

## Getting Started with the Cloudpermit Building Permit System

### How to submit a Building Permit Application: Township of Scugog & Cloudpermit

The Town of Scugog 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 and updates of your application anywhere, at any time.

#### How do I apply for a new permit?

Creating and submitting applications on Cloudpermit through the Township of Scugog is quick and easy. To do so, you'll need to follow few steps outlined below. Cloudpermit & the Township of Scugog will instruct you how to complete and submit the application. Once submitted, it will be reviewed and look out for communication emails back to keep your application on track with review and processing. Final issued permit will be available for you to download from Cloudpermit located on Township of Scugog's website.

List for required documentation will change for each type of permit but at a minimum:

- Township Approved site plan
- Construction plans and other required plans (HVAC, EEDs, truss plans, etc.)

Other required documents may include one or more of the following:

- Health Department permit
- Conservation Authority permit
- Water/Sewer Connection permit
- MTO approval
- Other documents as required

A list of other required forms to fill out can be found on our website in the Building section:

- Owners Authorization
- Notice of Intent to disconnect
- Development charges forms

## User Procedure Guide – How to submit a Building Permit Application through Cloudpermit

**Step 1:** Start creating a new application by clicking the button ‘**Create your first application**’.

**Step 2:** Invite other necessary parties, such as property owner, building and designer

**Step 3:** Complete your application, upload all required documents.

**Step 4:** Verify, Sign and Submit for review.

**Step 5:** Once the completed application is received you will be invoiced and pay the fees either online or over-the-counter.

**Step 6:** Revise the application based on the feedback from the Township of Scugog.

**Step 7:** Watch for follow up emails to make sure the process keeps going.

**Step 1:** Start creating a new application by clicking the button ‘**Create your first application**’.

To Start a New Application

**Register** to Cloudpermit: <https://ca.cloudpermit.com/registration>

**Login** to Cloudpermit: <http://ca.cloudpermit.com/login>

Register for an account for new users and click on confirmation email. Set a strong password and enter fields as required.

Click the “**Create your First Application**” button.

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).

### CREATE A NEW PROJECT

Name of the project

CANCEL

BACK

NEXT →

Then select **NEXT** – Provide the **Location** where the work will be taking place. Change the municipality (**dropdown menu in the upper right-hand corner to make sure you’re on Township of Scugog**).

Locate the property on the map.

There are three options to do it:

- Option 1: Using the municipal address of the subject property.
- Option 2: Using the roll number of the subject property.
- Option 3: Using a map to locate the subject property.

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### Option 1:

Start typing the address of the property into the text field.  
Cloudpermit provides you with a list of properties matching the address.  
Select the desired property from the list and click "Next."

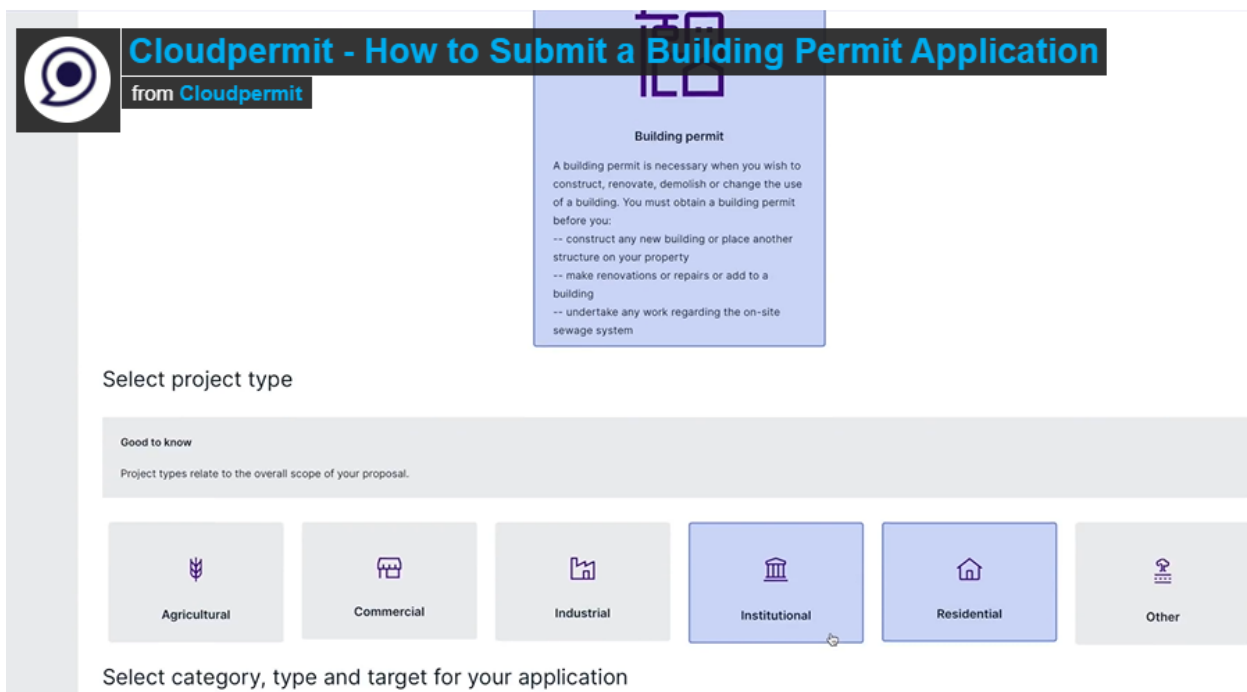
### Option 2:

Start typing it into the text field if you know the property's roll number.  
Cloudpermit provides you with a list of existing properties matching your typing.  
Select the desired property from the list and click "Next."  
Please note if you are entering a **condominium** parcel use the whole parcel roll number for all the entries. Please let us know if you have questions when entering a condominium parcel.

### Option 3:

Click on the map to drag it. Zoom in and out using the "+" and "-" buttons on the top left of the map.

Once you have the correct location (it appears under the map).



The screenshot displays the 'Cloudpermit - How to Submit a Building Permit Application' interface. At the top, there is a header with the Cloudpermit logo and the title. Below the header, a 'Building permit' section provides a definition and a list of activities requiring a permit: constructing new buildings, renovations, and on-site sewage system work. The 'Select project type' section includes a 'Good to know' note and six category buttons: Agricultural, Commercial, Industrial, Institutional, Residential, and Other. The Institutional and Residential buttons are highlighted in blue, indicating they are selected or active. A mouse cursor is visible over the Institutional button.

Select the category and project type for your application. Please read the 'Good to Know' section if you require more information prior to selecting.

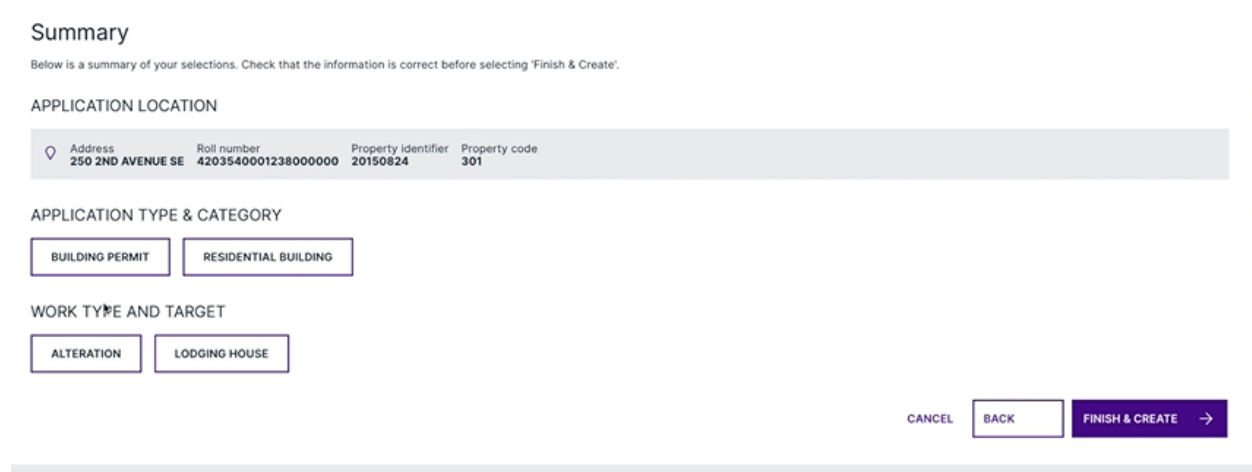
## User Procedure Guide – How to submit a Building Permit Application through Cloudpermit

### Zoning Approval Certificate

If you need require a Zoning Approval Certificate before a permit application, **click "Yes."** Note that answering **"Yes"** will start a Zoning Approval Certificate process instead of a permit application.

Mandatory attachment to add the Zoning Approval Certificate.

Click "Next" to proceed.



The screenshot shows a 'Summary' page with the following details:

- Summary:** Below is a summary of your selections. Check that the information is correct before selecting 'Finish & Create'.
- APPLICATION LOCATION:**

Address	Roll number	Property identifier	Property code
250 2ND AVENUE SE	4203540001238000000	20150824	301
- APPLICATION TYPE & CATEGORY:**
  - BUILDING PERMIT (selected)
  - RESIDENTIAL BUILDING
- WORK TYPE AND TARGET:**
  - ALTERATION (selected)
  - LODGING HOUSE
- Navigation:** CANCEL, BACK, FINISH & CREATE →

In the Summary view, check the given details and confirm the information in your application by **clicking "Finish & Create."**

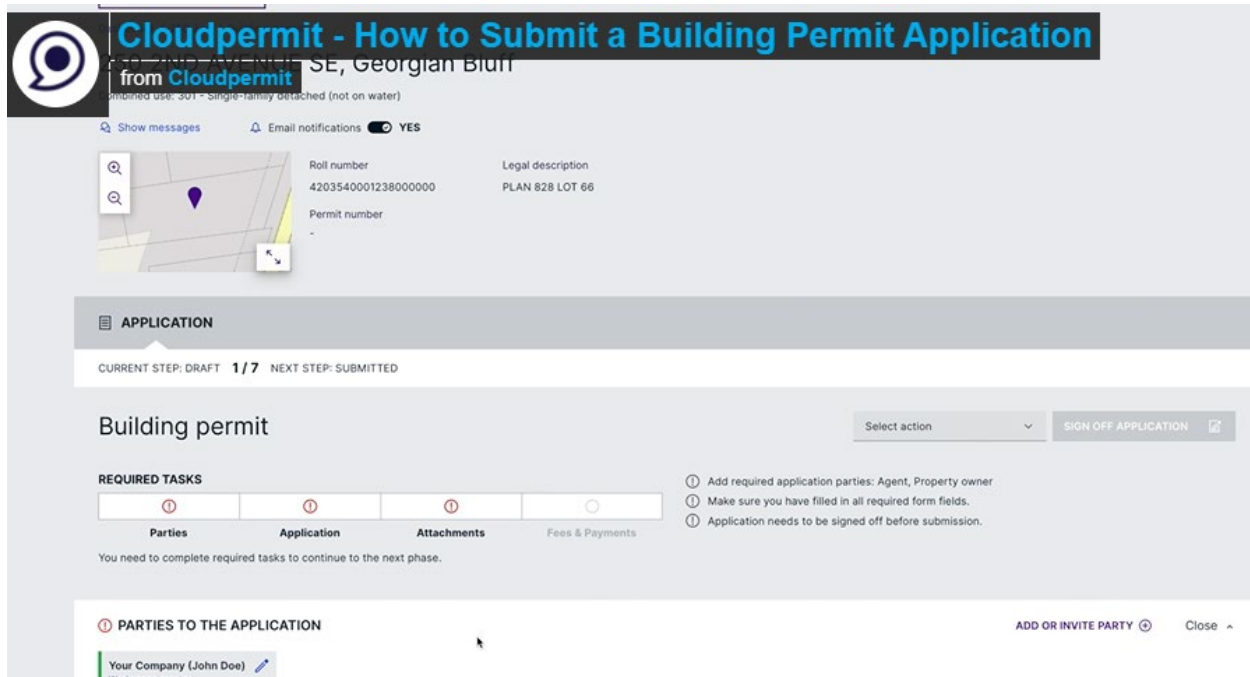
If you wish to revise any of the information you have entered so far, return to your application by **clicking "Back."**

How to complete the required application data  
In "My dashboard," go to the "Results" section and find the application which data you must complete.  
Click "Open workspace" on the application card. The application is in the draft status in the application workspace.  
The "Required tasks" progress bar at the top of your application shows the outstanding requirements.  
If everything is correct, select **CREATE DRAFT 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 **"receive email notifications"** is marked as **YES**. (Email is the primary way in which we will communicate with you throughout the process.)

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The application is in the draft status in the application workspace.

**Step 2:** Invite other necessary parties, such as property owner, building and designer

Under “**Add party**”, you can add email addresses for other people and/or companies that should have access to the application.

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 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.

**Under 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.

Summary Identify parties to the application by:

- You must identify all required party roles
- You can invite anyone to the application via email
- If you choose to add a party (for example electrician, plumbing, other consultant etc.)
- If you are the applicant, property owner and acting for all required roles you can indicate that as well.

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### Add party

CANCEL X
ADD +

An invite to collaborate on the application will be automatically sent if you enter an email address. All invited parties will have permission to access and read this application. Invitee will see your name and the address of the property. You can also enter the party details manually, in which case the party will be considered active immediately regardless of whether the invite is ignored, accepted or declined.

Email address

Input details manually and add the party immediately

Give additional permissions to

- Modify application
- View all applicable phases (e.g. pre-consultation, application & work)
- Add new applications

First name \*

Last name \*

Street address \*

Unit number

Postal code \*

Municipality \*

Province \*

Corporation or partnership

Mobile phone \*

Other phone

Invitee will act in role(s) of

Select role(s) \*

- Select -
v

Personal message to invitee

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Next fill out all required forms

### Building permit

Select action v
SIGN OFF APPLICATION +

**REQUIRED TASKS**

<div style="border: 1px solid #ccc; padding: 5px; width: 40px; margin: 0 auto;"> <span style="color: green; font-weight: bold;">✔</span> </div> <p style="font-size: 8px; text-align: center;">Parties</p>	<div style="border: 1px solid #ccc; padding: 5px; width: 40px; margin: 0 auto;"> <span style="color: red; font-weight: bold;">ⓘ</span> </div> <p style="font-size: 8px; text-align: center;">Application</p>	<div style="border: 1px solid #ccc; padding: 5px; width: 40px; margin: 0 auto;"> <span style="color: red; font-weight: bold;">ⓘ</span> </div> <p style="font-size: 8px; text-align: center;">Attachments</p>	<div style="border: 1px solid #ccc; padding: 5px; width: 40px; margin: 0 auto;"> <span style="color: gray; font-weight: bold;">○</span> </div> <p style="font-size: 8px; text-align: center;">Fees &amp; Payments</p>
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You need to complete required tasks to continue to the next phase.

**APPLICATION DATA** Close ^

Work type

Addition
v

Work target

✔ Residential/Commercial

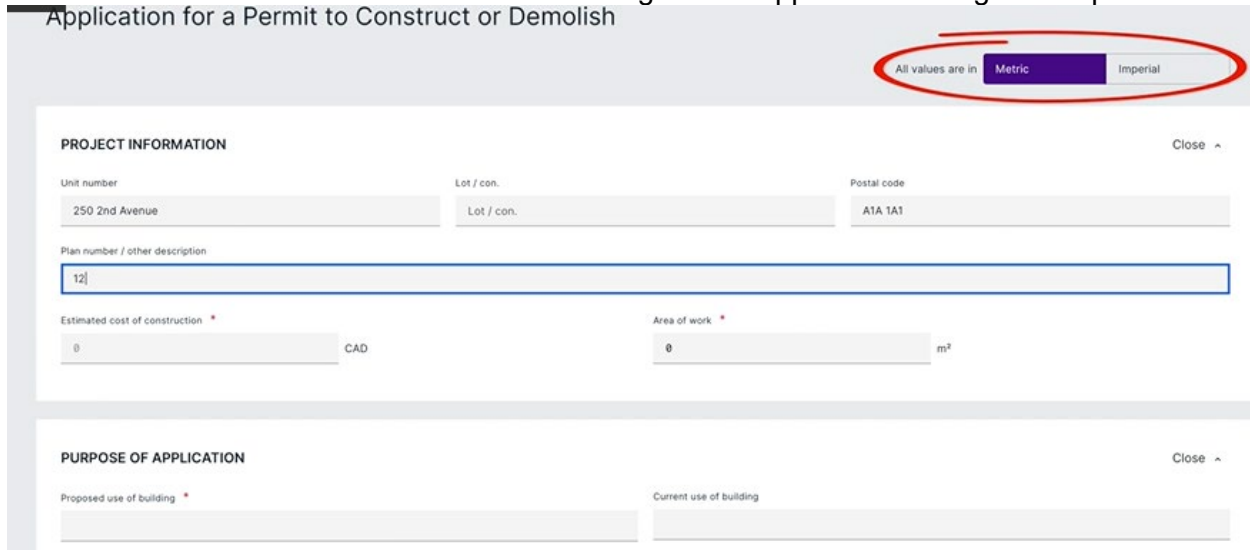
Residential/Industrial

Residential/Institutional

Waiting for customer

Application for a Permit to Construct or Demolish
Draft

## User Procedure Guide – How to submit a Building Permit Application through Cloudpermit Application for a Permit to Construct or Demolish



Complete the application data by:

Scroll down to the application data section

Your work is automatically saved, there is no save button

There are red asterisk marks next to the form fields that are required to fill out

Once you're done filling out the form, click the RETURN TO THE APPLICATION button at the top left of each form

Fill out the application data in the application workspace, identify application parties, and add attachments to the application, if needed.

- See instructions for [adding required attachments](#).

Once all is done, click "Return to application."

Upload Attachments by:

Scroll down to the attachments section (Zoning Approval Certificate, site plans, architectural drawings, etc. as required)

Drag and drop attachments or select the "click here" button to identify the required files OR using the "**click here**" button to select them from your computer.

- Once they have uploaded, select the type of attachment, and then select done.

Identify each attachment by selecting from a drop-down list of attachment type names

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.

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ATTACHMENTS

Close ^

Required attachments

Architectural drawing

0

Civil drawing / Lot grading plan

0

Details drawing

0

Site plan

0

Drag and drop files here or  
[click here](#) to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually

Scroll down to the bottom of the form.  
and submit an application

How to sign off

Steps:

- Once you have finished your application, you must pay and sign it off before submitting it to the Township of Scugog.
- Only applicants can sign off on applications.

**Step 4: Verify, Sign and Submit for review.**

### 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 indicate if they apply and/or you agree with the terms.

Then click "**sign off application.**"

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

DECLARATION OF APPLICANT

Close ^

APPLICANT

I, John Doe, do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Signed by **John Doe** 2021-04-17, 9:00 AM Remove

DOWNLOAD SIGNED FORM



Personal information contained in this form and schedules is collected under the authority of subsection 8.1(1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

← RETURN TO APPLICATION

SUBMIT 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 if there is an additional cost.



## User Procedure Guide – How to submit a Building Permit Application through Cloudpermit

**Step 5:** Once the completed application is received you will be invoiced and pay the fees either online or over-the-counter.

Click "Return to application" to enter the application workspace.

To pay the application right away, click "Continue to payment."  
Payments" section shows you the total due.

The "Fees and

Click "Submit upon payment."

You can pay the bill by:

Cash

Cheque

Credit card (Note: with Visa (3.5 percent), Mastercard (3.5 percent), or American Express (3.5 percent). There is a 3.5 percent service fee payable to Bambora in order to use this service. Credit card is not accepted in the office only online.

Debit

After acknowledging the payment, the e document will be marked as paid.

It means that the application is now submitted, and it moves to the review phase.

**Step 6:** Revise the application based on the feedback from the municipal authority.

**Step 7:** Watch for follow up emails to make sure the process keeps going.

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.

Source:

[How to create a new building permit application: Cloudpermit](#)

[How to sign off and submit an application : Cloudpermit](#)

[How to submit a building permit application : Cloudpermit](#)