



Request an Inspection in CityView Portal

How to Request an Inspection Through the CityView Portal

Follow the steps below to request an inspection using the CityView Portal.

Step 1: Log In and Access Your Permit

- Log in to the CityView Portal from the Portal Home Page using your credentials.
- Select My Items, then expand All.
- Once your permit has been issued, the **Schedule Inspection tab** will appear.

Town of Bradford West Gwillimbury

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Welcome Madona Shamoon

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Portal Help](#)

My Items

[Expand All](#) | [Collapse All](#)

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

My Permit Applications (8)

Show Active (8 of 8)

Application Number	Address	Type	Status	Date Created
PRBD202500001	305 BARRIE ST	Building	Issued	01/15/2025
Description: DETACHED HOUSE - BT40-5 ELEV. B 4BDRM				
Schedule Inspection		Upload Submittals		



Request an Inspection in CityView Portal

Step 2: Select the Inspection Type

- Click Request an Inspection.
- Choose the appropriate inspection type (e.g., Insulation & Vapour/Air Barrier).
- If you need to make changes, click Previous Step (blue arrow).
- Click Next Step: Date and Time to continue.

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Schedule an Inspection

PRBD202500001

Inspections

Please select inspections you wish to schedule

Search for inspections

Insulation & Vapour/Air Barrier

Camera

Final - Exterior OBC

Grading Final Inspection

[Cancel](#) [Next Step: Date and Time](#)



Request an Inspection in CityView Portal

Step 3: Choose Date and Time

- Select your preferred inspection date using the calendar.
- Enter the **email address and phone number** of the person who will be on site.
- Select your preferred time of day:
 - **AM** (Morning)
 - **PM** (Afternoon)
- If changes are needed, click **Previous Step**.
- Click **Next Step: Complete** submitting your request.

Important Notes

- Specific inspection times cannot be requested, please select **AM or PM only**.
- Inspections **cannot be scheduled after 3:00 PM for the next business day**.

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1 Select an Inspection 2 Date and Time 3 Complete

Schedule an Inspection

PRBD202500001

Inspection Type	Location
Insulation & Vapour/Air Barrier	305 BARRIE ST

Please choose a date for your inspections ☺

Select a Date:*

Jul 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Please indicate AM or PM (or Morning/Afternoon) in the field below for your preferred time of day. We do not accept requests for specific time of day. Inspections can't be scheduled after 3:00 PM, the day prior.



Request an Inspection in CityView Portal

Email Addresses ☺

Contact Email:*

buildinginspections@townofbwg.com

Enter an email address here to allow the inspector to send any correspondence.

Contact Numbers ☺

Contact Cell Number:*

9057755366

Enter a cell phone number to allow the inspector to contact you.

Insulation & Vapour/Air Barrier - Other Information ☺

Time of Day Request

If you have a preferred time of day, please select either AM (Morning) or PM (Afternoon). Please note, while every effort is made to accommodate your time of day requests, they will be scheduled to the best of our ability. The inspector will attempt to contact the requestor to verify prior to the inspection. Inspections may be scheduled up to 48 hours from the date of request in accordance with Regulations:

AM

[Return to permit status \(without scheduling an inspection\)](#)

Previous Step: Select an Inspection Next Step: Complete

Step 4: Confirmation

- Your inspection request has been submitted, **but has not yet been formally booked.**
- Once a date appears in the Scheduled field, your request has been accepted, and an inspector has been assigned.



Schedule an Inspection - Complete

PRBD202500001

Your inspection date has been requested. At this time it has not been formally booked.

Once a date is shown in the 'Scheduled' field, your inspection request has been accepted and the listed inspector has been assigned

Details ☺

Inspection Type: Insulation & Vapour /Air Barrier
 Inspection Location: 305 BARRIE ST
 Notes:
 Date Requested: 07/04/2025

Permit Details ☺

Application Number: PRBD202500001
 Permit Type: Building
 Status: Issued
 Locations: Property
 431201000402200

305 Barrie St. | Unit 4B | Bradford, ON | L3Z 2A9



Request an Inspection in CityView Portal

Viewing or Managing Your Inspections

To view, cancel, or check the status of your inspections:

1. Go to **My Items**
2. Select your **Permit Applications**
3. Navigate to the **Inspections** tab

From the **Inspections** tab, you can view inspection details and see which inspector is scheduled to attend the site. If needed, you may contact the assigned inspector directly.

Important:

The **Request Inspection** column and the **Scheduled Inspections** column serve different purposes.

- **Request Inspection** is used to submit a new inspection request.
- **Scheduled Inspections** shows inspections that have already been booked and assigned.

Inspections ☺

Inspection	Outcome	Requested	Scheduled	Date Inspected
Camera	Pending	Schedule?		
Inspector:				
Final - Exterior OBC	Pending	Schedule?		
Inspector:				
Grading Final Inspection	Pending	Schedule?		
Inspector:				
Underground Exterior Rough-In	Pending	7/4/2025 (AM)		Cancel
Inspector:				
Insulation & Vapour/Air Barrier	Pending	7/4/2025 (AM)		Cancel
Inspector:				
Footings	Pending	7/4/2025 (PM)		Cancel
Inspector:				
OLS Survey	Pending	7/24/2025 (AM)		Cancel
Inspector:				
Underground Interior Rough-In	Pending	6/16/2025	6/16/2025	
Inspector: Cornelia dePeuter Send Email				
Plumbing Rough-In	Pending	6/16/2025	6/16/2025	
Inspector: Barrv Gorst Send Email				



Request an Inspection in CityView Portal

Should you have questions at any time throughout the process, please don't hesitate to reach out to us.

Town of BWG Building Services can be reached Monday-Friday, 8:30am-4:30pm by phone 519-905-775-5366 ext. 1500 or email buildinginspections@townofbwg.com

WE ARE HERE TO HELP!