Cloudpermit

How to Submit a Building Permit Application

The Town of Penetanguishene is pleased to offer residents, builders, and the business community Cloudpermit – an online system to apply for and track your building permits.

The Cloudpermit building permit system allows you 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 email updates on the status of your permit application. **To Create an Account**

To get started with Cloudpermit, you need to Create an Account. Note you will need an email address to use the system.

1. Go to the Cloudpermit site at https://ca.cloudpermit.com/login.

2. Click on "Create a New Account" found under the "continue" arrow.

3. Provide your email address.

4. Cloudpermit will send an email to the address you have provided.

5. Open the email and complete the registration process. The next time you visit the site, you'll login using your email and password.

To Start a New Application

Login to Cloudpermit.

Click the "**Create A New Application**" button in the upper right-handed corner.

Select the right municipality.

Select type of application. (Building Permit)

Click "Create Application"

Select project type, then select the right category, select the work type and select the work target if asked.

Initialization of application, select the one that applies.

Create a **New Project**, and give it a name. Some combination of your address and the project type might be a good way to keep track if you'll be applying for multiple permits (for example – 123 Anywhere St– Basement Reno). Then select **NEXT** –

Provide the **Location** where the work will be taking place. You can then type in your address or roll number, OR you can find your property on the map. Once you have the correct location (it appears under the map), select **NEXT** –

At this point, you'll see a **Summary**. Check if the information is accurate. If you need to make changes, use the "**Back**" button. If everything is correct, select **CREATE APPLICATION** –

Draft Permit Application

You'll now see your draft Building Permit application. You'll need to provide a bit more information before submitting your application request.

Ensure the "**email notifications**" is marked as **YES**. (Email is the primary way in which we will communicate with you throughout the process.)

Under "Parties of the Application", you can add email addresses for other people and/or companies that should have access to the application. You may wish to add your spouse, contractor, architect, etc.

You must have a property **owner** and an **applicant**. Make sure to include contact information for both.

Note the property **owner and applicant may be the same person**

When you provide another party's information, you'll be asked to give them permission to modify (change) the application and/or add new applications to the project. For example, you may wish to give your heating contractor the ability to add a new application for a heating permit.

You can also opt to type in the information manually, in which case the party will not receive an email indicating they have been added to the application.

Application Forms,

You will see "waiting for customer", Please click on each "missing mandatory fields" an fill out what is needed. Once you have the missing mandatory fields the red line on the left will turn grey.

Under "**Attachments**"

You may also be required to provide Attachments like site plans, architectural drawings, etc. Everything that has the red line on the left is required for your project.

Note: Cloud Permit will add default attachments required even if they are not relevant to your project. You can name the same attachment

multiple things. Ex. Same attachment can be labeled as Building Sections and Architectural drawing

Upload your items by dragging them into the grey box OR using the "**click here**" button to select them from your computer.

Once they have uploaded, select the type of attachment, Drawing number, if needed and add a description then select done.

The red line on the left will now turn green if done properly.

Do this for all the required attachments.

If at any time you need to change or update the attachments (prior to submitting your application), you can delete (the little garbage can) and upload again.

Sign Off on the Application

At this point, you are ready to **Sign Off** on the application, using the button at the top right-hand side of the page.

Review the items listed and make sure all the required fields are filled out.

Then click "**sign off**."

Note that you can download a copy of the sign-off form at the top of the page.

Continue to Payment (Upfront Deposit Bill)

After the Application has been "**signed off**" select the "**continue to payment**" this will generate your deposit bill for your application. You will also be required to select the "**submit upon payment**" or **"Pay Online and Submit"** so the application will come through to the Municipality. **Without selecting this button, the Town will not be able to process your application**.

Submit your Application.

You will receive an email to confirm your application has been submitted, and you'll receive subsequent emails regarding its status. You will also receive an email advising you when the building permit is ready and how to pay.

How To Access and Download Your Issued Building Permits

Cloudpermit makes it easy to access your building permits. Once a municipality has decided to issue your building permit, it will become available on Cloudpermit. To access a building permit on Cloudpermit, your application must be under **PERMIT ISSUED** status. You will be notified via email once your application changes statuses.

How To Access Your Issued Building Permits

1. Log into Cloudpermit at https://ca.cloudpermit.com/login
2. Find the subject application from **My applications**
   a. Click on the address of the application, which is written in blue text, as can be seen by the image below.

3. Switch to the **Application Workspace**

You need to switch to the **APPLICATION WORKSPACE** to access your building permit.

To do so, click **Application** under the map. It is circled in red on the image below.
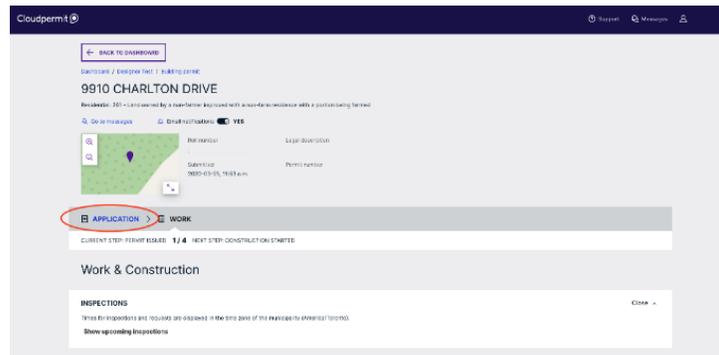
4. Scroll down to the **Permits** tile

    a. The **Permits** tile is located at the bottom of the page.

    b. Expand the **Permits** tile by clicking the **Open** button near the right side of the tile. The **Open** button is circled in red on the image below.

5. Download the permit

    a. To do so, simply click the **DOWNLOAD PERMIT** button which is circled in red on the image below.

6. Open the permit

    a. To do so, please go to your downloads folder on your computer and double click on the permit

NOTE: Another way to access your building permits, is to simply click the link included in the email from Cloudpermit notifying you that your application is now in **Permit issued** status. Once you click on the link, please follow the instructions above starting at step number 3.

To Pay for your Permit

Invoices for your permit will be uploaded into Cloudpermit**.**

Payment must be made via the following options:

Online (please note a 2.5% service fee is added to all online payments)

Cheque or Certified Cheque (stating permit number as the memo) – mail or drop off

Credit card /Cash/Debit

To Request an Inspection

Once you have received your permit and the work is underway, you will require building inspectors to visit your site and sign-off on your work at various points in the project. You can request these inspections through Cloudpermit.

To book an inspection, login to **Cloudpermit** and select "**Go to project**" under the project requiring an inspection. Then select the application by clicking on the address.

A page will pop-up with the details of your project's location. At the bottom of that page, you'll see the heading "**Work & Construction**" and a box entitled "**Inspections**." Click on "**Show upcoming inspections**" and select "**Request inspection**" under the building element you are ready to have reviewed. (ex. below)

Under the "**New inspection request**" that pops-up, select the date and time you would like to request.
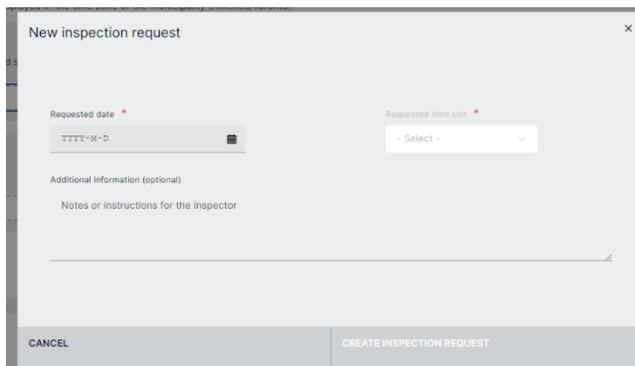
INSPECTION REQUESTS MUST BE MADE IN ADVANCE, AND INSPECTIONS ARE CONDUCTED IN THE AFTERNOON.

INSPECTORS WILL NOT CALL PRIOR TO ARRIVAL AND FEES MAY APPLY IF NO ONE IS PRESENT FOR THE BOOKED INSPECTION.

You'll see the unconfirmed request listed. Once staff receive the request, you will receive an email confirmation for the inspection.

Note: If you need to change the date or time, or cancel the request, select "**Modify request**."

Tips Dashboard

At any point, you can return to the "**My Dashboard**" page to see which applications you have made and if we are waiting on any information from you to process your application further.

Delete - You can delete your application at any time by using the "**Select Action**" drop-down menu at the top of the page.

Need Help? Visit https://support-Ca.cloudpermit.com/en/support/home

Contact The Town of Penetanguishene's Building Department for help during business hours at 705-549-7453 Ext 226