Getting Started with the Cloudpermit Building Permit System:

The Township of Adjala-Tosorontio 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 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. Note that you will need an **email address** to use the system.

1. Go to the Cloudpermit website at **https://ca.cloudpermit.com/login**
2. Click on "Create a New Account" found under the "continue" arrow.
3. Provide your email address.
4. Cloudpermit will send a confirmation email to address that you provided.
5. Open the email and complete the registration process.

The next time that you visit the site, you can log in using your email and the password that you created for your account.

To Start a New Application:

1. **Log in** to Cloudpermit.
2. Click the **"Apply for a Permit"** button in the upper right-hand corner.
3. **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 will be applying for multiple permits (e.g., 123 Lakeshore Drive – Addition). Then select NEXT →
4. Provide the **Location** where the work will be taking place. Change the municipality (drop-down menu in the upper right-hand corner) to Adjala-Tosorontio. You can then type in the 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 →

5. 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 →
6. At this point, you will see a **Summary**. Check if the information is accurate. If you need to make changes, use the "Back" button. If everything is correct, select CREATE APPLICATION →

Draft Permit Application:

You will now see your draft building permit application. You will need to provide some more information before submitting your application request:

✓ Ensure the "receive email notifications" button is marked as YES. **Email is the primary way in which we will communicate with you throughout the process.**

Under "General"

Under **Parties to the Application,** you can add email addresses or other parties that should have access to the application. You may wish to add your spouse, contractor, agent, etc.

✓ **You must have an owner and an applicant.** Make sure to include contact information for both. Note that the owner and applicant may be the same person.
✓ When you provide another party's information, you will be asked to give them permission to modify 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 woodstove.
✓ You can also opt to type in the information manually, in which case the party will not receive an email indicating that 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 will 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 see what is required for your project.

✓ 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 attachment type from the drop-down menu and then select done.

✓ Do this for all the required attachments.

If at any time you need to change or update the attachments (prior to submitting the application), you can delete them (trash icon) 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 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 paid through Cloudpermit using online banking. If you would prefer, you can also pay by cash, debit or cheque at the Township 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 the site and sign-off on your work at various points in the project. You can request these inspections through Cloudpermit.

To book an inspection, log in to Cloudpermit and select "Go to Project" under the project requiring an inspection. Then, select the application by clicking on the address.

A page will pop up with the details of your project's location. At the bottom of this page, you will see the heading "**Work & Construction"** and a box entitled "Inspections". Click on "Show Upcoming Inspections" and select "Request Inspection" under the building element that you are ready to have reviewed.

Under the "New Inspection Request" that pops up, select the date and time that you would like to request. **Please note that inspection requests must be made two**

business days in advance. There is no guarantee what time during business hours the Building Inspector will be onsite.

You will see the unconfirmed request listed.

Once staff receive and accept the request, you will receive an email confirmation for the inspection.

- ✓ Note: If you need to change the date or time, or cancel the request, select "Modify Request".

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 men 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 Township of Adjala-Tosorontio **Building Department** for help during business hours:

Jessica Prentice
Building Administrative Assistant

P. 705-434-5055, ext 232
F. 705-434-5051
E. jprentice@adjtos.ca

Township of Adjala-Tosorontio
7855 Sideroad 30
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Shaylin Whitehead
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