



CITY REPORTER STEP BY STEP GUIDE

**Community and Development Services
Township of Wainfleet**

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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

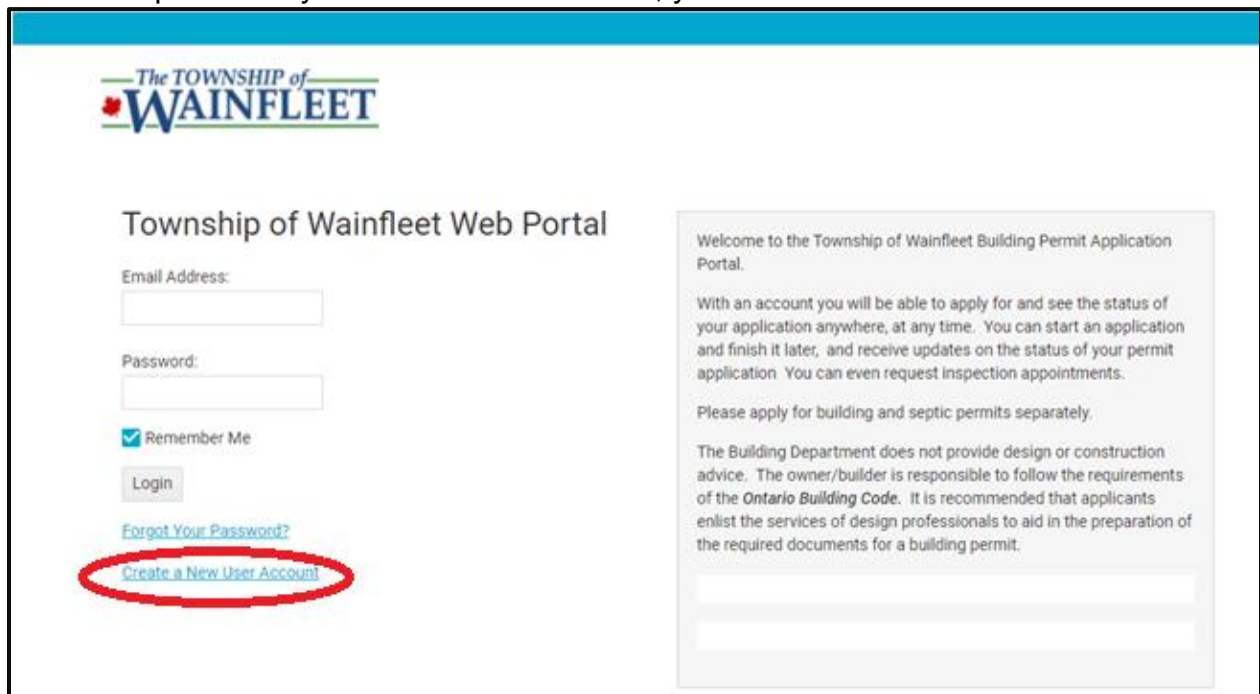
Step One:

Open the following link

<https://app.cityreporter.ca/cityreporter/portalLogin?portalid=7aafed385b8f0f3>

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 Township of Wainfleet logo is displayed at the top left. Below it, the text 'Township of Wainfleet Web Portal' is centered. The login form includes an 'Email Address' field, a 'Password' field, a checked 'Remember Me' checkbox, and a 'Login' button. Below the login button are two links: 'Forgot Your Password?' and 'Create a New User Account', with the latter circled in red. On the right side, there is a grey box containing a welcome message and instructions for using the portal.

Welcome to the Township of Wainfleet 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, and receive updates on the status of your permit application. You can even 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:

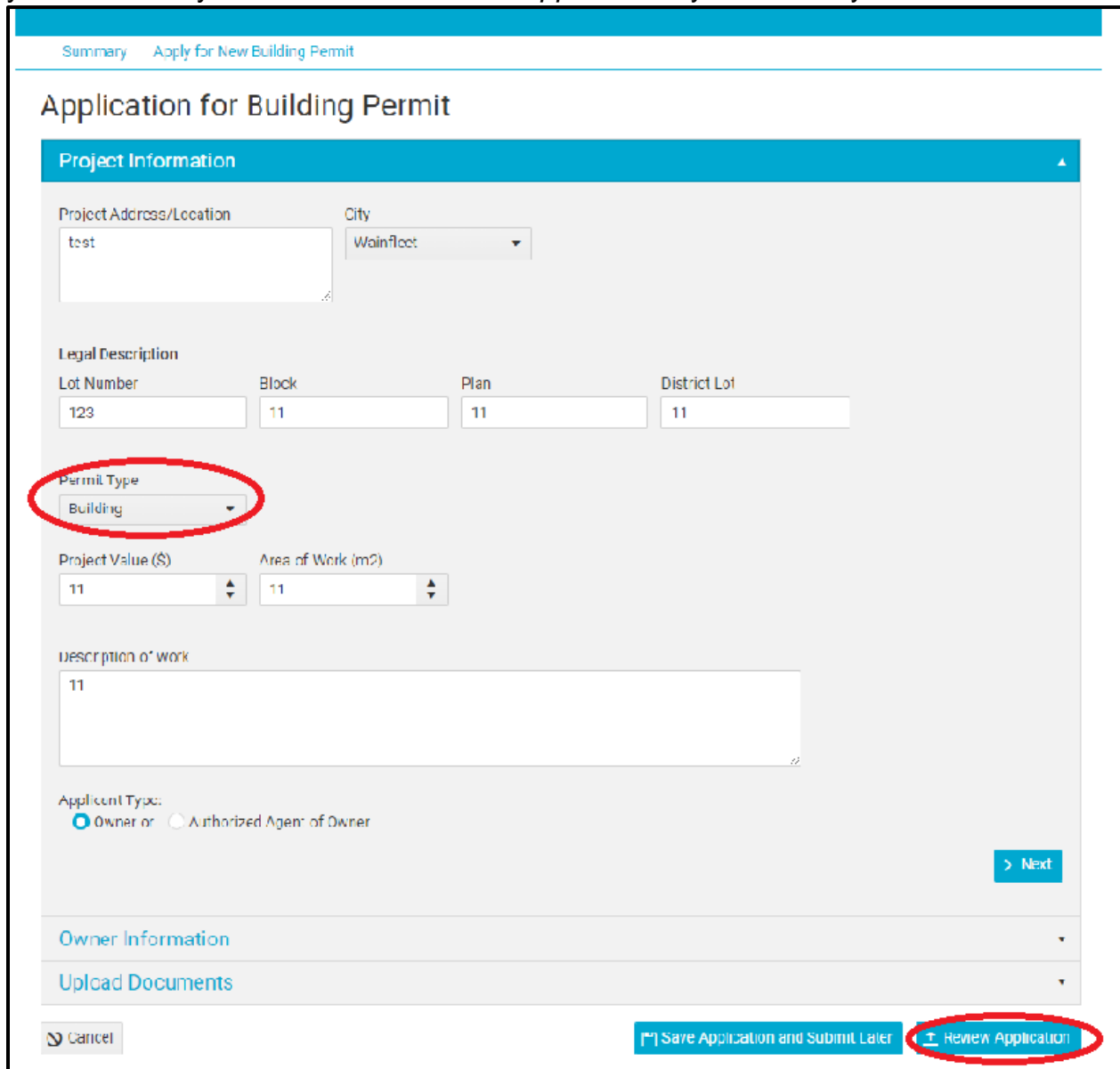
To create an application click on the top of your screen, *Apply for New Building Permit*.



Summary **Apply for New Building Permit** Enable High Contrast Account Settings Logout

Summary of Permit Applications

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.



Summary Apply for New Building Permit

Application for Building Permit

Project Information

Project Address/Location: test City: Wainfleet

Legal Description

Lot Number: 123 Block: 11 Plan: 11 District Lot: 11

Permit Type: Building

Project Value (\$): 11 Area of Work (m²): 11

Description of work: 11

Applicant Type: Owner or Authorized Agent of Owner

> Next

Owner Information

Upload Documents

Cancel Save Application and Submit Later **Review Application**

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 Building Permit

Summary of Permit Applications

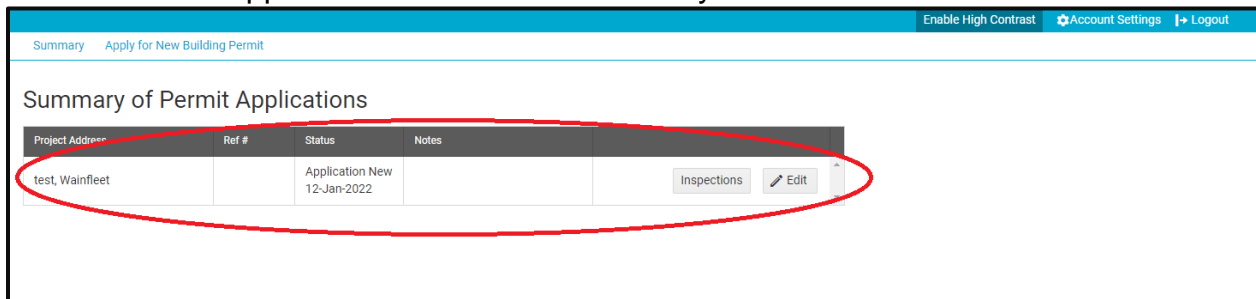
✔ Successfully submitted application.

Project Address	Ref #	Status	Notes	
test, Wainfleet	2022-21	Application 02-Feb-2022		\$ Fees Inspections View

ACCESS YOUR EXISTING APPLICATIONS

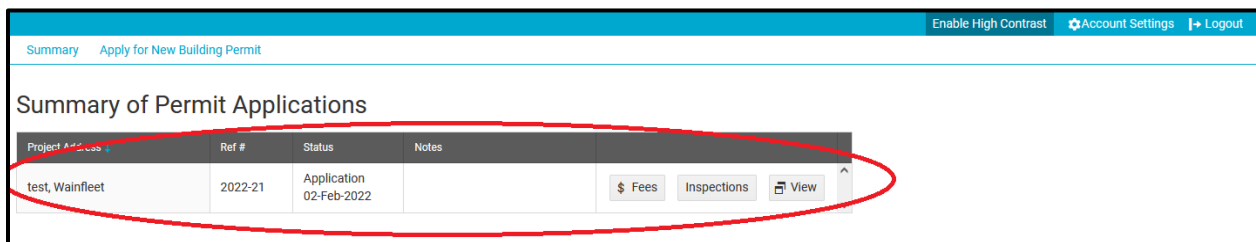
Your existing applications should show on your account like in the picture below. If you do not see your application that has already been submitted, please call and we can ensure it is linked to your account. 905-899-3463 ext. 221

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

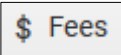


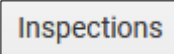
Project Address	Ref #	Status	Notes
test, Wainfleet		Application New 12-Jan-2022	

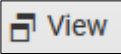
This is what an application that has been submitted looks like.



Project Address	Ref #	Status	Notes
test, Wainfleet	2022-21	Application 02-Feb-2022	

Click  to view any fees due or paid. Fees will be added after your permit application has been submitted and reviewed. 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	accountsreceivable@wainfleet.ca
Cheque	Deliver to Town Hall in person or by mail. Address 31940 Highway #3 Wainfleet ON L0S 1V0. Cheques should be made payable to Township of Wainfleet
Cash	In person at Town Hall
Debit	In person at Town Hall
Credit Card	Coming Soon!

ATTACH NEW DOCUMENTS TO EXISITING 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: building@wainfleet.ca

Phone: 905-899-3463 ext.221

Summary [Apply for New Building Permit](#)

Summary of Permit Applications

Project Address	Ref #	Status	Notes	
test, Wainfleet	2022-21	Application Returned ⓘ <u>03-Feb-2022</u>	Notes: to add documents	<div style="display: flex; gap: 10px;"> \$ Fees Inspections ✎ Edit </div>

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
test, Wainfleet	2022-21	Application 03-Feb-2022	

\$ Fees Inspections 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

Last Name * Street Address

Phone Number * City

Email Address * Province/State

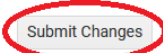
Postal Code/Zip

Password *

Confirm Password *

Password Requirements

- Minimum 6 characters
- Maximum 64 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number



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 building@wainfleet.ca by phone 905-899-3463 extension 221 or through City Reporter.

Booking and inspection through City Reporter:

Summary Apply for New Building Permit

Summary of Permit Applications

Project Address	Ref #	Status	Notes	
test, Wainfleet	2022-21	Issued 15-Feb-2022	Notes: test	\$ Fees Inspections View

To book an inspection on City Reporter, click on

Inspections

Summary Apply for New Building Permit

Ref #: 2022-21

Project Address:
test Wainfleet

+ Request Inspection

Requests History

Summary of Inspection Requests

Date	Status	Inspection(s) Requested	Description
------	--------	-------------------------	-------------

In the top right hand corner click

+ Request Inspection

Request Inspection x

Permit Ref # 2022-21

Inspection(s)

Date
16-Feb-2022

AM PM

Comments

Fill out the required details. Inspections run on Monday, Wednesday and Friday mornings.

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

Summary of Permit Applications

Project Address	Ref #	Status	Notes	
test, Wainfleet	2022-21	Issued 15-Feb-2022	Notes: test	\$ Fees Inspections View

View inspection information by clicking on

Inspections

Summary Apply for New Building Permit

Ref #: 2022-21

Project Address: test Wainfleet [+ Request Inspection](#)

Requests [History](#)

Summary of Inspection Requests

Date	Status	Inspection(s) Requested	Description
------	--------	-------------------------	-------------

Then click on

History

Summary Apply for New Building Permit

Ref #: 2022-21

Project Address: test Wainfleet [+ Request Inspection](#)

[Requests](#) [History](#)

Inspection History

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

Click on [View](#) 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. One year extensions can be purchased.

Q: What will my fees be?

A: Fees are calculated based on the permit type and square footage and other varying factors. The fee schedule can be located on the Township of Wainfleet website <https://www.wainfleet.ca/en/resourcesGeneral/Documents/ReferenceDocs/2019-Building-Permit-Application-Fees.pdf>