HOW TO APPLY FOR A BUILDING PERMIT

STEP 1: Create a Cloudpermit account.

1. Access the Cloudpermit website: ca.cloudpermit.com/login
2. Click on **CREATE NOW** found under the Register for an account column.
3. Enter your email address and check off the box for Agreeing to the Terms of Service. Click **CONTINUE**.
4. A verification email will be sent by Cloudpermit to the email you provided. Click the confirmation link within the email. This will instruct you to finish creating your account by inputting personal details and creating a password. **(Email sent to you is only valid for 24hrs.)**
5. The next time you visit the site, you'll Login using the email and password used to create the account.
6. After successfully setting up your Cloudpermit account, you'll be presented by a 5-step guide on how to submit your first application. After reviewing, click **CREATE YOUR FIRST APPLICATION**.
7. Begin by naming the project folder ex. **"New Home"**. Click Next.
8. Identify and select the location of the property by searching in the bar or manually navigating the map and clicking on the parcel. Click Next.
9. Select **"Building Permit"**, then select the project type ex. **"Residential"**. Select a category ex. **"Single family dwelling"**. Click Next.
10. Review your selections, if ready click **FINISH AND CREATE**.

STEP 2: Create an Application.

11. A Draft Application is now created. Complete the application before submitting. The required tasks are shown with the red alerts. The description of what needs to be done is located on the right before it can be submitted.
12. Identify the parties to the application. Add in any applicable parties. Applications **require "Applicant" AND "Property Owner"**.
13. Fill and add the project information and attachment files to the Draft Application. Be sure to identify each file attachment type when uploading to the Draft Application ex. **"Site Plan"**. Click **DONE** when completed.
14. Once you've uploaded the list of required documents, you'll see a green vertical banner on the left side of each attachment name.
15. Once completed, all project information and attachment files, you can now **SIGN OFF** the Application. Click on the **SIGN OFF APPLICATION** button. Review the information, fill any applicable questions and then click the **SIGN OFF** button.
16. Finally, submit the Application by clicking the **SUBMIT APPLICATION BUTTON** at the bottom of the page.
17. You will receive a confirmation email and email updates of important information throughout the process.

For Additional help visit Cloudpermit Support
OR
Contact the Building Department at 519-245-1105.