



MUNICIPALITY OF

North Perth

www.northperth.ca

Guide to Cloudpermit—Applying for a Building Permit Online

The Municipality of North Perth Building Department has contracted Cloudpermit to provide an online building permit application service to residents and contractors in an effort to streamline the building permit process and reduce our carbon footprint.

Cloudpermit allows you to apply for and check the status of your application anywhere, at any time. You can start an application and finish it later, receive email updates on the status of your permit application, upload required documents, print off your building permit upon issuance and even request building inspections.

To obtain a Building Permit you need to:

- Register for an account at <https://ca.cloudpermit.com/login>
- Once registered, you can login at <https://ca.cloudpermit.com/login>

The process of creating a building application in Cloudpermit is guided. You will be given the appropriate application template based on your application category, work type, and work target selection (ex. Single Family Dwelling, Residential Accessory Structure, Commercial Building, Industrial Building, Solar Panels).

Before submission, all application data marked with a **red asterisk (*)** must be entered.

After you've created your draft application, you will be taken to the application workspace.

- The "Required Tasks" progress bar at the top of the application workspace displays the tasks that must be completed before moving on to the next step.
- A red symbol denotes each missing item in the application.
- When you provide the missing data, the areas marked in red will turn to green, allowing you to advance to the next step.

The screenshot shows the application workspace for a building permit. At the top, it displays the address "620 WALLACE AVE S, North Perth" and the permit category "Institutional building". Below this, there are buttons for "SHOW MAP" and "HIDE FULL DATA". A notification bar indicates "Show messages" and "Email notifications YES". The main section contains a table with the following data:

Roll number	Permit number	Municipal ID	Property code	Legal description
	-	47298	810	ELMA CON 1 PT LOT 36 PLAN;181 PT LOTS 122 TO 124 PT;BOLTON ST PLAN 194 PT LOTS;120 AND 121 N BOLTON ST PT;LOTS 125 TO 127 W WELLINGTON

Below the table, there is a "Zoning" section with the value "FD". A navigation bar shows "APPLICATION" and "WORK & CONSTRUCTION". A progress bar indicates "CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED". At the bottom, a "REQUIRED TASKS" section shows a progress bar with four items: "Parties" (completed), "Application" (missing, marked with a red asterisk), "Attachments" (missing, marked with a red asterisk), and "Fees & Payments" (not started). A red box highlights the "Application" and "Attachments" items. To the right of the progress bar, there are two instructions: "Make sure you have filled in all required form fields." and "Application needs to be signed off before submission."



Some application types may require signatures from people other than the applicant. The "Required Tasks" progress bar describes these roles. If additional roles other than the applicant are needed, the "Parties" area will turn red, and the missing roles will be defined in the information label to the right of the progress bar.

The property owner must be added as a party role for every permit.

You can add the missing roles in the "Parties to the Application" section. You can also invite those roles to your workspace (ex. builder, heating contractor, architect, plumber etc.) We highly recommend adding each contractor/ trade participating in the project to be included in the workspace for the ease of access to approved drawings, viewing additional documents and to book the required inspections upon permit issuance.

Next, navigate to the "Application Data" section. This section contains forms that you must complete. They are listed under the "Waiting for Customer" tab. Requirements are dependent on the type of application. Select the form and click on it to redirect to the form workspace.

Fill out the required fields denoted by a red asterisk* in the form. Everything else is optional, we strongly encourage providing as much information as possible for clarity purposes. Cloudpermit automatically saves your data in the form. To return to the application workspace, click "Back to Workspace" at the top left.

[BACK TO WORKSPACE](#) / [620 Wallave Ave S, Listowel](#) / [620 WALLACE AVE S](#) / Application for a Permit to Construct or Demolish

All information is saved automatically.

Application for a Permit to Construct or Demolish

All required fields are marked with *

All values are in **Metric** Imperial

PURPOSE OF APPLICATION

Close ^



You have now completed all of the necessary fields under the Application to Construct or Demolish section. Scroll down to the "Attachments" section next. Below is a list of "Required Attachments" for this specific type of permit.

ATTACHMENTS Close ^

Required attachments

Architectural drawing	0	Electrical drawing	0	HVAC drawing	0	Plumbing drawing	0
Structural drawing	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

Drag and drop files into the "drag-and-drop zone" or upload them from your computer to add attachments to the application. Please indicate which attachment you have uploaded using the drop down arrow (site plan, architectural drawing, commitment for general review etc.)

Cloudpermit converts all uploaded document types to the archivable PDF format. For every permit, the required documents are listed in red (please reference the example above). Once uploaded, next to the attachment will turn green.

Navigate to the top of the application workspace. The progress bar for "Required Tasks" demonstrates that all required tasks have been completed (green) in the application workspace.

APPLICATION > WORK & CONSTRUCTION

CURRENT STEP: DRAFT **1/5** NEXT STEP: SUBMITTED

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parties	Application	Attachments	Fees & Payments

Some application types may require applicants to sign the declaration of applicant form digitally. In that case, the application workspace will have a button "Sign Off Application." This example application doesn't require signatures, so it is now ready to be submitted to the building department by clicking "Submit Application."



Building Permit

620 WALLACE AVE S, North Perth

Category: Institutional building
Work type: New
Work target: Government Uses

SHOW MAP HIDE FULL DATA

Show messages Email notifications YES

Roll number	Permit number	Municipal ID 47296	Property code 810	Legal description ELMA CON 1 PT LOT 36 PLAN:181 PT LOTS 122 TO 124 PT: BOLTON ST PLAN 194 PT LOTS:120 AND 121 N BOLTON ST PT:LOTS 125 TO 127 W WELLINGTON
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Zoning
FD

APPLICATION WORK & CONSTRUCTION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

Parties	Application	Attachments	Fees & Payments
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Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

Once you have completed your draft application data, the final step is to sign it digitally and submit it to the building department.

Typically, building permit applications require at least the applicant's signature. In some cases, other individuals involved in your project, such as agents or property owners, may also need to sign specific applications. The individuals required to sign the application are listed in the "Sign-Off" section of the application workspace.

Sign off

All required fields are marked with *

PROJECT INFORMATION

Open

SUBJECT LAND INFORMATION

Open

PURPOSE OF APPLICATION

Open

PARTIES

Open

COMPLETENESS AND COMPLIANCE WITH APPLICABLE LAW

Open

DECLARATION OF APPLICANT

Open

Application needs to be signed off by the Applicant




DECLARATION OF APPLICANT

Close ^

APPLICANT

I, Fred Builder, 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.

SIGN OFF 

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.

Once you have completed all required signatures, your application is ready for submission.

DECLARATION OF APPLICANT

Close ^


APPLICANT

I, Fred Builder, 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 **Fred Builder** 2023-04-14, 7:54 a.m. [Remove](#)

DOWNLOAD SIGNED FORM 

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SUBMIT APPLICATION 

Congratulations! You have successfully signed and submitted your building permit application to the Municipality of North Perth. Your application will now be reviewed for compliance with the Ontario Building Code.

If you encounter any issues or have further questions, please reach out to building@northperth.ca or please call (519)291-6825 ext. 3107

Please Note

Upon issuance, your permit must be posted onsite. Additionally, the plans and specifications reviewed and issued by the building department must be also kept on site and made available to the inspectors as required by law. Inspections are mandatory for any construction, alterations or demolition for which a building permit is issued. To ensure compliance with structural, health and safety standards established by the Ontario Building Code, inspections are provided by building and mechanical inspectors and are required during all stages of construction. Inspections are also undertaken to ensure that construction is done with the benefit of a building permit. It is the responsibility of the owner to arrange inspections with the building department. All inspections must be booked online using Cloudpermit.