



Getting Started

with the Cloudpermit Building Permit System

The Town of Tillsonburg 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 you will need an email address to use the system.

1. Go to the Cloudpermit site 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 an email to the address you have provided.
5. Open the email and complete the registration process.

The next time you visit the site, you'll login using your email and password.

Cloudpermit

Under "General"

Under **Parties of the Application**, you can add email addresses for other people and/or companies that should have access to the application. You may wish to add your spouse, contractor, architect, etc.

- 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 sprinkler contractor the ability to add a new application for a sprinkler 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.

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 type of attachment and then select done.
- Do this for all of the required attachments.

Cloudpermit

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.

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

Submit ^{the SD#} your Application

☒ Review the items listed and indicate if they apply and/or you agree with the terms. Then click "sign off application."

To Pay for your Permit

☒ Review the items listed and indicate if they apply and/or you agree with the terms. Then click "sign off application."

To Request an Inspection

☒ Review the items listed and indicate if they apply and/or you agree with the terms. Then click "sign off application."

☒ Review the items listed and indicate if they apply and/or you agree with the terms. Then click "sign off application."

Cloudpermit

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

Under the "New inspection request" that pops-up, select the date and time you would like to request. INSPECTION REQUESTS MUST BE MADE ONE BUSINESS DAY IN ADVANCE.

You'll see the unconfirmed request listed.

Once staff receive 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 menu at the top of the page.

Need Help?

Visit <https://support-ca.cloudpermit.com/en/support/home> for answers to commonly asked questions.

Contact Town of Tillsonburg's **Building Services** for help during business hours at **519-688-3009 ext. 4600** or building@tillsonburgca.