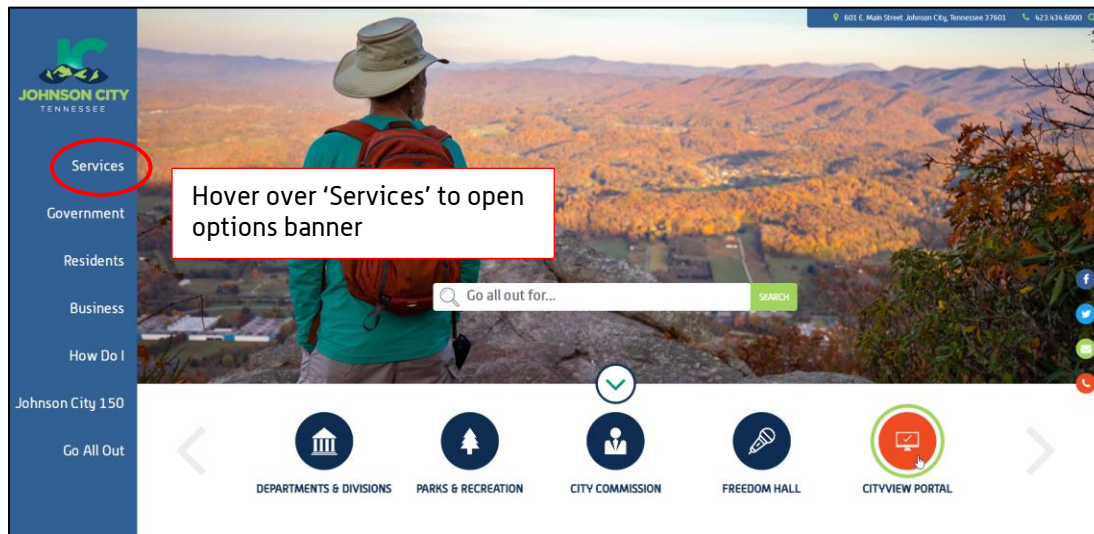


## City of Johnson City – CityView Portal – HVAC Change-out Applications

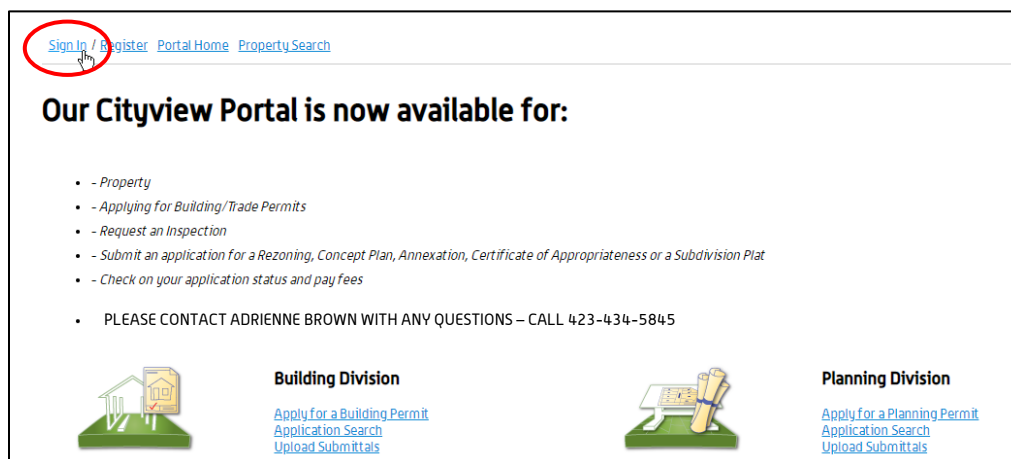
Revised 3/12/2019

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



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


Click 'Sign In' or click 'Apply for a Building Permit'



[Sign In](#) / [Register](#) [Portal Home](#) [Property Search](#)


### Our Cityview Portal is now available for:

- Property
- Applying for Building/Trade Permits
- Request an Inspection
- Submit an application for a Rezoning, Concept Plan, Annexation, Certificate of Appropriateness or a Subdivision Plat
- Check on your application status and pay fees
- PLEASE CONTACT ADRIENNE BROWN WITH ANY QUESTIONS – CALL 423-434-5845



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## Create a HVAC Change-out Application

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### Our Cityview Portal is now available for:

- Property
- Applying for Building/Trade Permits
- Request an Inspection
- Submit an application for a Rezoning, Concept Plan, Annexation, Certificate of Appropriateness or a Subdivision Plat
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**Property Information**  
[Search for a Property](#)

## Step 1: Application Type

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Step 1: Application Type | Step 2: Permit Type | Step 3: Work Items | Step 4: Description of Work | Step 5: Location | Step 6: Contacts | Step 7: Upload Files | Step 8: Review & Submit | Step 9: Submitted

### Permit Application - Description and Type

Required information is indicated with an asterisk (\*).

Choose the application type: \*  
Mechanical

Please categorize the nature of the work being done: \*  
Change Out

Please describe the work being done: \*  
Change out HVAC unit, with elec for HVAC, and Gas  
Cost: Mech - \$ 4,400.00, Elec for HVAC - \$ 300.00, Gas - \$ 300.00  
Contractor: Business Name

Limit 4000 characters

**Application Details**

Building Use: \*  
Residential

Number of Stories: 1.0

Number of Units: 1

Total Valuation: \*  
\$5,000.00

Enter as much relevant information as possible in the 'Comments' box, including Contractor name if different from applicant, and break down of costing



## Step 2: Permit Type

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Step 1: Application Type   Step 2: Permit Type   Step 3: Work Items   Step 4: Description of Work   Step 5: Location  
Step 6: Contacts   Step 7: Upload Files   Step 8: Review & Submit   Step 9: Submitted

### Permit Application - Select Permit Types

Required information is indicated with an asterisk (\*).

▾ Please choose as many Permits as are appropriate.

- Building
- Electrical
- Gas
- Mechanical

PREVIOUS STEP: APPLICATION TYPE   NEXT STEP: WORK ITEMS

## Step 3: Work Items

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Step 1: Application Type   Step 2: Permit Type   Step 3: Work Items   Step 4: Description of Work   Step 5: Location  
Step 6: Contacts   Step 7: Upload Files   Step 8: Review & Submit   Step 9: Submitted

### Permit Application - Work Items

Required information is indicated with an asterisk (\*).

▾ Mechanical Permit

Please choose as many work items as are appropriate.

- AC Unit
- Boiler
- Electrical Service 30 Amps
- Electrical Service 60 Amps
- Floor Furnace
- Forced Air System
- Furnace
- Gas Appliance Outlets
- Gas Line (Interior)
- Hood (without suppression)
- Refrigeration Unit
- Water Heater

Work Items cont. below -



# City of Johnson City – CityView Portal – HVAC Change-out Applications

Revised 3/12/2019

## Electrical Permit

Please choose as many work items as are appropriate.

- Electrical Service 30 Amps
- Electrical Service 60 Amps
- Water Heater

## Gas Permit

Please choose as many work items as are appropriate.

- Boiler
- Floor Furnace
- Gas Appliance Outlets
- Gas Line (Interior)
- Water Heater

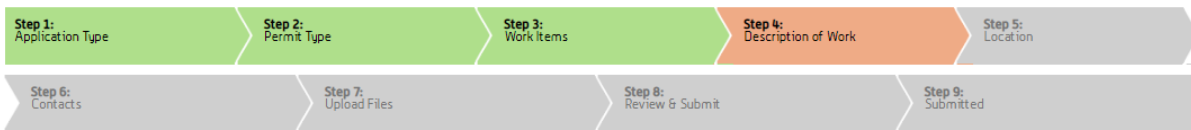
PREVIOUS STEP: PERMIT TYPE

NEXT STEP: DESCRIPTION OF WORK

## Step 4: Description of Work

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### Permit Application - Description of Work

Required information is indicated with an asterisk (\*).

#### Mechanical Permit Work Items

AC Unit

QTY: \*

Please enter the quantity for this work item in the units specified

#### Electrical Permit Work Items

Electrical Service 30 Amps

QTY: \*

Please enter the quantity for this work item in the units specified

Electrical Service 60 Amps

QTY: \*

Please enter the quantity for this work item in the units specified



**Gas Permit Work Items**

Gas Appliance Outlets

QTY: \* 1

Please enter the quantity for this work item in the units specified

[PREVIOUS STEP: WORK ITEMS](#) [NEXT STEP: LOCATION](#)

## Step 5: Location

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Step 1: Application Type   Step 2: Permit Type   Step 3: Work Items   Step 4: Description of Work   Step 5: Location  
Step 6: Contacts   Step 7: Upload Files   Step 8: Review & Submit   Step 9: Submitted

### Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (\*).

[FIND LOCATION IN MAP](#)

Use my location:

Search for address:

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[FIND LOCATIONS NEAR ME](#)

[CAN'T FIND ADDRESS?](#)

The location you have selected:

[ADD ANOTHER LOCATION](#)

[PREVIOUS STEP: DESCRIPTION OF WORK](#) [NEXT STEP: CONTACTS](#)

Start typing address here, using abbreviations: N, E, S, W, and St, Av, Rd or Pkwy as appropriate

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



# City of Johnson City – CityView Portal – HVAC Change-out Applications

Revised 3/12/2019

Search for address:

**601 E MAIN** ST, Johnson City, TN 37601  
**601 E MAIN** ST, Jonesborough, TN 37659

[FIND LOCATIONS NEAR ME](#)

### Location

Please enter the address and/or Parcel number of the location.

Parcel number:

Street Address:

Additional Address:

Suite, PO Box, etc:

City/State/Zip:

[USE THIS LOCATION](#)

## Step 6: Contacts

**Step 1:** Project Description    **Step 2:** Location    **Step 3:** Contacts    **Step 4:** Upload Files

**Step 5:** Request a Meeting    **Step 6:** Review & Submit    **Step 7:** Submitted

### Planning Application - Contacts

Required information is indicated with an asterisk [\*].

If you would like to use the contact information from your account, click the button below

[USE MY CONTACT INFORMATION](#)

Type	Contact
Utility Co	<i>Not shown for privacy reasons</i>
Property Owner	<i>Not shown for privacy reasons</i>
Applicant	Adrienne Brown, Address:601 E Main St, Phone:{423} 434-5845

**Contact Type**

Contact Type\*

**Search for Contact Information**

First Name\*

Last Name

Street Address\*

[SEARCH](#)

[PREVIOUS STEP: LOCATION](#)    [NEXT STEP: UPLOAD FILES](#)

To add additional contacts to a permit, please contact the Codes Division desk



## Step 7: Upload Files

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Step 1: Application Type    Step 2: Permit Type    Step 3: Work Items    Step 4: Description of Work    Step 5: Location  
 Step 6: Contacts    **Step 7: Upload Files**    Step 8: Review & Submit    Step 9: Submitted

### Permit Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

**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](mailto: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.**

**Current Submittal**

Submittal #1 | Permit Application Submittal [03/12/2019] [PRINT REQUIREMENT ITEMS](#)

Type	Status	Date Verified
Application Form	Pending	

Select a new document for this requirement:

**Upload Additional Documents**

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

**Reminder** X

**Reminder:** You have not uploaded documents to all of the submittal requirements. These documents can be provided at a later date, either in person or by using the Upload Submittals link from the main page.

HVAC change-out permits may not have any documentation, and when 'Review & Submit' is clicked, the Reminder will be shown. Click 'OK'.



## Step 8: Review & Submit

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Step 1: Application Type   Step 2: Permit Type   Step 3: Work Items   Step 4: Description of Work   Step 5: Location  
Step 6: Contacts   Step 7: Upload Files   **Step 8: Review & Submit**   Step 9: Submitted

### 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: Mechanical  
Category of Work: Change Out  
Description of Work: New unit, with electric for the hvac and gas  
Locations: Address  
601 E MAIN ST, Johnson City, TN 37601  
Property  
090046L F 00200  
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: 1.0  
Number of Units: 1  
Total Valuation: \$4,500.00

**Permit: Mechanical**

AC Unit: QTY: 1

**Permit: Electrical**

Electrical Service 30 Amps: QTY: 1  
Electrical Service 60 Amps: QTY: 1

**Permit: Gas**

Gas Appliance Outlets: QTY: 1

PREVIOUS STEP: UPLOAD FILES   **SUBMIT APPLICATION**   CANCEL APPLICATION

**Please Note:** Application Fees will be calculated after submittal, and an email will be sent after fees are generated. After the email is received, go into the application by clicking 'My Items', and then 'Expand All' to see permit applications.

Permit applications with fees due will have an option to 'Pay Fees'.





For Portal Assistance please contact:

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

Or the Code Division Desk, 423-434-6047

