Completing your draft permit application in Cloudpermit

You'll now see your draft Building Permit application. You'll need to provide a bit more information before submitting your application request.

1. Ensure the "receive email notifications" is marked as YES. (Email is the primary way in which we will communicate with you throughout the process.)
2. Under Application – Current Step: Draft 1/7
   a. '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.
      i. You must have a property owner and an applicant. Make sure to include contact information for both. The owner and applicant may be the same person.
      ii. 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 will want to give your designer permission to make changes so they can complete the Schedule 1 form.
   b. 'Application Data' is where you 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. When complete scroll back to the top and click "Return to Application"
   c. 'Attachments' is where you will find the list of attachments that are required to complete your application. These will be attachments such as site plans, architectural drawings, etc. 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. Repeat this step as many times as necessary to fill all the required attachments. 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. Click 'DONE' when you are finished.
   d. At this point, you are ready to Sign Off on the application, you should have three green checkmarks under the required tasks. The 'Sign Off Application' button is at the top right-hand side of the page.
   e. On the Sign Off page, review the items listed and indicate if they apply and/or you agree with the terms. Then click "Sign Off Application." This will digitally sign the application.

f. You can download a copy of the sign-off form at the top right of the page. When you are done click "Return to Application".
g. Submit your Application – bottom right side of the screen. You will receive an email to confirm your application has been submitted, and you'll receive subsequent emails regarding its status.

3. Once staff have completed their initial review of the submitted documents, there are two options:
a. Your permit application will be placed back in 'DRAFT' status on your dashboard, and staff would indicate any issues with submitted documents, OR
b. You will receive an email advising you of your 'bill' and your payment options. Please respond to this email so that staff can make arrangements to accept your payment. After this step is complete, your permit application will move onto the next step of the review process.