



Getting Started with Cloudpermit

Step by Step Guide to Cloudpermit's Building Permit Program

The Township of Armour is pleased to offer Cloudpermit to residents, builders, developers, and the business community – an online program to apply for, track the progress of your building permits, and schedule inspections. You can log-in to Cloudpermit from anywhere at any time.

To get started with Cloudpermit, you will need to first Create an Account. **Please note you will need a valid e-mail address to use the Cloudpermit program.**

Creating an Account:

- Visit the Cloudpermit website at <https://ca.cloudpermit.com/login>
- Click on **Create a New Account**
- Provide your e-mail address
- Cloudpermit will send an e-mail to the e-mail address you have provided
- Open the e-mail and complete the registration process. The next time you visit the site, you will be required to log-in using the e-mail and password you provided to register

Creating a New Application:

- Log-in to Cloudpermit.
- Select **Apply for a Permit** in the upper right-hand corner.
- Create a **New Project** and give it a name. (e.g., 123 Anywhere Street – Basement Renovation)
- Select **NEXT**.
- Provide the **Location** address and change the municipality to **ARMOUR**.
- Type in your address or roll number, or find the property on the map. Select **NEXT**.
- Select **Application Type** and the **Category** most appropriate for your project. (Most are self-explanatory – select **Accessory Structures** for smaller structures like sheds, decks, and detached garages). Select **NEXT**.
- Review the **Summary** for accuracy. If everything is correct, select **Create Application**.

Draft Permit Applications:

- Be sure to select **YES** to **Receive E-mail Notifications**. E-mail is the primary method of communication.
- Under **General** and **Parties of the Application**, you may add e-mail addresses for other people involved in the project and/or companies that should have access to the application. You may wish to add your contractor, architect, designer, spouse, etc.
- You must have an **Owner**, **Applicant** and a **Designer**. Be sure to include contact information for all parties. For residential properties, the owner can be the designer and/or take responsibility for the drawings.

Please note that parties to the application can have more than one role.

Under Application Data:

- Indicate what type of work is being proposed, and the type of property (e.g., Residential, Commercial, etc.)
- Any additional forms that are required will appear. Click on the required forms and complete the required information.

Under Attachments:

- You may be required to provide attachments such as Site Plans, Architectural Drawings, etc.
- **Upload** your attachments by either dragging them into the grey box OR using the **Click Here** button to select them from your computer.
- Once the required attachments have been uploaded, select the **Type of Attachment**, and then select **Done**.

Please note: An attachment can have more than one label. For example, all architectural drawings can be listed under one label. If at any time you need to change or update the attachments (prior to submitting your application), you can delete and upload again.

Sign Off on the Application:

- You are now ready to **Sign Off** on your application.
- Review and answer the questions, and indicate if you agree with the terms.
- Then click **Sign Off Application**. You can download a copy of the sign-off form at the top of the page if you wish.

You will receive an e-mail to confirm your application has been submitted, and you will receive subsequent e-mails regarding the status of your application. You will also receive an e-mail advising you when your building permit is ready and how to pay.

Pay Permit Fees:

- Invoices for your permit will be uploaded into Cloudpermit.
- Payment can be made by Cheque, Debit or Cash in office. You may also pay by E-transfer if you wish. All E-transfer payments can be sent to info@armourtownship.ca, with reference to your Building Permit in the description box of the E-transfer.
- If you are dropping off your payment in the drop box at the office, or sending by mail, please note the property address with your payment.

Requesting an Inspection:

Once you have received your building permit and the work is underway, you are required to have a Chief Building Official/Building Inspector visit the site, and sign-off on your work at various required stages in the project. These inspections can be requested through Cloudpermit:

- Log-in to **Cloudpermit**.
- Go to **Project**.
- Select the application by clicking on the property address.

- Select **Work & Construction** and **Inspections**.
- Select **Show Upcoming Inspections** and **Request Inspection** under the appropriate inspection.
- Under **New Inspection Request**, select the date and time you wish to have your inspection completed.
- You will see the unconfirmed inspection request listed. Once staff receive the request, you will receive an e-mail confirmation for the inspection.

Please note: If you need to change the date or time and/or cancel the request, select **Modify Request**.

If you choose to phone in to request an inspection, please allow minimum 48 hours notice for the inspection. All inspection requests can be directed to 705-382-3332 ext. 104.

A re-inspection fee will apply if no one is present for the booked inspection.



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. You can delete your application at any time by using the **Select Action** drop-down menu at the top of the page.

Need Assistance?

Visit <https://support-Ca.cloudpermit.com/en/support/home> to access Cloudpermit's Applicant User Guide. The user guide includes product support and how-to articles to assist you with the application process.

Contact the Township of Armour's Building Department during regular business hours for assistance. The Building Administrator can be reached by e-mail at buildingadmin@armourtownship.ca, or by telephone at 705-382-3332 ext. 102.