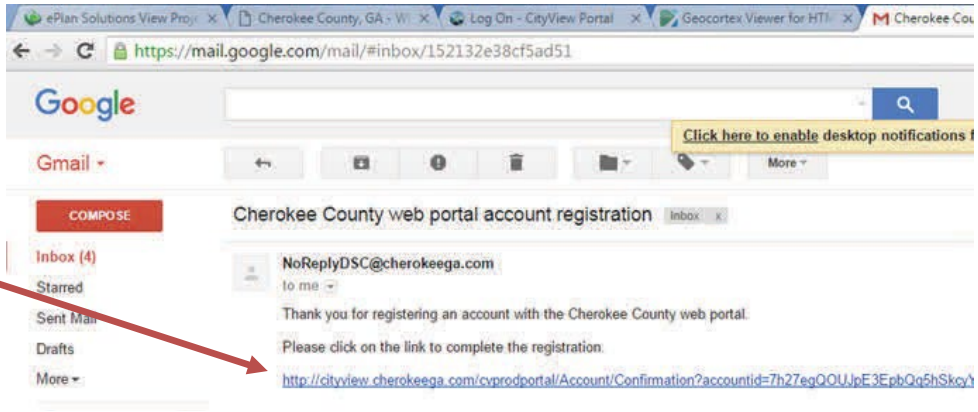


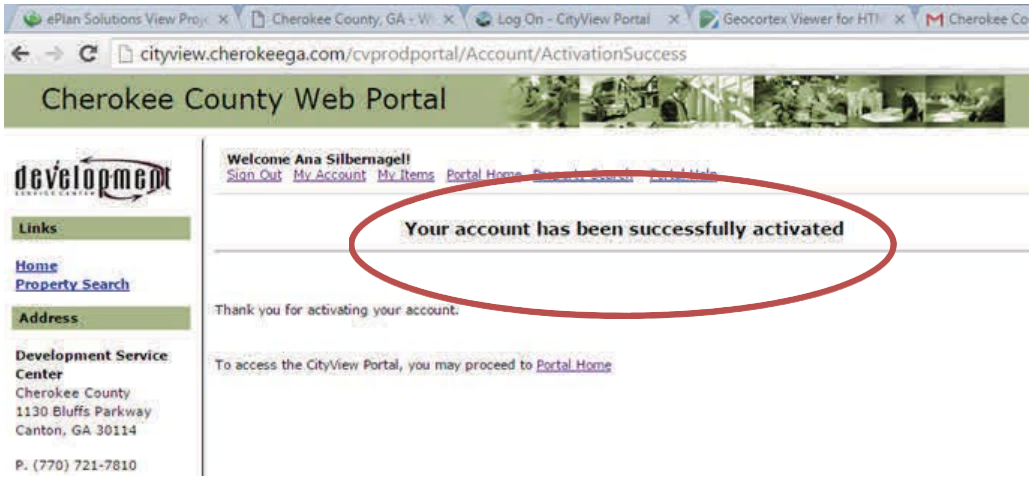
Register an account and sign in



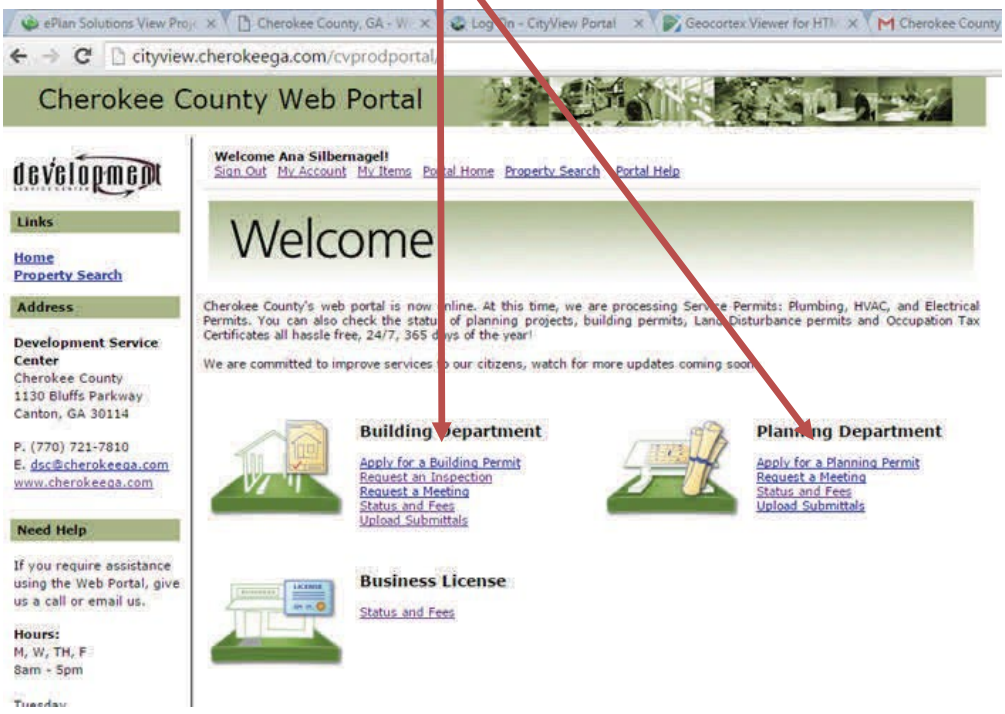
Don't forget to verify your account!

An email will be sent to you, please click on the link to complete the registration



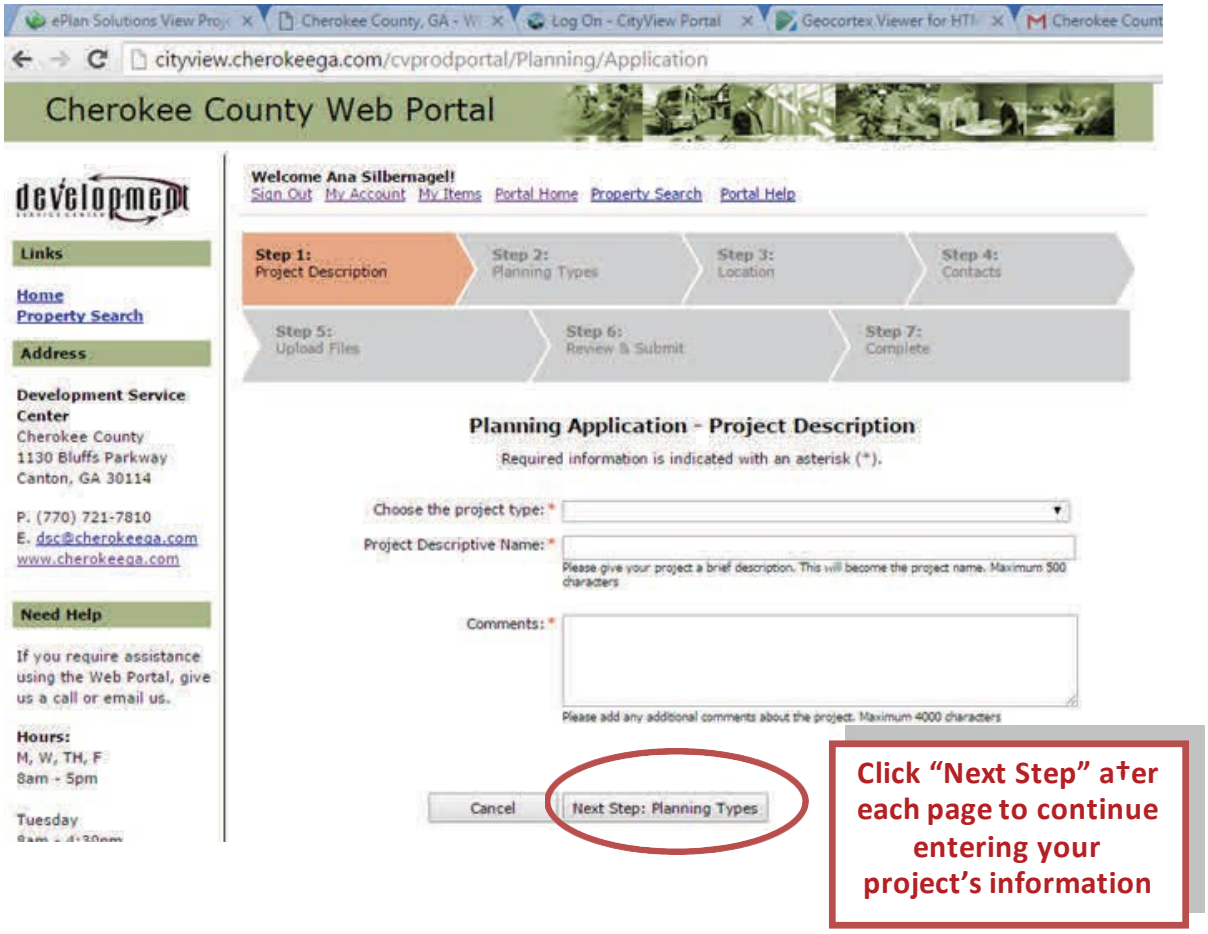


Now you are ready to start entering the information related to your project. On the CityView Portal's Welcome Page select "Apply for Building Permit " Or "Apply for Planning Permit" depending on type of project



Step 1.

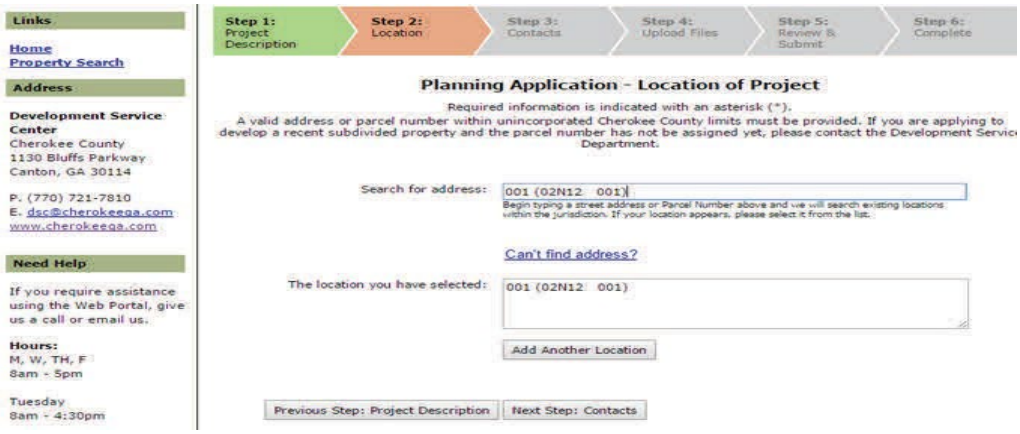
Choose the “Project Type” and provide a short “Project Descriptive Name” (same as it appears in the name block on plans) this will be how it appears under “My Items” and on letters generated by Cherokee County. The next box will be “Comments” which allows you to fully describe your project. Red asterisks indicate that they are *required fields.*



Click “Next Step” after each page to continue entering your project’s information

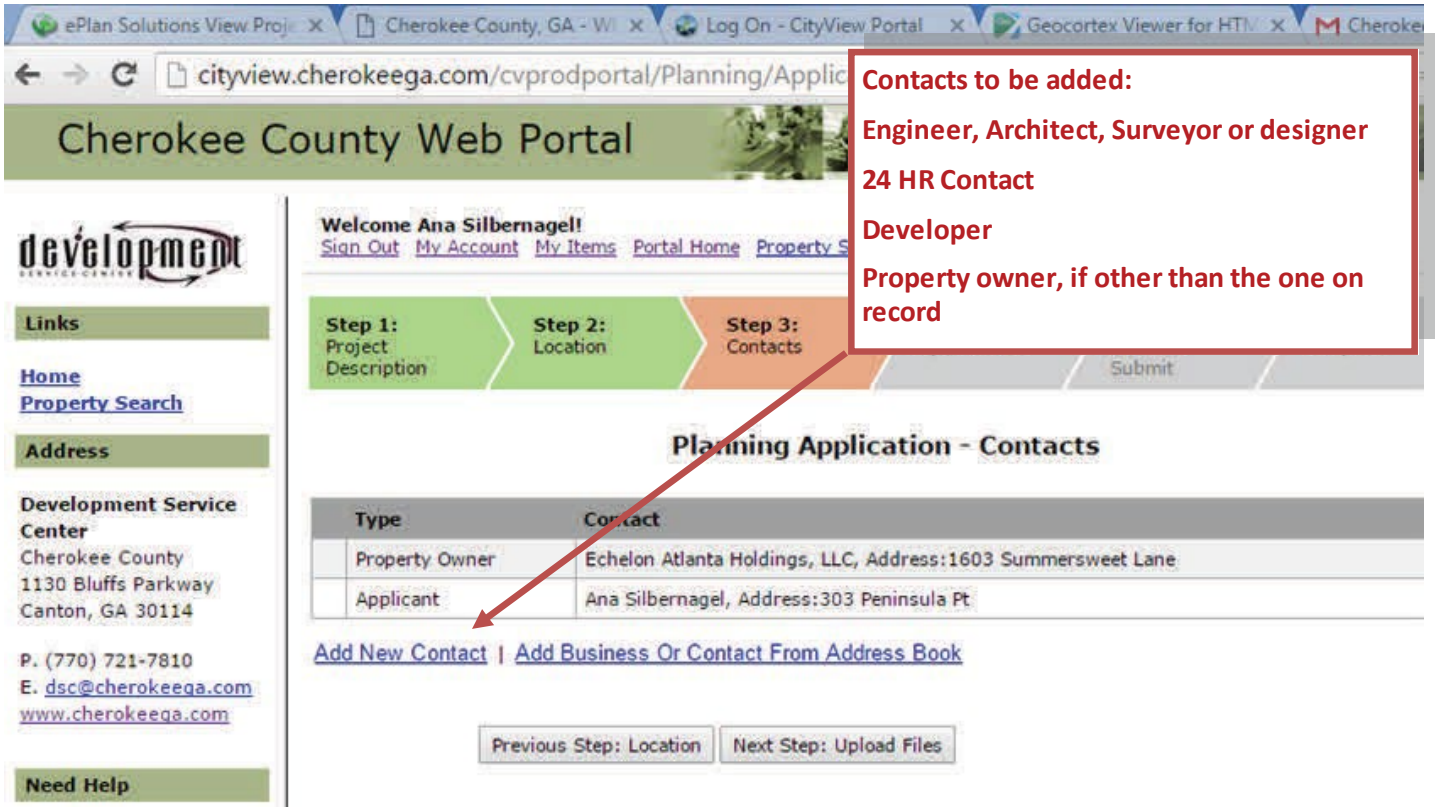
Step 2.

“Search for address” using the input box, start typing the address for your project. Cityview will automatically suggest applicable addresses. You can also search using the parcel number. Once you find the applicable location in the list, click to select it. You can add multiple locations if needed by selecting “Add another location” . GIS will confirm the address as part of the review process.

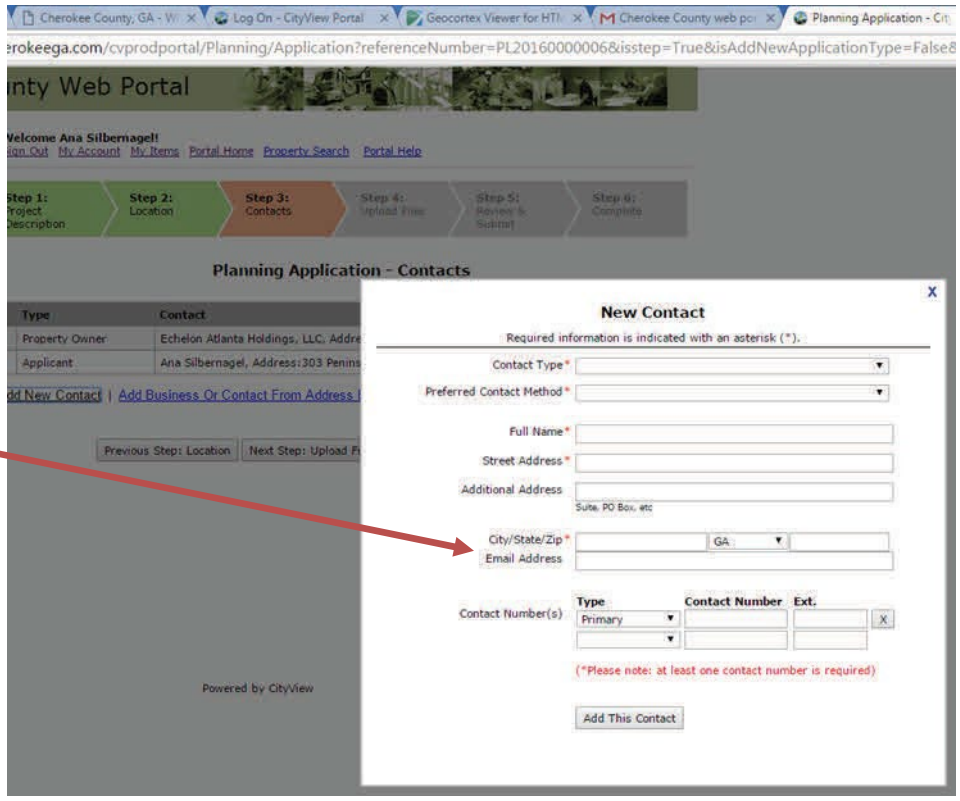


Step 3.

"Contacts" - Property owners (of record) and you, as the logged in applicant, will be added automatically as contacts to the application. To add additional contacts , use the "Add New Contact" hyperlink.

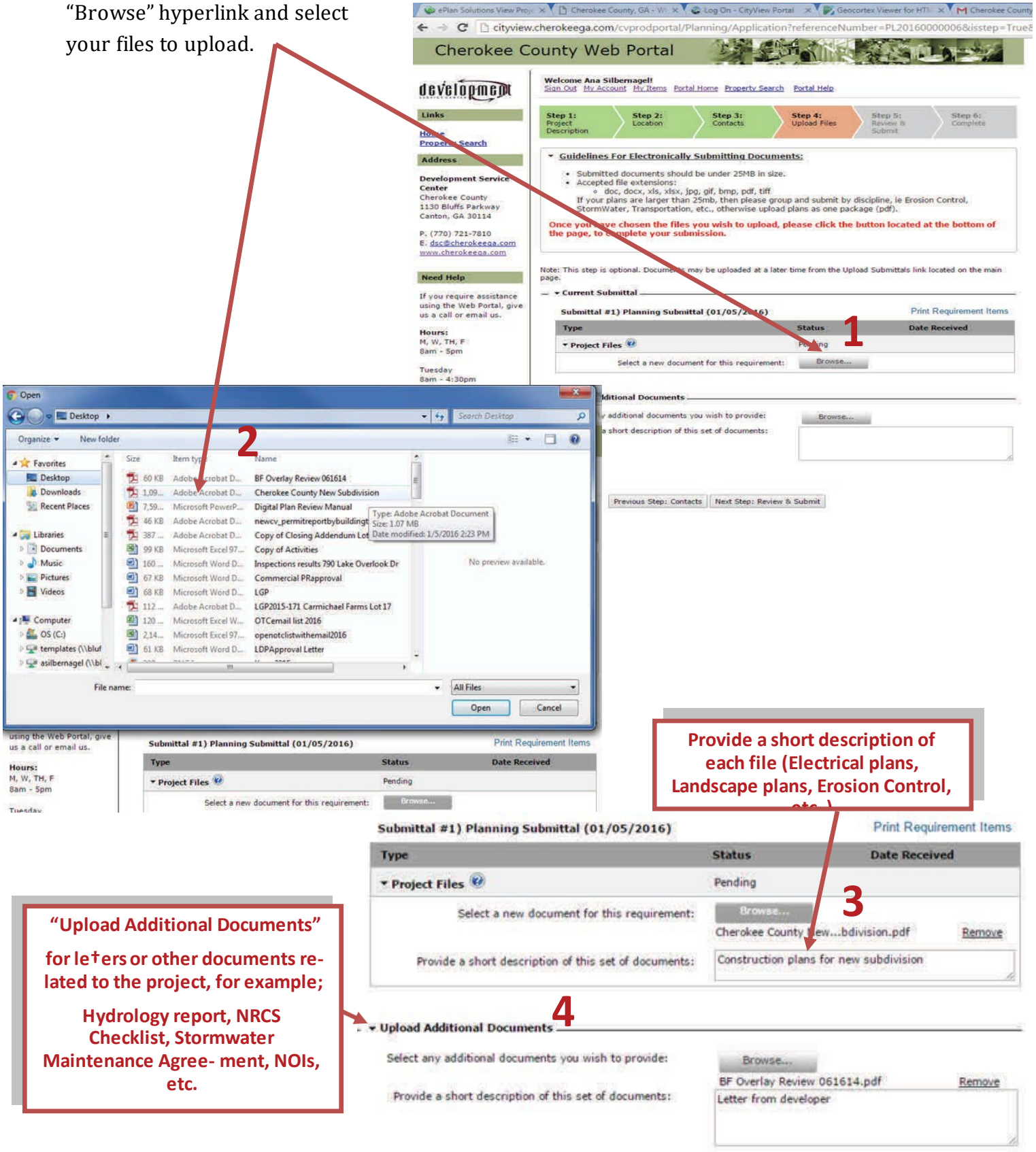


Email addresses are very important since all correspondence will be via email. Please make sure to enter the correct email addresses



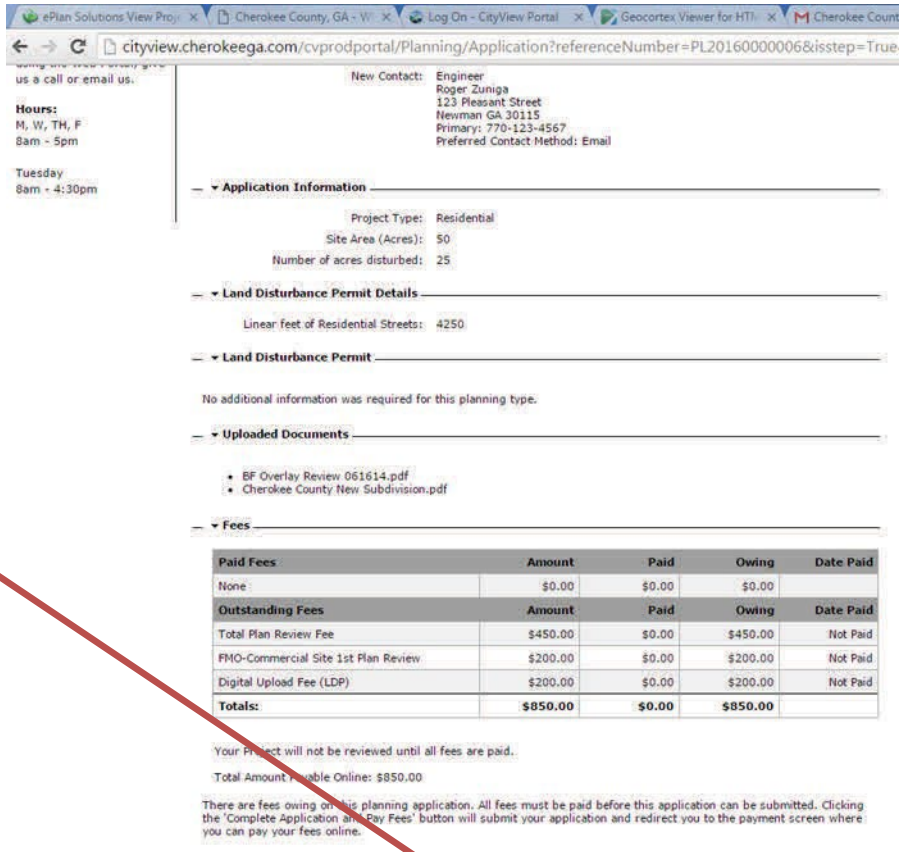
Step 4.

"Upload files", click on the "Browse" hyperlink and select your files to upload.

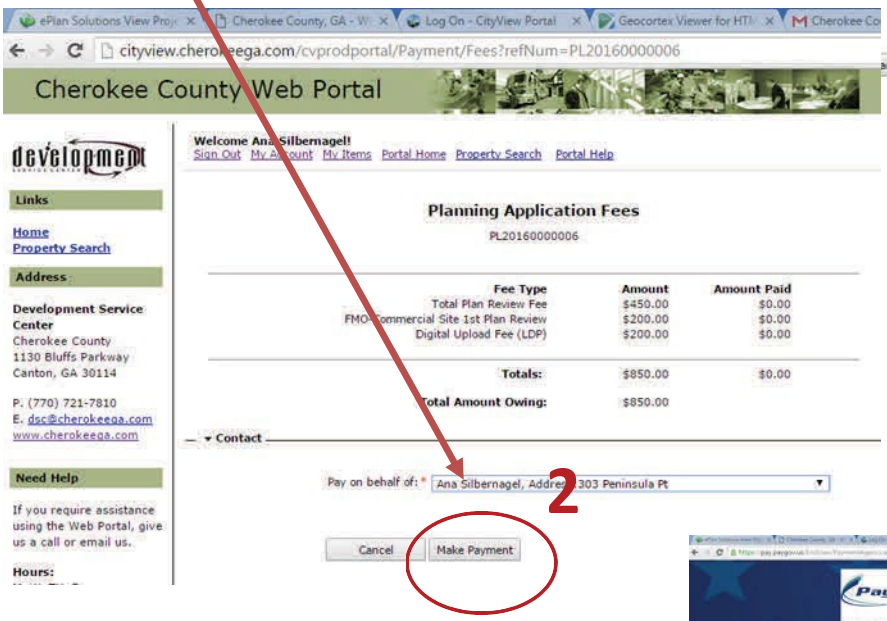


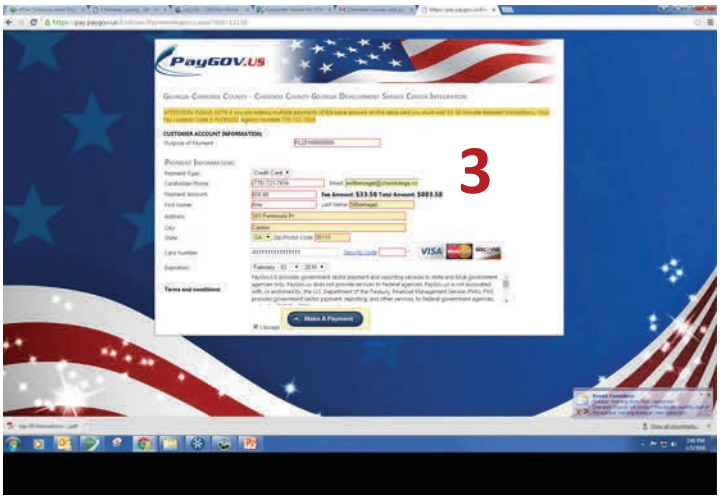
Step 5.

Once files have uploaded successfully, select "Review and Submit", after reviewing all your information select "Complete Application and Pay Fees"



You are now ready to "Make Payment"





Fees are payable by credit card or e-check. We accept Visa, MasterCard and American Express. A convenience fee will be added.

We will re-direct you to our vendor's site. Cherokee County does not save any credit card information.

YOUR APPLICATION IS NOW COMPLETE!

You may print this page for your records. You can check your submittals, comments, etc. by singing in and checking under "My Items". All your projects will be listed under this page.



This is your project number

Project has not been accepted until the Project Coordinator has reviewed the application for completeness. The designer/applicant does not have access to files until plans have been approved or returned for corrections. Comments will be emailed to the designer/applicant.

For assistance with submitting building plans, please contact Shannon Griffith at smgriffith@cherokeecountyga.gov or by phone at 770-721-7810.

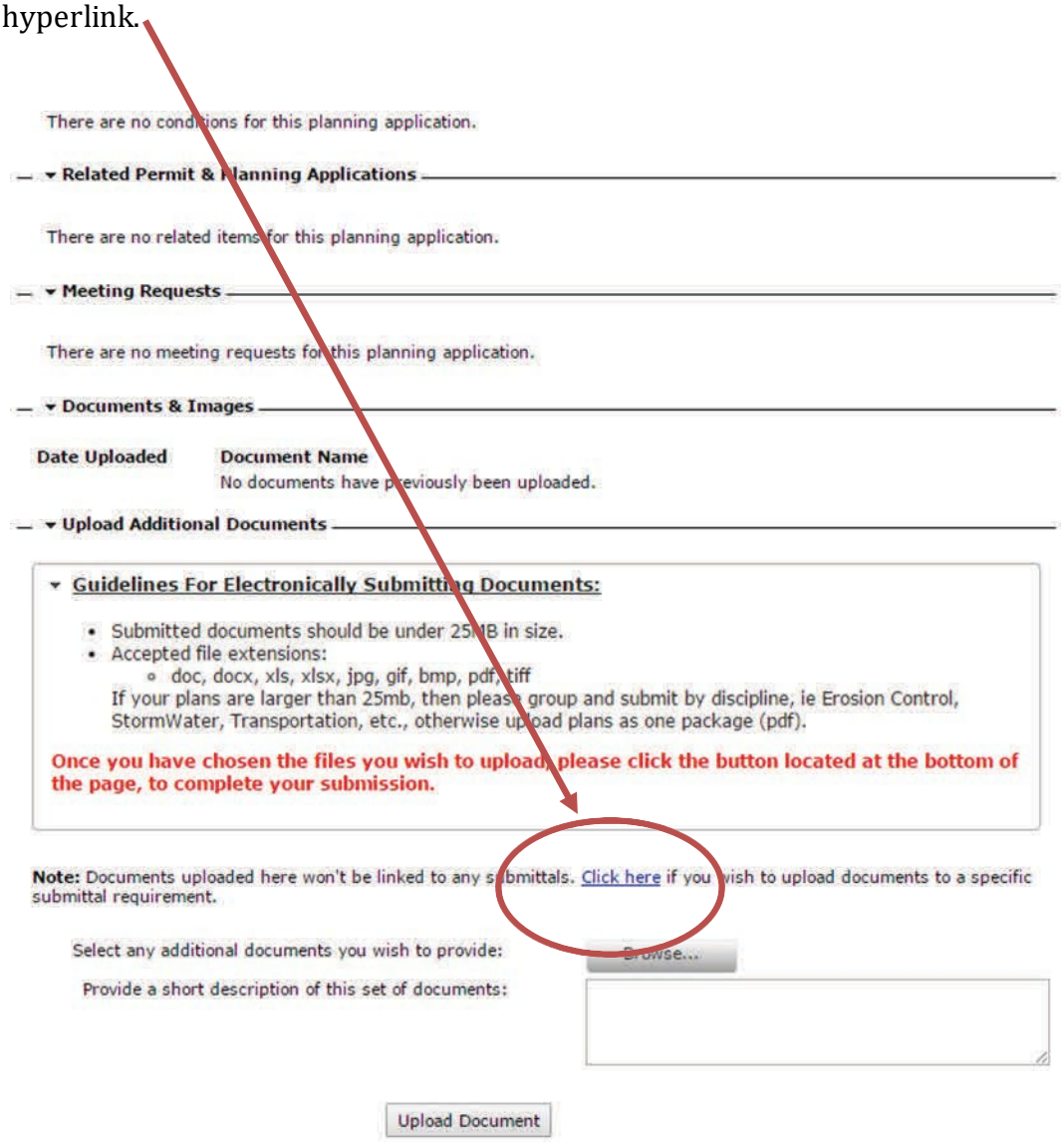
For assistance with submitting development plans, please contact Katie Parker at klparker@cherokeecountyga.gov or by phone at 770-721-7816.

We would love your feedback, please let us know how we are doing!

We thank you for choosing Cherokee County.

Re-submittal of plans

Once plans have been returned for corrections, you will need to upload the revised version of your project. Look for the specific project under "My Items" and choose the project you would like to re-submit. In order for the plans to be linked to the prior submittal you will need to use the "**CLICK HERE"** hyperlink.



Once your project has been approved for permitting, you will receive an approval letter listing required documentation, fees, etc. Plans will be approved/stamped electronically and you may print as many copies as you would like. Before starting any construction, please make sure to schedule a pre-construction meeting with your inspector (listed on the approval letter) All fees are due prior to releasing of plans. You may pay online or in person.

Building permits can only be picked up by a Georgia State Licensed Contractor. We are located at 1130 Bluffs Parkway, Canton GA 30114.

We thank you for choosing Cherokee County