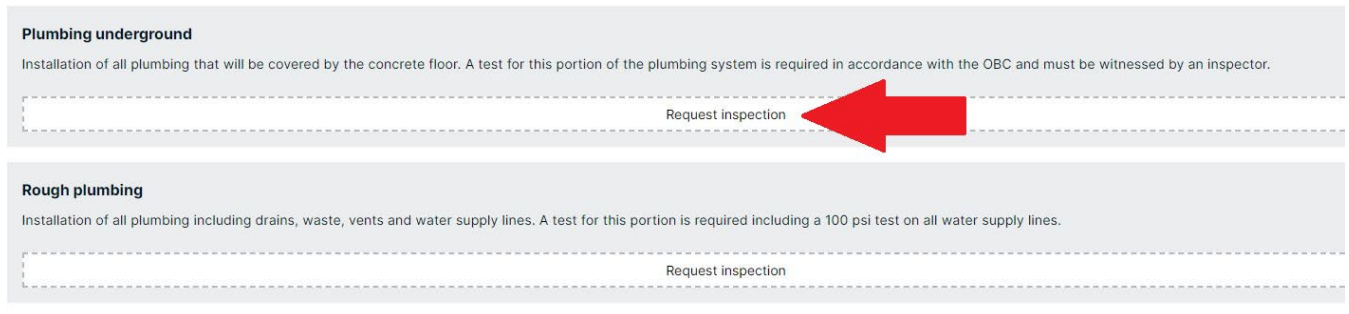
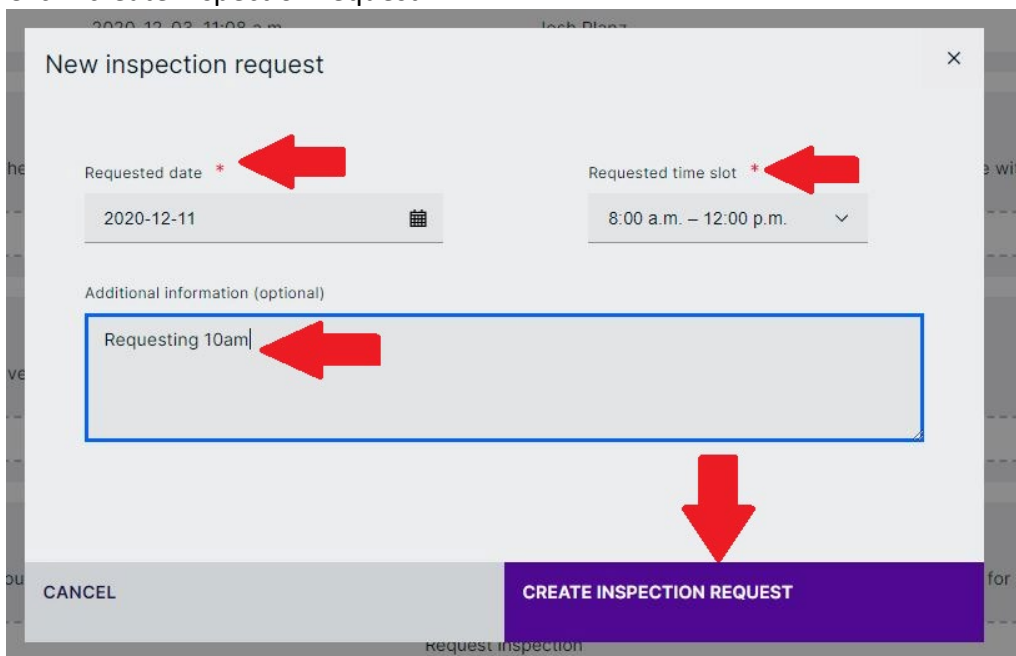


Booking Inspections through Cloudpermit

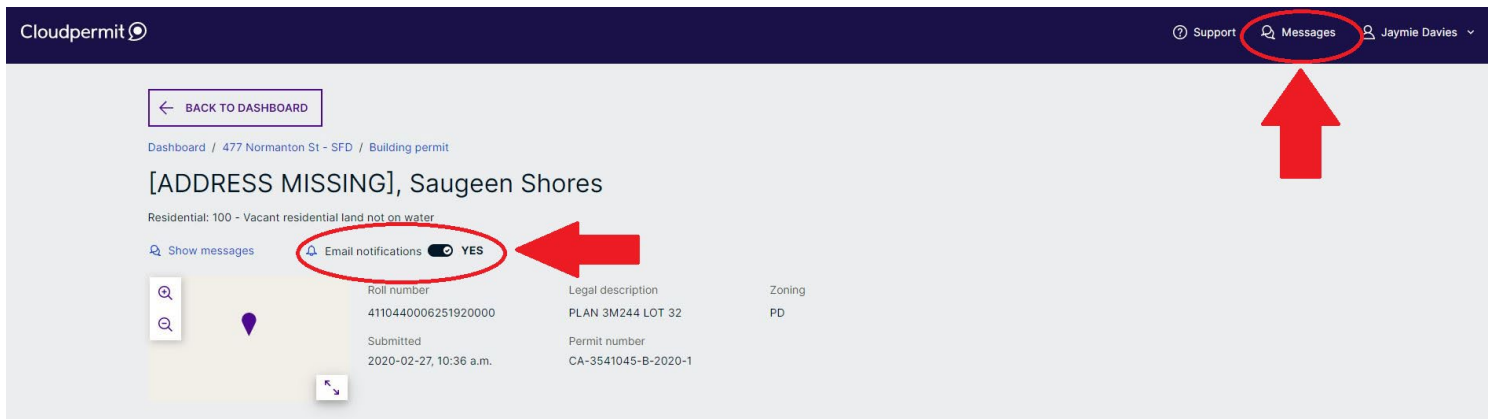
1. Log into Cloud Permit
2. Open the workspace (permit) where you require the inspection
3. On the “work” tab (it will default to this once permit is issued) you will see all your mandatory inspections listed
4. Choose “request inspection” under the inspection stage



5. Request the date and time slot (am or pm). You may also request a specific time in the “additional information” box. *** Please note that you are only able to request morning or afternoon ***
6. Click “create inspection request”



7. Once your inspection has been booked, we will send you an email through Cloud Permit confirming your inspection. If your requested time was not available we will send you a message in Cloud Permit with the time slot it was booked for.
8. Please make sure that you are set up for email notifications in Cloudpermit. Moving forward, **all correspondence** regarding permits will take place through the messages board in Cloudpermit. (i.e. permits are ready to be issued, fees owing, requests for further information on drawings) This will ensure that all municipal staff and parties of the application are up to date on changes or requests.



The screenshot shows the Cloudpermit user interface. In the top right corner, the 'Messages' menu item is circled in red, with a red arrow pointing upwards to it. In the main content area, the 'Email notifications' toggle is also circled in red, with a red arrow pointing to it from the left. The toggle is currently set to 'YES'. Below the toggle, there is a table of permit details:

| Roll number | Legal description | Zoning |
|-------------------------------------|--------------------------------------|--------|
| 4110440006251920000 | PLAN 3M244 LOT 32 | PD |
| Submitted 2020-02-27, 10:36 a.m. | Permit number CA-3541045-B-2020-1 | |