



Getting Started

with the Cloudpermit Building Permit System

The Municipality of West Perth is pleased to offer residents, builders, and the business community **Cloudpermit**. **Cloudpermit** is an online system used to apply for building permits, track building permits, make payments, request inspections, and receive email updates on the building permit process.

The **Cloudpermit** building permit system allows you to apply for and to 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. You will need an email address to use Cloudpermit.

1. Go to the Cloudpermit site at <https://ca.cloudpermit.com/login>
2. Click on "Register".
3. Provide your email address and select "yes" to agree to the terms of service. Press "continue".
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 "**Apply for a Permit**" button in the upper right-hand corner.

To Create a New Project, start by entering a name for your project. 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 Main Street – Basement Renovation). Then select NEXT.

Enter the **Location** where the work will be taking place. **Change the municipality** (drop-down menu in the upper right-hand corner) to **West Perth**. 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.

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.

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 & CREATE.

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" on the top left-hand is slid to YES. (Email is the main way in which we will communicate with you throughout the



process.)

Under **Parties to 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 an owner and an applicant. Make sure to include contact information for both if they are not the same person. Note the owner and applicant may be the same person. If you entered your information initially and your contact indicates you are the “Applicant” only, but you are also the owner, select the pen symbol in the top right corner of your contact information box to edit your information. On the bottom left-hand corner, click on “select role(s)” and select property owner.
- 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.

Under “Attachments”



You may also be required to provide **Attachments** like site plans, architectural drawings, etc. Click on the "Attachments" title to include any required attachments:

- 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 then select done.
- 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 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.

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.

To Pay for your Permit



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

1. To book an inspection, login to Cloudpermit. Under **My Applications**, please select an existing application by clicking on its address. This application must be under **PERMIT ISSUED** status.
2. Once you have selected an existing application, it will take you to the application dashboard.
3. The application has automatically switched from its Application dashboard to its Work dashboard. The Work dashboard displays all of the required inspections and their results.
4. Under the headings Work & Construction, and Inspections, click **Show upcoming inspections**. This will display all of the required inspections this application must pass.
5. Under each specific inspection, a brief description of what each inspection is will appear. To request the inspection, click **Request inspection**.
6. Once you have clicked Request Inspection, the New inspection request window opens. Select the date and time you would like to request and enter any additional information needed. Click Create inspection request.

INSPECTION REQUESTS MUST BE MADE AT LEAST 48 HOURS IN



ADVANCE.

7. This will take you back to the main application dashboard. The request you have created is now **UNCONFIRMED**. When the municipality confirms this request, it will automatically switch to **CONFIRMED** status.

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 Municipality of West Perth's **Building Services** for help during business hours at 519-348-8429 ext. 230 or building@westperth.com