



HOW TO UPDATE YOUR CONTRACTOR REGISTRATION INFORMATION IN CITYVIEW

This is for Contractor's that have established a Contractor Registration License in Cityview and need to update their required documents for the new year (for Engineering licenses) or have received notification that one or more of their documents have expired (i.e. license, insurance, etc.).

Step 1: Go to <https://cv.westhartfordct.gov/CityViewPortal/> and click **Sign In**.



WEST HARTFORD PUBLIC PORTAL

[Sign In](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#)

Welcome to the Town of West Hartford's online permit portal. Here you can check the status of applications, inspections, and property permit history - all from home or the worksite. The CityView Portal is the first step in the Town's plan to improve its service offerings for citizens. Watch for more updates and features coming soon.

NOTE: This portal reflects a complete permit and property record history from 2008 to present. Additional earlier records may also be reflected on this portal, however, a comprehensive records research will require accessing the property street file archives. This can be done at the Town of West Hartford Building Department, Room 208, between the hours of 8AM to 3PM M-F.

CONTRACTORS: If you are new to the portal, register using the "Sign In/Register" option above first, then create your Contractor Registration below. After completing the Contractor Registration, go into "My Account" and link your portal account to your new Contractor Registration.

	BUILDING DIVISION Apply for a Building Permit Status and Fees Upload Submittals		ENGINEERING DIVISION Apply for an Engineering Permit Status and Fees Upload Submittals
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Step 2: Under My Items, expand the Contractor Registration section. Underneath your Contractor Reference Number there is a button to Upload Submittals. Click on **Upload Submittals**.

WEST HARTFORD PUBLIC PORTAL

Welcome TestFirstName TestLastName
Sign Out My Account My Items My Shopping Cart (0) Portal Home Search for a Property

MY ITEMS

Expand All | Collapse All

CONTRACTOR REGISTRATION (1) ☯

Click Here

Show Active (1 of 1) ▾

Reference Number ↕	Name ↕	Address ↕	Status ↕	Date Created ↕
LCEC	SAMPLE Contractor		Pending	
<div>Upload Submittals Add Fees to My Cart</div>				

Apply for Contractor Registration

Step 3: Scroll to the bottom and click on "Browse" to select the document that you wish to provide from your computer. Once the document is selected and appears above, Click on Upload Documents.

If you are renewing your Engineering Contractor Registration for the new year, Click on Add Fees to My Cart and then proceed to My Shopping Cart.

PREVIOUS SUBMITTALS ☯ Scroll to bottom and click "Browse.."

UPLOAD ADDITIONAL DOCUMENTS ☯

Select any documents you wish to provide:

Browse..

Provide a short description of this set of documents:

Once document is selected and appears above, click Upload Documents

Upload Documents

Review this application | Portal Home

Step 4: Sign Out