Guide to Cloudpermit

Application Process

Saugeen Shores is pleased to offer residents, builders, and the business community Cloudpermit, an online system to apply for and track your building permits. The Cloudpermit system allows you to apply for and see the status of your applications anywhere, at any time. You can start an application and finish it later. You will also receive email updates on the status of your permit application. After your application has been approved, you can request inspections and you can view the status of the inspection after it is complete.

To Create an Account

To get started with Cloudpermit, you need to create an account. You will require an email address in order to use the system.

1. Go to the Cloudpermit website http://ca.cloudpermit.com
2. Click on "Register" found beside the login tab
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 will login using your email and password.

To Start a New Application

1. Login to Cloudpermit
2. Click the "CREATE A NEW APPLICATION" button in the upper right-hand corner.
3. Create a New Project, and give it a name. We suggest using the address of the property where the construction will take place. Select NEXT.
4. Provide the location where the work will be taking place. Change the municipality using the drop-down menu in the upper right-hand corner. Select the municipality you are proposing to build in. You can then type in your address or roll number, or by selecting your property by searching on the map. Once you have the correct location, Select NEXT.
5. Select the Project Type and Category appropriate for your project. Most of the categories are self-explanatory, but note that you would select "accessory structures" for smaller structures like sheds and detached garages. Select NEXT.
6. 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 FINISH AND CREATE.

Draft Permit Application

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

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

REQUIRED TASKS will tell you what has been completed (green) and what is still required (red).

PARTIES, you can add or invite 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 an owner and an applicant**. Make sure to include contact information for both. Note the 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 building contractor the ability to add or modify drawings to the application.

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 DATA, indicate what type of work you are doing, and the type of building on which you'll be working. When you do that, any additional forms that you are required to complete will appear. Click on the forms and complete the required information.

ATTACHMENTS, you can provide attachments to the application. Site plans, drawings, reports, etc. All projects require a minimum of a "site plan" and "drawing" to be attached.

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 and you can include a description if necessary. (Note: 1 file can have multiple types)

Do this for all of 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 cans) and upload again.

SIGN OFF APPLICATION, click button at the top right-hand side of the page.

Review the items listed and indicate if they apply and/or you agree with the terms. Then click **"SIGN OFF"** at the bottom left-hand side of the page.

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

Submit Application

When all required tasks are complete and the application has been signed off you can click on **"SUBMIT APPLICATION"** at the top-right hand side of the page. 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.

To Pay for your Permit

Once the review is complete, we will contact you via messages on Cloudpermit to arrange for payment for the permit. Most permits can be paid for by credit card over-the-phone.

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? Send us a message through the Cloudpermit message feature associated to your application or visit https://support-ca.cloudpermit.com/en/support/home for answers to commonly asked questions.

For further assistance, contact the Building Department during business hours:

Town of Saugeen Shores
(519) 832-2008 ext. 118
building@saugeenshores.ca