



# Registering an Account in CityView Portal

Follow these simple steps to register an account so you can apply for your building permit:

1. From the Portal Home page, click on **Register** on the top right corner. Enter your email address; this becomes your Login ID. Create a password and re-enter to confirm. Your password must be a minimum of 8 characters long.
2. Click **Next Step** - Enter your name (first and last) in Full Name. From the drop down for Preferred Contact Method, please select E-mail (as this will be our primary method of contact). Ensure to complete the **I am not a robot** field at the end by entering in the characters you see in the image and click submit.
3. Once your Registration is complete, you will receive an email to confirm your account. Click on the link with the message to validate your account. You can now sign-in to the web portal and begin the permit application process.

Sign In / Register Portal Home Search for a Property

---

1 Create Account      2 Enter Contact Information      3 Registration Complete

### Welcome to the Town of Bradford West Gwillimbury Registration

Please enter your email address and choose a password ☺

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login ID)\*

It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account.

Confirm Email Address\*

Please re-enter your valid email address.

Password (min. 8 characters)\*

Confirm Password\*

[Cancel](#) [Next Step: Enter Contact Information](#)

Powered by [CityView](#)

**Note:** please check both your Inbox and Junk Mail folders for the e-mail. If you did not receive the e-mail, please reach out to our staff and provide the e-mail address you registered with to check our records.

### We are here to help!

If you require more information or have any questions, feel free to contact:

Town of BWG, Building Division  
Monday-Friday, 8:30am-4:30pm  
Phone 905-775-5366 ext. 1500

Email [buildinginspections@townofbwg.com](mailto:buildinginspections@townofbwg.com)