

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:

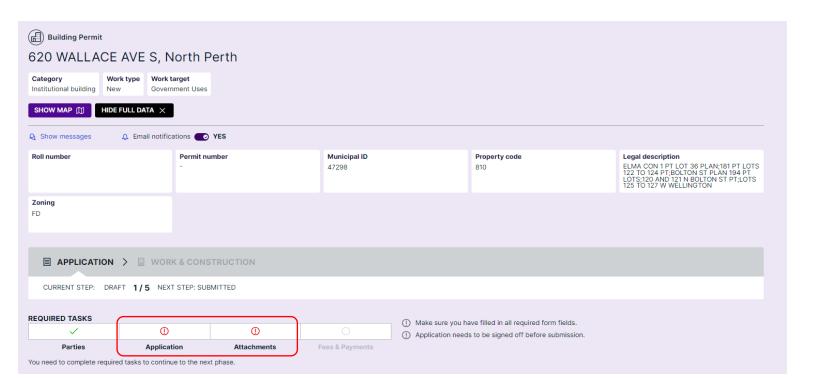
- Register for an account at https://ca.cloudpermit.com/login
- Once registered, you can login at https://ca.cloudpermit.com/login

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.



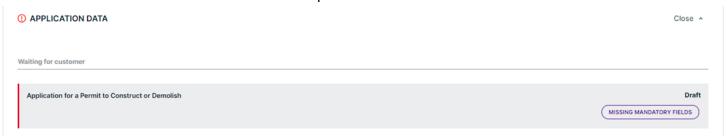


Some application types may require signatures from people other than the applicant. The "Required Tasks" progress bar describes these roles. If additional roles other than the applicant are needed, the "Parties" area will turn red, and the missing roles will be defined in the information label to the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

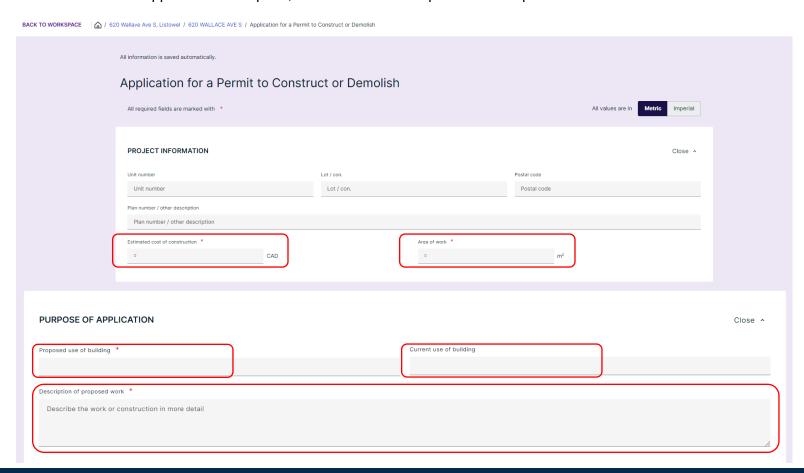
Next, navigate to the "Application Data" section. This section contains forms that you must complete. They are listed under the "Waiting for Customer" tab. Requirements are dependent on the type of application. Select the form and click on it to redirect to the form workspace.



Fill out the required fields denoted by a red asterix* in the form. Everything else is optional, we strongly encourage providing as much

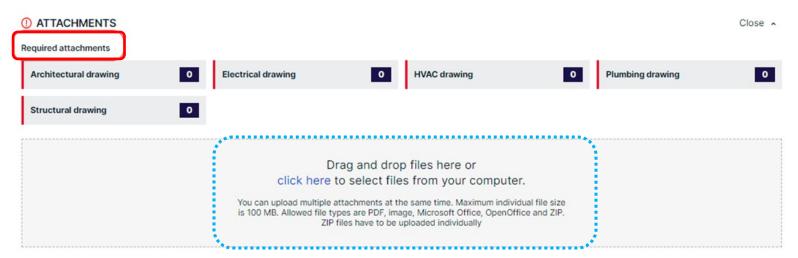
information as possible for clarity purposes. Cloudpermit automatically saves your data in the form.

To return to the application workspace, click "Back to Workspace" at the top left.





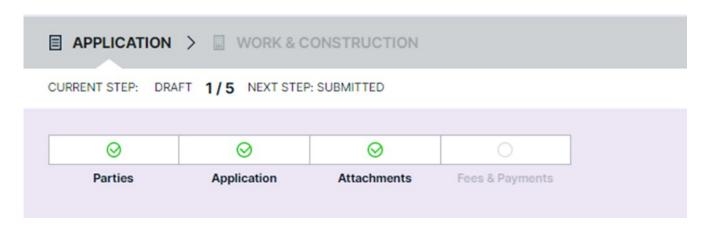
You have now completed all of the necessary fields under the Application to Construct or Demolish section. Scroll down to the "Attachments" section next. Below is a list of "Required Attachments" for this specific type of permit.



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.)

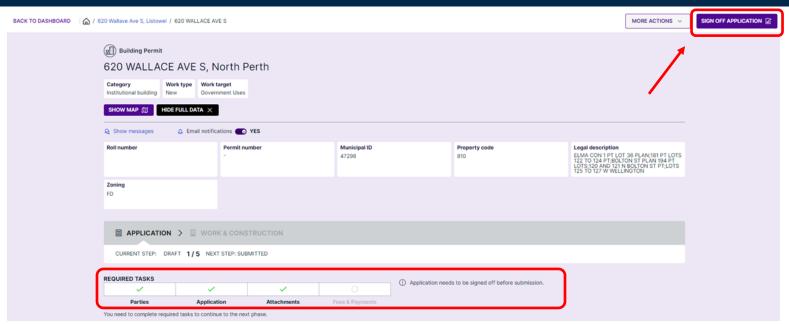
Cloudpermit converts all uploaded document types to the archivable PDF format. For every permit, the required documents are listed in red (please reference the example above). Once uploaded, next to the attachment will turn green.

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.



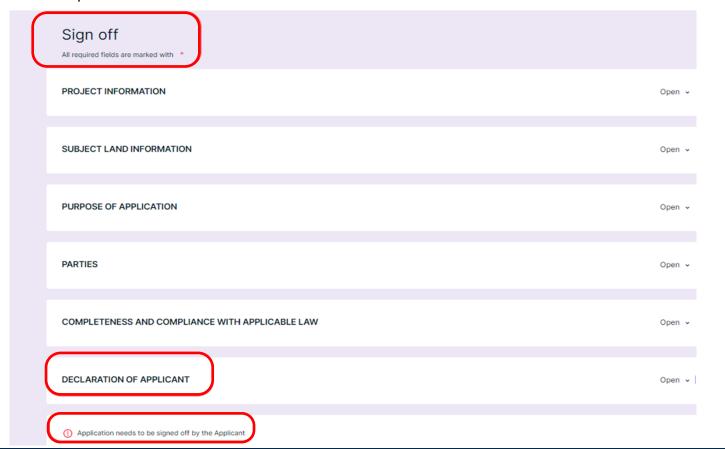
Some application types may require applicants to sign the declaration of applicant form digitally. In that case, the application workspace will have a button "Sign Off Application." This example application doesn't require signatures, so it is now ready to be submitted to the building department by clicking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





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.





DECLARATION OF APPLICANT

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.



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.

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Signed by Fred Builder 2023-04-14, 7:54 a.m. Remove

DOWNLOAD SIGNED FORM 👃

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SUBMIT APPLICATION \Rightarrow

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.