

How to upload Documents and Images to an existing Permit or Planning Application

1. Visit <https://cvweb.cityofmiltonga.us/ProdPortal> in a web browser.
2. Make sure you are logged in. You'll see your name at the top of the CityView Portal page.
3. Click on the 'My Items' link.

Milton CityView Web Portal

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Welcome Ben Franklin

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

4. Click the 'Expand All' and select the permit application where you wish to add a file.
5. Click the 'Upload Submittals' button.

My Items

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

My Permit Applications

Show Active

Reference Number *	Address *	Type *	Status *	Date Created *
PRDK202100213	2006 Heritage Walk, Milton, GA 30004	Deck	Pending	12/20/2021
Description:				
Add Fees to My Cart		Upload Submittals		

6. A list of available documents for your permit type will appear. You can hit the 'Browse' button to upload a new document, or click 'New Version' if you need to replace an existing document.

IMPORTANT: Make sure all PDF documents are flattened to a single layer before submitting.

IMPORTANT: Do not submit read-only PDF files. Staff will need the ability to mark up these files, so please make sure they are unlocked before submitting.

Submittal #1) Permit Application Submittal (12/20/2021) Print Requirement Items

Type	Status	Date Verified
Site Plan	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Arborist Report	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Building Plan	Pending	
<input type="button" value="New Version"/>		
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Owner/Builder Affidavit	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		

Previous Submittals

Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

7. Click 'Upload Documents' when ready.

8. Once the files have uploaded, you will get an 'Uploads Complete' message. When you click 'Ok', you will be returned to your 'My Items' page.

