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:

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

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

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

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

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

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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).

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:
- o Option 1: Using the municipal address of the subject property.
- o Option 2: Using the roll number of the subject property.
- o 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.
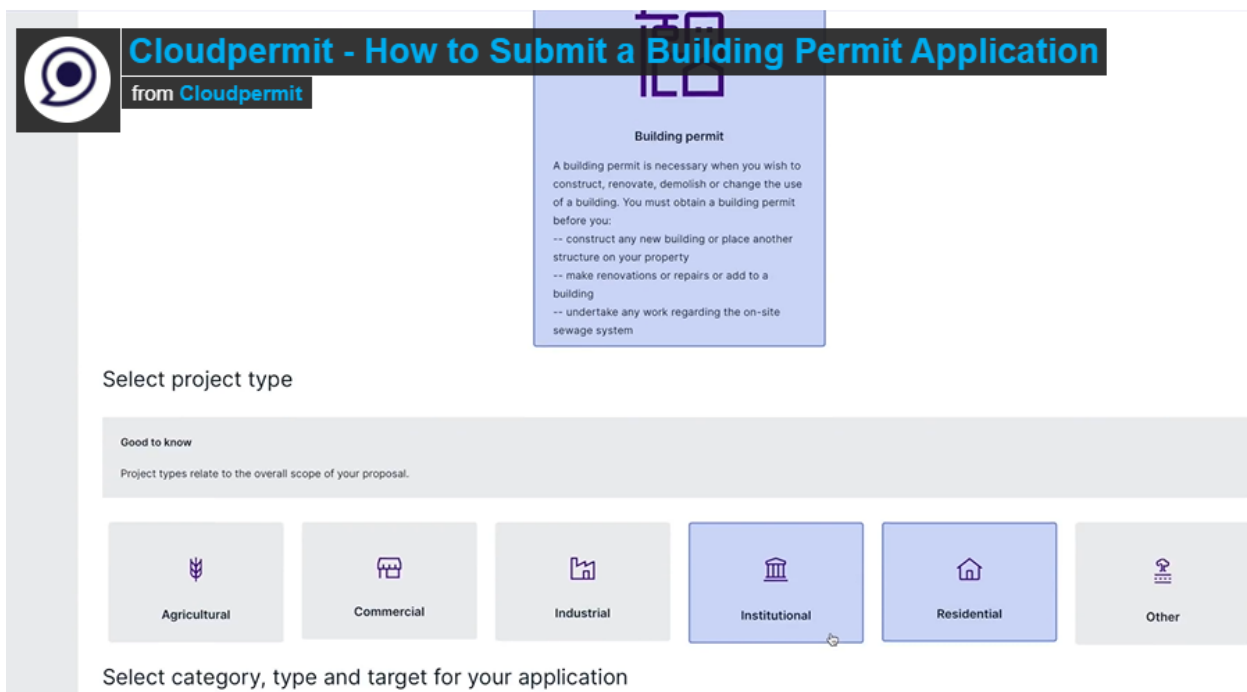Select the desired property from the list and click "Next."

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).

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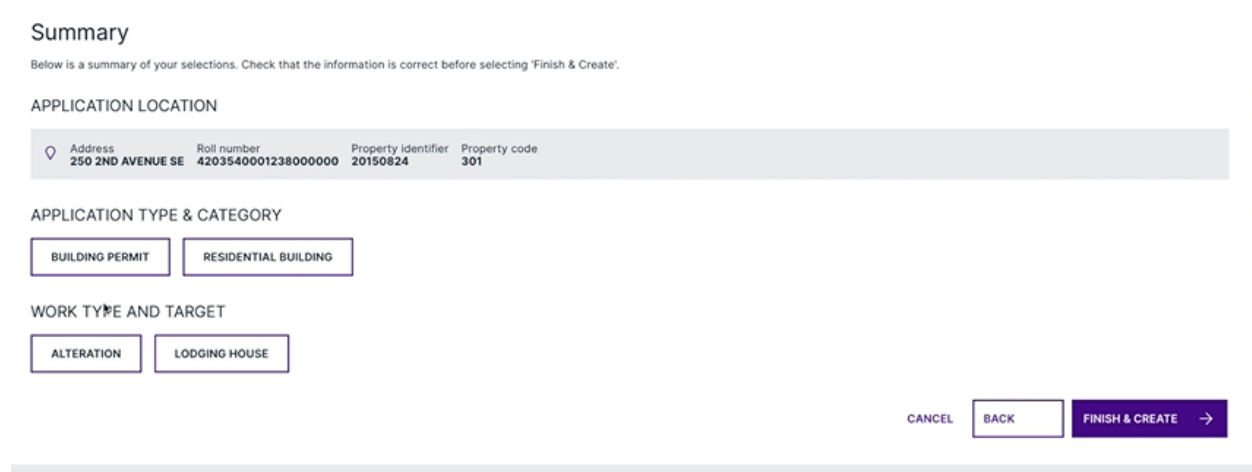section if you require more information prior to selecting.

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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.

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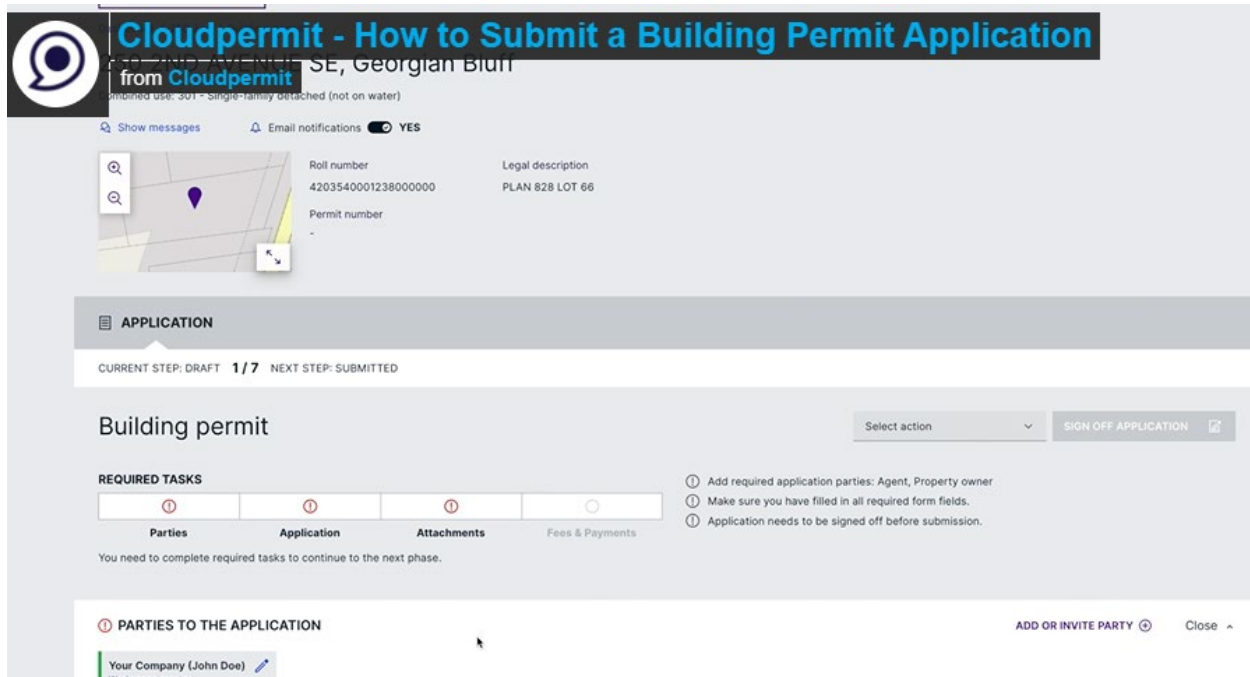
The application is in the draft status in the application workspace.

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

Next fill out all required forms

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.

- o   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.

- o   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.

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

Steps:
- o   Once you have finished your application, you must pay and sign it off before submitting it
     to the Township of Scugog.
- o   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.

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.

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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."   The "Fees and Payments" section shows you the total due.
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

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