Step by Step Guide to Cloudpermit

Getting Started with the Cloudpermit Building Permit System

The Township of Uxbridge is pleased to offer residents, builders, and the business community Cloudpermit - an online system that allows applicants to apply and track building permit applications anytime and anywhere. Permit applications can be started, saved, and then completed later, with the option to receive status updates on progress.

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 Register for an Account.

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

1. Login to Cloudpermit.

2. Click the "Create a New Application" button in the upper right-hand corner. 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 – Address - Bedroom Addition). The title you enter will be visible to Township staff. Then select **NEXT**

3. Provide the Location where the work will be taking place. Change the municipality (drop-down menu in the upper right-hand corner) to Uxbridge. You can then type in your address or roll number, OR you can find your property on the map. Once you have confirmed the location details are correct, select **NEXT**

4. Select the Application 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. Then select **NEXT**

5. 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 will now see your draft Building Permit application. You will need to provide a bit 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).

Under "General"

- Under Parties of the Application, you can add email addresses for other people and/or companies that should have access to the application. This may include family members, contractor, architect, etc.

- **You must have a party assigned for each required role identified in your application**. Make sure to include contact information for each party. Note a single party can fulfill multiple roles.

- **PLEASE NOTE:** If a party other than the applicant will be requesting inspections (e.g. a builder, general contractor or individual contractors), the applicant will need to add these parties to the application before an inspection can be requested.

- When you provide another party's information, you will 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 consultants 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.

Under "Application Data"

If you need to change the Application Type or Work Target, you can do so under **Application Data**. When you do that, any additional forms that you are required to complete will appear.

Click on each form and complete the required information.

Under "Attachments"

- You may also be required to provide Attachments like site plans, architectural drawings, etc. Click on the "Attachments" title to see what is required for your project. All projects require a minimum of a site plan and detail 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. A description may be added, if necessary, and then select done. (NOTE: One file may have multiple types).

- Do this for all the required attachments. You may add attachments that are not listed as 'Required Attachments' as well.

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.

o   Review the items listed and indicate if they apply and/or you agree with the terms. Then click "sign off application."

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

Submit your Application

You will receive an email to confirm your application has been submitted, and you will receive subsequent emails regarding its status. You will also receive an email advising:

o   If changes are required, which can be addressed by revising uploading new drawings or other attachments that satisfy the comments,

o   That your building permit is ready and how to pay.

To Pay for your Permit

Invoices for your permit will be uploaded into Cloudpermit. Fees can be easily paid via on-line payment.

If you would prefer, you can also pay by cash, debit, or cheque at the municipal office during business hours.

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.

Under the "New inspection request" that pops-up, select the date and time you would like to request. INSPECTION REQUESTS MUST BE MADE PRIOR TO 12:00 PM FOR THE FOLLOWING BUSINESS DAY. INSPECTIONS WILL BE SCHEDULED AS STAFFING AND TIME RESTRAINTS PERMIT BUT WILL BE COMPLETED WITHIN TWO BUSINESS DAYS.

You will see the unconfirmed request listed.

Once staff review the request, you will receive an email confirmation for the inspection.

o   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 for answers to commonly asked questions.

Contact the Township's Development Services Department for help during business hours at 905-852-9181 ext. 403; and/or Email inspections@uxbridge.ca