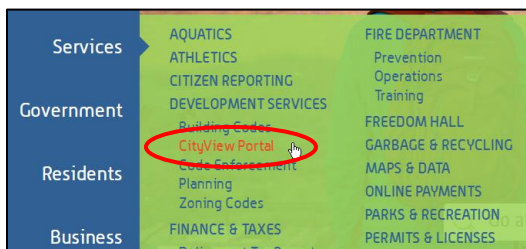
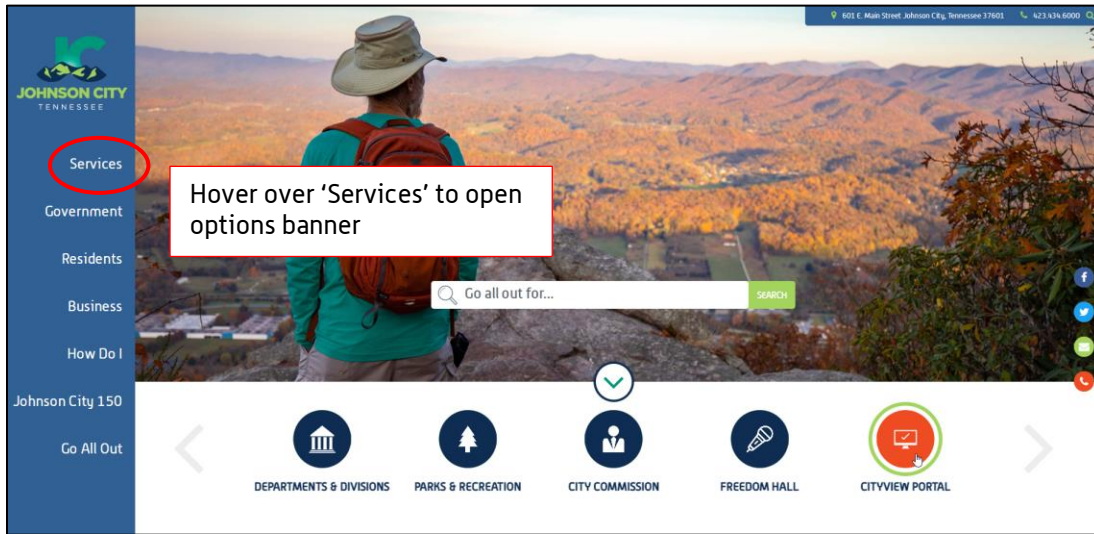


City of Johnson City – CityView Portal – Add a Contact to a Project

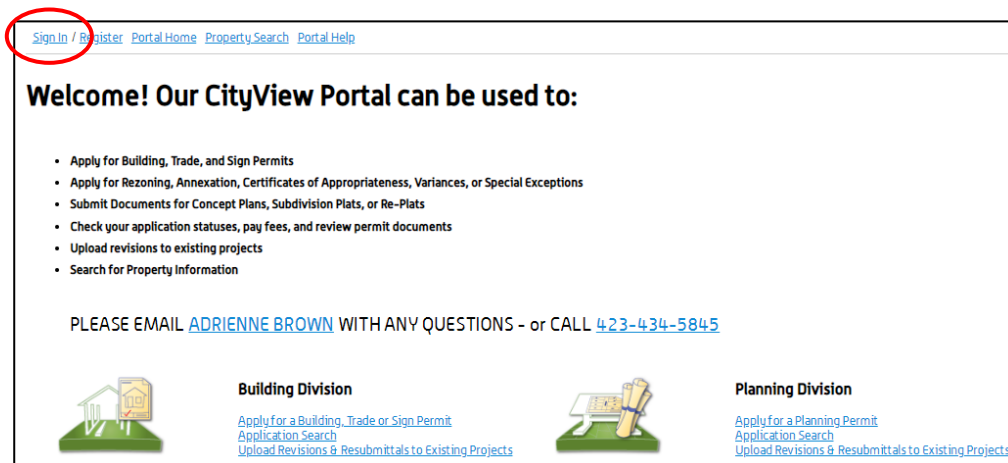
Revised 8/6/2019

Go to www.johnsoncitytn.org



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

Click 'Sign In'



City of Johnson City – CityView Portal – Adding Additional Contacts

Revised 8/6/2019


Add Additional Contacts to an Existing Project


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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](#)

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My Items

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

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

- My Permit Applications
- My Planning Applications
- My Upcoming Inspections

Select the appropriate category to find your existing application, then select your application by reference number

▾ My Permit Applications

Select your application by reference number

Show Active ▾

Reference Number	Address	Type	Status	Date Created
PRBD201901574	601 E MAIN ST, Johnson City, TN 37601	Building (Misc.)	Pending	04/24/2019
PRBD201900530	601 E MAIN ST, Johnson City, TN 37601	Building (Misc.)	Issued	02/07/2019

Buttons: ADD A PERMIT, ADD A REVISION, UPLOAD SUBMITTALS



City of Johnson City – CityView Portal - Adding Additional Contacts

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Permit 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.

Summary

Application Number: PRBD201900530 → [Edit Permit Application Details](#)
Application Type: Building (Misc.)

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Planning Application Status

You will only be able to view fees if you are a contact on the planning application.

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

Summary

Project Number: PL201900135 → [Edit Planning Application Details](#)
Project Name: TEST - DO NOT USE -
Application Types: Site Plan Review

Please note: Only Contacts listed as 'Applicant' may add additional contacts to a permit. If you do not see the '[Edit Permit Application Details](#)' as shown above, your Contact Type will need to be changed. Please contact the Code Division for more assistance.



City of Johnson City – CityView Portal – Adding Additional Contacts

Revised 8/6/2019

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Edit Permit Application

[Return to Status Page](#)

Permit Application Information

Application Number: PRBD201900530
Application Type: Building (Misc.)
Application Status: Issued

Contacts

Related Contacts

Type	Contact
<input checked="" type="checkbox"/> Property Owner	CITY OF JOHNSON CITY TN, Address:P O BOX 2150
<input type="checkbox"/> Applicant	Lisa Sagona *, Address:!
<input checked="" type="checkbox"/> Utility Co	Brightridge, ADDED TO EA Address:2600 Boones Creek Rd, Phone:(423) 952-5123
<input type="checkbox"/> Applicant	Adrienne Brown, Address:601 E Main St, Phone:(423) 434-5845

Add A Contact

Contact Type*

Search for a person*

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

Select new Contact's 'Type'

Begin typing Contact's name, the system will narrow down the available options as you complete the Person or Company's name

Add A Contact

Contact Type*

Search for a person*

Adrienne Brown, Address:601 E Main St, Phone:(423) 434-5845

Select the contact name to add, then click 'Add this Contact'

For Portal Assistance please contact:

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

