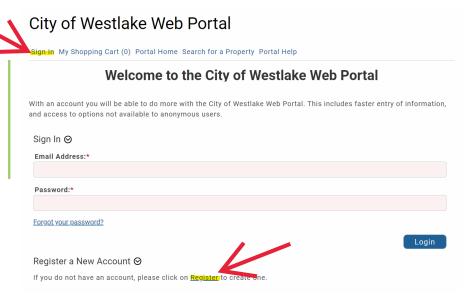# CITYVIEW USER GUIDE TO SUBMITTING A BUILDING PERMIT
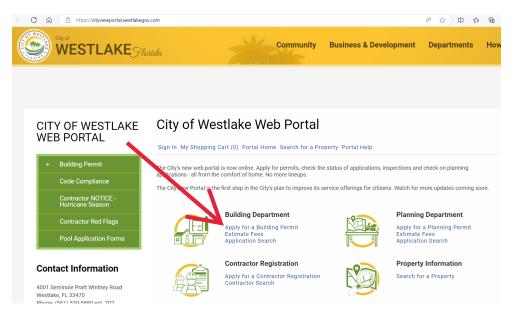
Step 1:
- Use the Link **https://CityViewPortal.Westlakegov.com**
- Register for an account. *After you register you must wait for the email from "donotreply" to active your account.

City of Westlake Web Portal

Sign In   My Shopping Cart (0)   Portal Home   Search for a Property   Portal Help

Welcome to the City of Westlake Web Portal

With an account you will be able to do more with the City of Westlake Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

Sign In ⊗

Email Address:*

Password:*

Forgot your password?

Login

Register a New Account ⊗

If you do not have an account, please click on **Register** to create one.

Step 2:
- Sign in to your account once activated
- Click **Apply for a Building Permit**

Step 3:
- Complete task 1- 9
- Permit submittal will be sent to Building Department

City of Westlake Web Portal

Welcome Alex
Sign Out   My Account   My Items   My Shopping Cart (0)   Portal Home   Search for a Property   Portal Help

1 Application Type — 2 Permit Type — 3 Work Items — 4 Description of Work — 5 Location
6 Contacts — 7 Uploads — 8 Review & Submit — 9 Submitted

Permit Application - Description and Type
TMPPR20230000067

Required information is indicated with an asterisk (*).

Choose the application type:* ⊘
--Select a Value--

Please categorize the nature of the work being done:*
--Select a Value--