

Township of
Perth South

**CITY REPORTER
STEP BY STEP GUIDE**

Township of Perth South Building Department

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Please note that this guide is here to assist in the application process and should be considered an approximate indicator of the process. Information does change periodically and on a case by case basis.

CREATING AN ACCOUNT

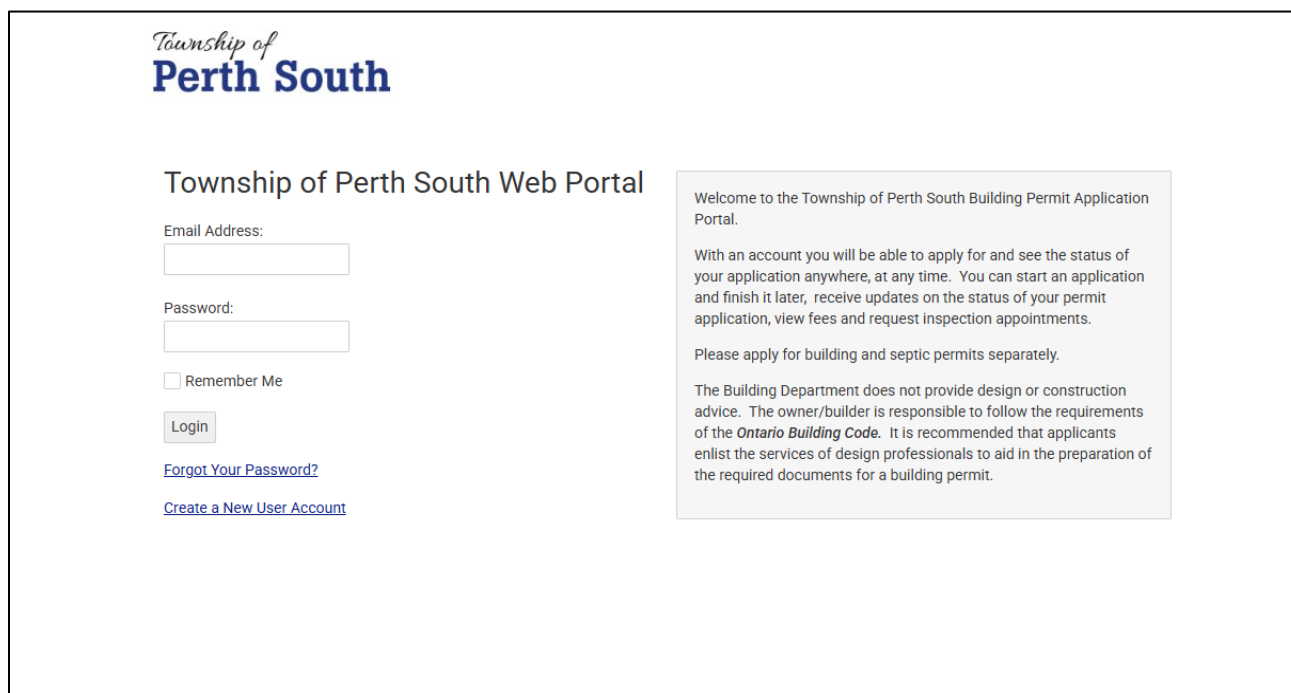
Step One:

Open the following link

<https://app.cityreporter.ca/cityreporter/portalLogin?portalid=XqyYpECmhDbvThe>

Step Two:

Click on *Create a New User Account*. Then fill out all required fields. Remember the email and password you choose for reference; you will need this later.



The screenshot shows the login page for the Township of Perth South Web Portal. At the top left is the logo for the Township of Perth South. The main heading is "Township of Perth South Web Portal". Below this, there are input fields for "Email Address:" and "Password:". There is a "Remember Me" checkbox and a "Login" button. Below the login button are two links: "Forgot Your Password?" and "Create a New User Account". On the right side of the page, there is a grey box containing a welcome message and instructions for using the portal.

Township of
Perth South

Township of Perth South Web Portal

Email Address:

Password:

Remember Me

Login

[Forgot Your Password?](#)

[Create a New User Account](#)

Welcome to the Township of Perth South Building Permit Application Portal.

With an account you will be able to apply for and see the status of your application anywhere, at any time. You can start an application and finish it later, receive updates on the status of your permit application, view fees and request inspection appointments.

Please apply for building and septic permits separately.

The Building Department does not provide design or construction advice. The owner/builder is responsible to follow the requirements of the *Ontario Building Code*. It is recommended that applicants enlist the services of design professionals to aid in the preparation of the required documents for a building permit.

Step Three:

Go to your email and click on the email from City Reporter. Press the link to confirm your account. If you cannot find this email, don't forget to check your junk box.

Step Four:

Login to your City Reporter account. Enter in the email and password you chose when you created your account.

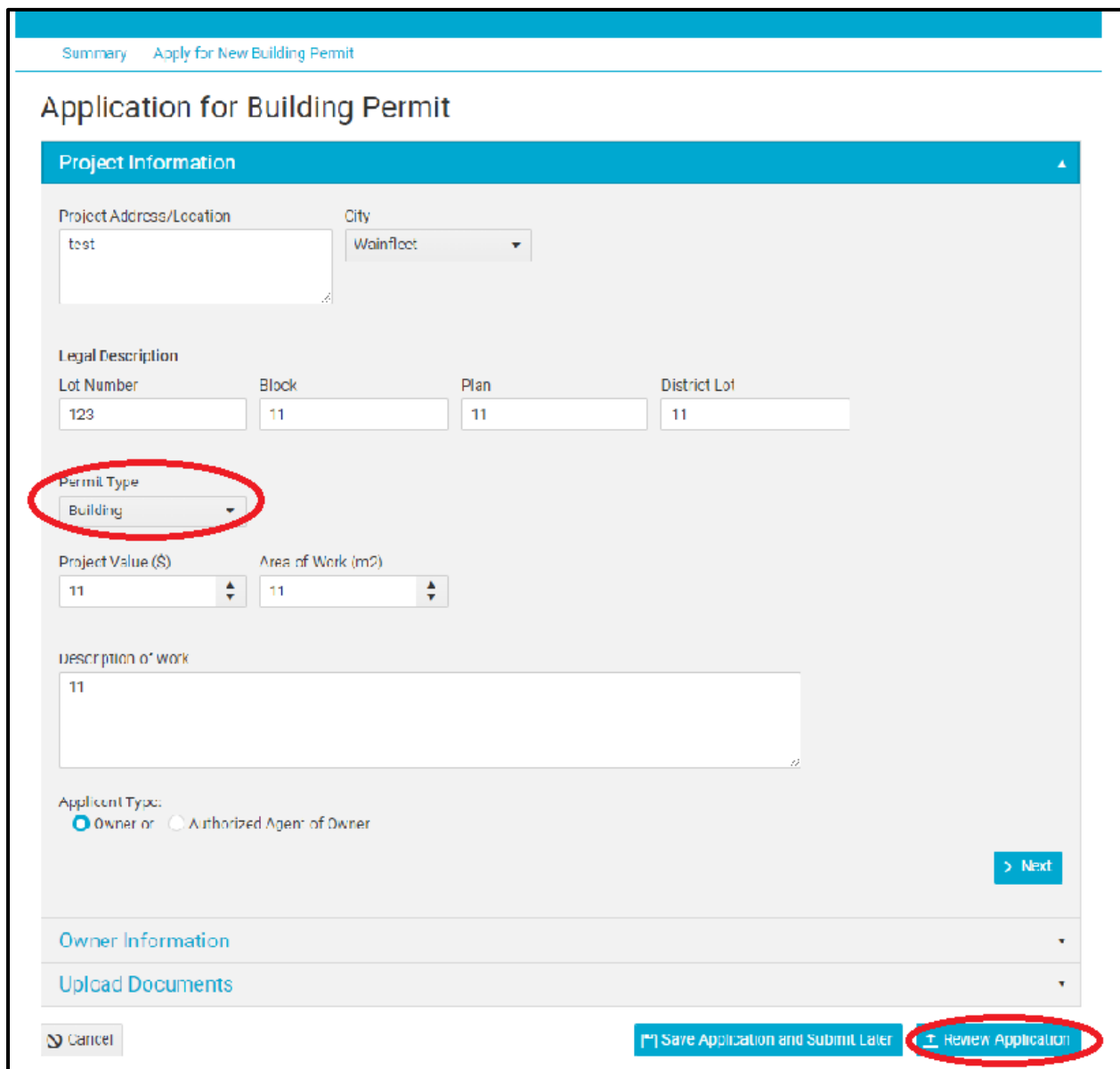
CREATE AN APPLICATION

Step One:

To create an application click on the top of your screen, *Apply for New Building Permit*.



Fill out all necessary information. Be sure to select the correct permit type as this changes what is required for your application. Click *Save Application and Submit Later* if you aren't ready to submit. Click *Review Application* if you are ready to submit.

A screenshot of the 'Application for Building Permit' form. The form is titled 'Application for Building Permit' and has a blue header with 'Summary' and 'Apply for New Building Permit' links. The form is divided into several sections: 'Project Information' (with 'Project Address/Location' and 'City' fields), 'Legal Description' (with 'Lot Number', 'Block', 'Plan', and 'District Lot' fields), 'Permit Type' (with a dropdown menu set to 'Building'), 'Project Value (\$)' and 'Area of Work (m²)' (with numeric input fields), 'Description of Work' (with a text area), and 'Applicant Type' (with radio buttons for 'Owner' and 'Authorized Agent of Owner'). At the bottom right, there is a '> Next' button. Below the form, there are two more sections: 'Owner Information' and 'Upload Documents'. At the very bottom, there are three buttons: 'Cancel', 'Save Application and Submit Later', and 'Review Application'. The 'Review Application' button is circled in red.

Step Two:

Check off that you have read the terms. Then you can click *Submit Application*.

Review Application
x

Phone 111-222-3333	Cell 123-456-7890	Email example@gmail.com
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Documents Attached

- Other Documents
- Other Documents

Completeness and compliance with applicable law:

- This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).

Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1) (c) of the *Building Code Act, 1992, as amended*, to be paid when the application is made.

- This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992, as amended*.
- This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under 7(1)(b) of the *Building Code Act, 1992, as amended*, which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.
- The proposed building, construction or demolition will not contravene any applicable law.
- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

I have read and agree to the above terms

Print
Submit Application

This is what you should see after you submit.

Summary
Apply for New Permit

Summary of Permit Applications

✔ Successfully submitted application.

Project Address	Ref #	Status	Notes
test, St. Pauls	2025-0008	Application 07-Feb-2025	

\$ Fees
Inspections
Permit Info

ACCESS YOUR EXISTING APPLICATIONS

Your existing applications should show on your account like in the picture below. If you do not see your application that has already been submitted, please call and we can ensure it is linked to your account. 519-271-0619 Ext. 225

This is what an application that is started but not yet submitted looks like

Summary Apply for New Permit Enable High Con

Summary of Permit Applications

Project Address	Ref #	Status	Notes
test, St. Pauls	2025-0008	Application New 07-Feb-2025	

Inspections Edit


This is what an application that has been submitted looks like


Summary Apply for New Permit


Summary of Permit Applications

Project Address	Ref #	Status	Notes
test, St. Pauls	2025-0008	Application 07-Feb-2025	test, St. Pauls

\$ Fees Inspections Permit Info

Click  to view any fees due or paid. Fees will be added after your permit application has been submitted and after reviewed and approved. You will receive email notification whenever something is updated.

Click  to book and view details on your inspections.

Click  to view your application details.

MAKE A PAYMENT

****Note**** all payments must include address or permit number

OPTIONS	DETAILS
E-Transfer	finance@perthsouth.ca
Cheque	Deliver to the Township Office in person or by mail. Address 3191 Road 122 St. Pauls Ontario Cheques should be made payable to Township of Perth South
Cash	In person at the Township Office
Debit	In person at the Township Office
Credit Card	Not Available

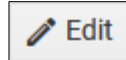
ATTACH NEW DOCUMENTS TO EXISTING APPLICATIONS

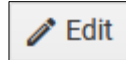
If you have already submitted your application but need to update or upload new documents. Contact us by phone or email. We will return your application on City Reporter so that you can upload the new documents.

Email: mfeeney@perthsouth.ca

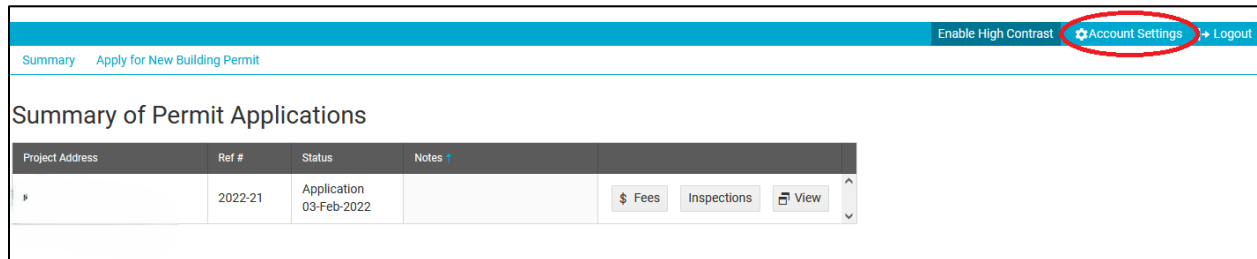
Phone: **519-271-0619 Ext 225**

Summary Apply for New Building Permit				
Summary of Permit Applications				
Project Address	Ref #	Status	Notes	
	2022-21	Application Returned ⓘ <u>03-Feb-2022</u>	Notes: to add documents	\$ Fees Inspections Edit



The status will show application returned. Click  and scroll to the bottom to upload documents. Once documents are uploaded, let the building department know so we can update your application status.


CHANGE PERSONAL INFORMATION OR PASSWORD



Summary Apply for New Building Permit Enable High Contrast **Account Settings** [Logout](#)

Summary of Permit Applications

Project Address	Ref #	Status	Notes	
	2022-21	Application 03-Feb-2022		<input type="button" value="\$ Fees"/> <input type="button" value="Inspections"/> <input type="button" value="View"/>

Click on  in the top right corner of your screen. Here you can edit your name, address, phone and password.

Edit Account

** indicates required field*

First Name *	Country
<input type="text"/>	<input type="text"/>
Last Name *	Street Address
<input type="text"/>	<input type="text"/>
Phone Number *	City
<input type="text"/>	<input type="text"/>
Email Address *	Province/State
<input type="text"/>	<input type="text"/>
	Postal Code/Zip
	<input type="text"/>
Password *	<div style="border: 1px solid gray; padding: 5px;"> Password Requirements <ul style="list-style-type: none"> Minimum 6 characters Maximum 64 characters At least 1 uppercase letter At least 1 lowercase letter At least 1 number </div>
<input type="text"/>	
Confirm Password *	
<input type="text"/>	
<input type="button" value="Submit Changes"/>	

Once you have made changes click

PERMIT DOCUMENTS

Once a permit application is reviewed, approved and permit fees are paid the permit can be issued. You will receive an email with the appropriate documents.

BOOKING AN INSPECTION

There are three ways you can book inspections. Through email **mfeeny@perthsouth.ca** by phone **519-271-0619** or through City Reporter.

Booking an inspection through City Reporter:

Summary Apply for New Building Permit

Summary of Permit Applications

Project Address	Ref #	Status	Notes
	2022-21	Issued 15-Feb-2022	Notes: test

\$ Fees **Inspections** View

To book an inspection on City Reporter, click on **Inspections**

Enable High Contrast Account Settings Logou

Summary Apply for New Building Permit

Ref #: 2022-21

Project Address: **+ Request Inspection**

Requests History

Summary of Inspection Requests

Date	Status	Inspection(s) Requested	Description
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In the top right hand corner click **+ Request Inspection**

Request Inspection ✕

Permit Ref # 2022-21

Inspection(s)

Date

AM PM

Comments

Fill out the required details. Inspections run from Monday to Friday 8:30 - 4:30

INSPECTION RESULTS


Following inspections emails on file will receive a building inspection report. Inspection reports can also be found by logging into your City Reporter Account.

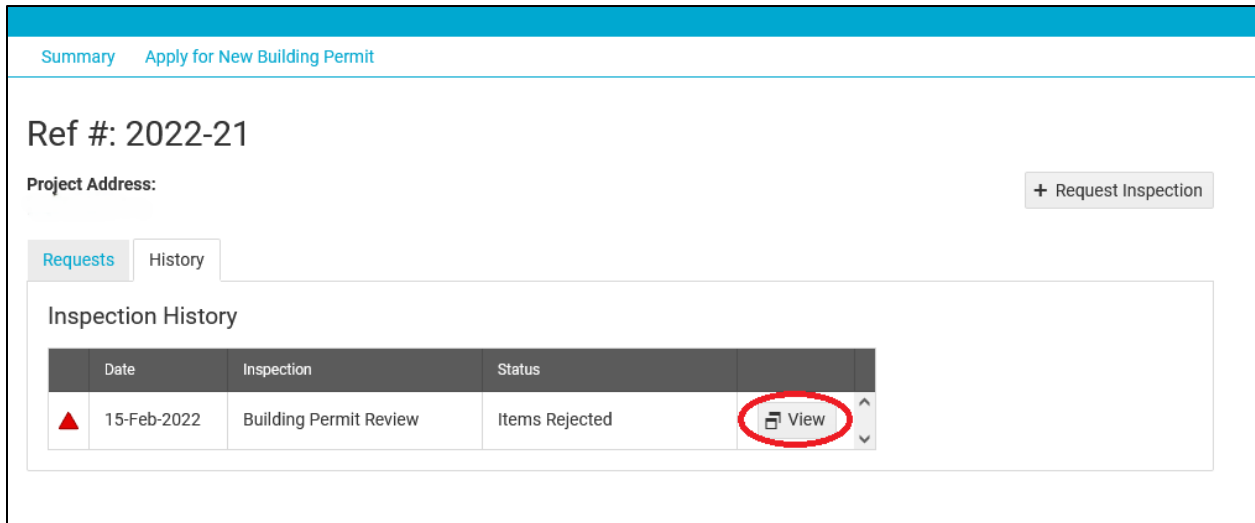
Summary Apply for New Building Permit				
<h3>Summary of Permit Applications</h3>				
Project Address	Ref #	Status	Notes	
	2022-21	Issued 15-Feb-2022	Notes: test	<input type="button" value="\$ Fees"/> <input style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;" type="button" value="Inspections"/> <input type="button" value="📄 View"/>

View inspection information by clicking on

Inspections

Summary Apply for New Building Permit			
<h3>Ref #: 2022-21</h3>			
Project Address:	<input type="button" value="+ Request Inspection"/>		
Requests	History		
<h4>Summary of Inspection Requests</h4>			
Date	Status	Inspection(s) Requested	Description

Then click on 





Summary [Apply for New Building Permit](#)


Ref #: 2022-21

Project Address: + Request Inspection

Requests History

Inspection History

Date	Inspection	Status	
 15-Feb-2022	Building Permit Review	Items Rejected	 View

Click on  and the detailed report will be displayed.

FINALIZED PERMIT

When all inspections and requirements are completed, your permit will be finalized and the file will be closed. You will receive an email indicating your permit has been finalized. At this time any deposits accepted for the said application will be released via cheque by mail. Please note that there is a turnaround time for this process.

COMMON QUESTIONS

Q: Can more than one person login and see my permit application?

A: No, only one owner or applicant can access the permit application when logging onto City Reporter. Multiple authorized people however, can be signed up to receive email notifications when there are any changes or updates to your permit.

Q: What documents do I have to submit?

A: When you create your application through City Reporter choose the correct permit type. The program will indicate which documents are mandatory to submit. Under certain circumstances you may be asked to provide additional documentation after submission.

Q: What happens if my permit is going to expire?

A: Once your permit is issued, it will remain active for one year. If your permit has not been completed and will be expiring, you will receive an email notification. Otherwise as long as you are receiving inspections and continuing to build, the permit remains active.

Q: What will my fees be?

A: Fees are calculated based on the permit type, size and other varying factors. The fee schedule can be located on the **Township of Perth South website**.

www.perthsouth.ca